MISSION

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

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

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

5. Diversity and Inclusion: Rasmussen College promotes diversity awareness, respect for multiple perspectives, and inclusion among all College stakeholders in and out of classrooms.
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### 2014-2015 ACADEMIC CALENDAR

- **Summer Quarter**
  - July 7 – September 21
- **Early Fall Quarter**
  - August 11 – September 21
- **Fall Quarter**
  - October 6 – December 21
- **Early Winter Quarter**
  - November 10 – December 21
- **Winter Quarter**
  - January 5 – March 22
- **Early Spring Quarter**
  - February 9 – March 22
- **Spring Quarter**
  - April 6 – June 21
- **Early Summer Quarter**
  - May 11 – June 21
- **Summer Quarter**
  - July 6 – September 20

### 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
WELCOME TO RASMUSSEN COLLEGE

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

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

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

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

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

Sincerely,

Kristi A. Waite
President, Rasmussen College
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 available to help you succeed in your classes and in your career.

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

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

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

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

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

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

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

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

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

## Certificate

**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
- B087 Practical Math

**General Education Courses**
- **Lower Division**
  - Communication (Required course)
  - COM 1388 Communicating in Your Profession

**Certificate Courses**
- **Lower Division**
  - ACG 1022 Financial Accounting I
  - ACG 1033 Financial Accounting II
  - ACG 2062C Computer Focused Principles
  - APA 1500 Payroll Accounting
  - CGS 1240 Computer Applications and Business Systems Concepts
  - CTS 2511 Excel
  - E242 Career Development
  - GEB 1011 Introduction to Business
  - MAN 2021 Principles of Management
  - TAX 2002 Income Tax

**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 E320 Junior Seminar during the quarter in which they finish the Foundation course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

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

## Diploma

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

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

**In Addition to All Certificate Courses**
- English Composition (Required course)
  - ENC 1101 English Composition
- Communication (Select 1 course)
  - Math/Natural Sciences (Select 1 Math course; College Algebra recommended)

**Major and Core Courses**
- **Lower Division**
  - ACG 2680 Financial Investigation
  - ACG 2930 Accounting Capstone
  - BUL 2241 Business Law
  - FIN 1202 Financial Markets and Institutions
  - MAN 2062 Business Ethics
  - MAR 2011 Principles of Marketing

**Total Diploma Credits**
- 73

**See Page 36 for General Education Course Selections.**

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

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

## Associate’s Degree

**Career Opportunities:**
- Accounting Clerk
- Auditing Clerk
- Bookkeeper
- Bank Teller
- Accounts 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**
- **Lower Division**
  - Humanities (Select 2 courses)
  - Math/Natural Sciences (Select 1 course)
  - Social Sciences (Select one pairing)

**Total Associate’s Degree Credits**
- 93

See Page 36 for General Education Course Selections.

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

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

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**Student Investment Disclosure:**
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
PUBLIC ACCOUNTING BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Certified Public Accountant
- Public Accountant
- Management Accountant
- Government Accountant
- Internal Auditor

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

PUBLIC ACCOUNTING COURSES

UPPER DIVISION
ACG 3205 Risk Management for Accountants  4
ACG 3501 Government and Not-for-profit Accounting  4
ACG 4022 CPA Exam Preparation  2
ACG 4180 Financial Statement Analysis  4
ACG 4303 Advanced Auditing II  4
ACG 4450 Accounting Research Methods and Techniques  4
ACG 4507 Accounting Fraud Investigation  4
GEB 4450 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
36

Lower Division General Education Credits
24

Upper Division General Education Credits
57

Lower Division Major and Core Credits
64

Upper Division Major and Core Credits
114

TOTAL PUBLIC ACCOUNTING DEGREE CREDITS  231*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

GENERAL EDUCATION COURSES

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

CERTIFICATE COURSES

LOWER DIVISION
ACG 1022  Financial Accounting I  4
ACG 1033  Financial Accounting II  4
BUL 2241  Business Law  4
CGS 1240  Computer Applications and Business Systems Concepts  3
ENB 2701  Accounting Information Systems  4
E242  Career Development  2
GEB 1011  Introduction to Business  4
GEB 2930  Business Capstone  2
MA 2021  Principles of Management  4
MAR 2011  Principles of Marketing  4

Total Certificate Credits
General Education Credits  8
Major and Core Credits  29

TOTAL CERTIFICATE CREDITS  37*

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
ENB 2701  Accounting Information Systems  4
ENB 2702  Business Information Systems  4
ENB 2703  Business Information Systems Lab  2

MAJOR AND CORE COURSES

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

Total Diploma Credits
General Education Credits  20
Major and Core Credits  39

TOTAL DIPLOMA CREDITS  59*

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

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE
Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4
Social Sciences (Select one pairing) 8
ECO 1000 Principles of Economics
Select 1 Social Sciences Elective OR
ECO 2013 Macroeconomics
ECO 2023 Microeconomics
MAJOR AND CORE COURSES
LOWER DIVISION
AGC 2062C Computer Focused Principles 3
APA 1500 Payroll Accounting 4
MNA 1161 Customer Service 4
Total Associate’s Degree Credits
General Education Credits 40
Major and Core Credits 50
TOTAL DEGREE CREDITS 90*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

BUSINESS MANAGEMENT BACHELOR’S DEGREE
Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES
GENERAL EDUCATION COURSES
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 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 40
Upper Division General Education Credits 24
Lower Division Major and Core Credits 50
Upper Division Major and Core Credits 67
TOTAL DEGREE CREDITS 181*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Bachelor of Science Degree

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition
Communication (“Required, Select 1 additional course”) 8
COM 1388 Communicating in Your Profession
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
Social Sciences (Select one pairing) 8
ECO 1000 Principles of Economics
Select 1 Social Sciences Elective
OR
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

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

MAJOR AND CORE COURSES
LOWER DIVISION
ACG 1022 Financial Accounting I 4
ACG 1033 Financial Accounting II 4
CGS 1240 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
FIN 1000 Principles of Finance 4
GEB 1011 Introduction to Business 4
HSA 2010 Marketing and Communications in Healthcare 4
HSA 2117 U S Healthcare Systems 4
HSA 2537 Electronic Health Records and Medical Office Procedures 4
HSC 1531 Medical Terminology 4
MAN 1300 Introduction to Human Resource Management 4
MAN 2021 Principles of Management 4
PLA 2476 Employment Law 4
PSY 1012 General Psychology 4

UPPER DIVISION
GEB 3110 Research and Report Writing 4
GEB 4220 Managing a Diverse Workforce 4
HSA 3109 Foundations of Managed Care 4
HSA 3110 Introduction to Healthcare Administration 4
HSA 3170 Financial Management of Healthcare Organizations 4
HSA 3363 Quality Improvement in Healthcare 4
HSA 3422 Regulation and Compliance in Healthcare 4
HSA 3751 Healthcare Statistics 4
HSA 4110 Healthcare Operations Management 4
HSA 4124 International Healthcare 4
HSA 4150 Healthcare Planning and Policy Management 4
HSA 4191 Healthcare Information Systems 4
HSA 4210 Advanced Healthcare Law and Ethics 4
HSA 4922 Healthcare Management Capstone 3
HSC 4500 Epidemiology 4
MAN 4143 Contemporary Leadership Challenges 4
MAN 4701 Leading Change 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 36
Upper Division General Education Credits 24
Lower Division Major and Core Credits 53
Upper Division Major and Core Credits 67

TOTAL DEGREE CREDITS 180 *

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

GENERAL EDUCATION COURSES

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

CERTIFICATE COURSES

LOWER DIVISION
AGS 1022  Financial Accounting I  4
AGS 1033  Financial Accounting II  4
BUS 2241  Business Law  4
CSG 1240  Computer Applications and Business Systems Concepts  3
GEB 1011  Introduction to Business  4
E242  Career Development  2
MAN 2021  Principles of Management  4
MAR 2011  Principles of Marketing  4
Total Certificate Credits  29
General Education Credits  8
Major and Core Credits  37*
TOTAL CERTIFICATE CREDITS  37*

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP 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)  4
Lower Division
General Education Credits  16
Major and Core Credits  45
TOTAL DIPLOMA CREDITS  61*

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
Total Diploma Credits  61*
Lower Division
General Education Credits  16
Major and Core Credits  45
TOTAL DIPLOMA CREDITS  91*

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

SCHOOL OF BUSINESS

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

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

888-5-RASMUSSEN
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

GENERAL EDUCATION COURSES

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

CERTIFICATE COURSES

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

Total Certificate Credits
General Education Credits  8
Major and Core Credits  29
TOTAL CERTIFICATE CREDITS  37*

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

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

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

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

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

EARN AS YOU LEARN

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SCHOOL OF BUSINESS

MISSION STATEMENT

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

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

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

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

### GENERAL EDUCATION COURSES

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

#### MAJOR AND CORE COURSES

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

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

**TOTAL DIPLOMA CREDITS** 71*

*See page 36 for General Education Course Selections.

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## ASSOCIATE’S DEGREE

### ASSOCIATE’S DEGREE

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

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

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

### IN ADDITION TO ALL DIPLOMA COURSES

### GENERAL EDUCATION COURSES

#### LOWER DIVISION
- Humanities (“Required, Select 1 additional course) 8
- ART 1204 Art Appreciation*
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

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

**TOTAL DEGREE CREDITS** 91*

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

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

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

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

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION

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

MAJOR AND CORE COURSES

UPPER DIVISION

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

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

TOTAL DEGREE CREDITS  181*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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13
DEGREE

14

Certification. Students are responsible for paying for any additional attempts.

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

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 one of the following) 4
MAT 1031 College Algebra
MAT 1402 General Education Math

MAJOR AND CORE COURSES

LOWER DIVISION

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

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

TOTAL DIPLOMA CREDITS 71*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

GRADE

Certification. Students are responsible for paying for any additional attempts.

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

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 one of the following) 4
MAT 1031 College Algebra
MAT 1402 General Education Math

MAJOR AND CORE COURSES

LOWER DIVISION

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

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

TOTAL DIPLOMA CREDITS 71*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

ASSOCIATE’S DEGREE

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

CAREER OPPORTUNITIES:

• Graphic Designer
• Print Designer
• Digital Designer
• Website Designer
• Interactive Designer
• Web Developer
• User Interface Designer

OBJECTIVE:

Graduates of the Web and Interactive Design Associate’s Degree know intermediate theories of visual and interactive design, website design, project management, and portfolio development. They can create and combine multiple forms of media to generate web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates their skills, knowledge, and techniques in graphic and web design as well as interactivity. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

FOUNDATIONS 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 one of the following) 4
MAT 1031 College Algebra
MAT 1402 General Education Math

MAJOR AND CORE COURSES

LOWER DIVISION

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

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

TOTAL DIPLOMA CREDITS 71*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION
- Communication (Required Course) 4
- MMC 3407 Visual Communication in the Media 3
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits 181

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

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

STUDENT INVESTMENT DISCLOSURE:

EARLY CHILDHOOD EDUCATION
CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE

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

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

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

CERTIFICATE COURSES

LOWER DIVISION
E242 Career Development 2
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*

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

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

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

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 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.
In addition to meeting all other admissions requirements, applicants to this program must demonstrate
Sophomore Seminar during the quarter in which they finish the Diploma course requirements. In addition to the courses listed, at designated points in their programs of study, students are
SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

TOTAL DIPLOMA CREDITS 69*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

4-2015 CATALOG AND STUDENT HANDBOOK
SCHOOL OF EDUCATION

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 (Required, Select 1 additional course) 6
COM 1865 Locating and Evaluating Information*
Math/Natural Sciences (Select 1 course) 4
MAJOR AND CORE COURSES

CGS 1240 Computer Applications and Business Systems Concepts 3

LOWER DIVISION

Child and Family Studies Diploma
EEC 2219 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 Diploma
EEC 2217 Emerging Literacy Through Children’s Literature 4
EEC 2401 Dynamics of the Family 4
EEC 2500 Infant and Toddler Development 4
EEX 2010 The Exceptional Child 4
English Language Learner Diploma
EEC 2213 Language and Literacy Acquisition 4
EEC 2220 Curriculum and Instruction for English Language Learners 4
EEC 2270 Introduction to English Language Learners 4
EEC 2412 Involving Parents of English Language Learners 4
Child with Special Needs Diploma
EEC 2271 Curriculum and Instruction for Children with Special Needs 4
EEC 2272 The Inclusive Classroom 4
EEC 2403 Advocating for Children with Special Needs 4
EEX 2010 The Exceptional Child 4
Total Diploma Credits
General Education Credits 14
Major and Core Credits 55
TOTAL DIPLOMA CREDITS 69*

ASSOCIATE’S DEGREE

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

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

OBJECTIVE:
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote 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 34
Major and Core Credits 57
TOTAL DEGREE CREDITS 91*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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 facility 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.

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

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

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
HSA 1050 Customer Service in Healthcare 1
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4

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

Total Certificate Credits
General Education Credits 8
Major and Core Credits 30
TOTAL CERTIFICATE CREDITS 38*

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

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

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

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

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

ASSOCIATE’S DEGREE

Associate of Science Degree
CAREER OPPORTUNITIES:
• Phlebotomist
• Laboratorv Assistant
• Healthcare Associate

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
HSA 2117 US Healthcare Systems 4
ME 1243 Pharmacology for the Allied Health Professional 4
ME 2203 Pathophysiology 5
Total Associate’s Degree Credits
General Education Credits 48
Major and Core Credits 43
TOTAL DEGREE CREDITS 91*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

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

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

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

EARN AS YOU LEARN
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. They know how to navigate a health record and abstract information necessary to correctly code the medical information. They know medical terminology, anatomy, pathology, and the effective use of medical coding software available. They value the ability to effectively communicate, ethical and professional behavior in the workplace, and the confidentiality of patient information.

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
HIM 1110  Anatomy and Pharmacology for Coders  3
HIM 1125  ICD-CM Coding  4
HIM 1126C  ICD-PCS Coding  4
HIM 1258C  Ambulatory Care Coding  3
HIM 2272C  Medical Insurance and Billing  3
HIM 2410  Health Information Law and Ethics  4
HIM 2942  ICD-10 Coding Practicum  1
HSC 1531  Medical Terminology  4
MEA 2203  Pathophysiology  5

Total Certificate Credits
General Education Credits  4
Major and Core Credits  36
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 E242 Career Development course as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

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

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

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
General Education Credits  16
Major and Core Credits  40
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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

HIM 2304  Management of Health Information Services  4
HIM 2510  Quality Analysis and Management  4
HIM 2652  Healthcare Information Technologies  4
HIM 2943  Health Information Professional Practicum  2
HSA 2117  US Healthcare Systems  4

Total Associate’s Degree Credits

General Education Credits  32
Major and Core Credits  58

TOTAL DEGREE CREDITS  90*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

HEALTH INFORMATION MANAGEMENT BACHELOR'S DEGREE

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION

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

MAJOR AND CORE COURSES

UPPER DIVISION

HIM 3001  Information and Communication Technologies  4
HIM 3105  Health Information Management Systems  4
HIM 3202  Data, Information, and File Structures  4
HIM 3304  Financial Management of Health Information Services  4
HIM 3412  Project Management  4
HIM 3522  Electronic Health Record Application  4
HIM 3644  Reimbursement Methodologies  4
HIM 3710  Advanced Quality Management in Healthcare  4
HIM 4003  Electronic Data Security  3
HIM 4115  Applied Research in Health Information Management  4
HIM 4276  Health Information Management Professional Practice Experience  4
HIM 4354  Strategic Planning and Development  4
HIM 4360  Health Data Management  2
HIM 4537  Health Information Management Alternative Facility Professional Practice Experience  1
HIM 4610  Advanced Health Information Law and Ethics  4
HSA 3422  Regulation and Compliance in Healthcare  4
HSA 3751  Healthcare Statistics  4
MAN 3210  Advanced Human Resource Management  4

Total Bachelor's Degree Credits

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 DEGREE CREDITS  180*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

This program requires specific immunizations prior to professional practice experience.

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

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*

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
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 DEGREE CREDITS 90*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

ASSOCIATE’S DEGREE
888-5-RASMUSSEN
**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 2
- HSA 2537 Electronic Health Records and Medical Office Procedures 4
- HSC 1531 Medical Terminology 4
- HSC 2641 Medical Law and Ethics 4
- MEA 1102 Introduction to Medical Assisting 3
- MEA 1206 Clinical Skills I 4
- MEA 1207 Clinical Skills II 4
- MEA 1243 Pharmacology for the Allied Health Professional 4
- MEA 2203 Pathophysiology 5
- MEA 2267 Laboratory Skills for Medical Assisting 4
- MEA 2810 Medical Assisting Clinical Externship 8
- MEA 2820 Medical Assisting Capstone 2

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

**Total Diploma Credits**
- General Education Credits 8
- Major and Core Credits 52
- **TOTAL DIPLOMA CREDITS 60**

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

**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.

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

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

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

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program requires specific immunizations prior to professional practice experience.

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

CERTIFICATE

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
PTN 2340 Unit Dose and Medication Preparation 3

TOTAL CERTIFICATE CREDITS 44*

DIPLOMA

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
E185 Freshman Seminar as part of Certificate course requirements.

MAJOR AND CORE COURSES
LOWER DIVISION
Total Diploma Credits
General Education Credits 20
Major and Core Credits 50

TOTAL DIPLOMA CREDITS 70*

ASSOCIATE’S DEGREE

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION

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

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

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

STUDENT INVESTMENT DISCLOSURE:

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

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

CAREER OPPORTUNITIES: **
- Corrections Officer • Juvenile Justice Assistant
- Peace Officer • Probation Assistant
- Probation Assistant • Law Enforcement Officer
- Court Clerk • Security Professional
- Security Professional • Juvenile Specialist

OBJECTIVE:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness 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
Communication (Required, Select 1 additional course) 6
COM 1865 Locating and Evaluating Information
Humanities (Required, Select 2 additional courses) 16
PHI 1520 Ethics Around the Globe
PHI 2103 Introduction to Critical Thinking
Math/Natural Sciences (Select 2 courses, including at least one Math course) 8
Social Sciences (Required courses) 8
PSY 1012 General Psychology 4
SYG 1000 Introduction to Sociology 4

MAJOR AND CORE COURSES
CCJ 1000 Introduction to Criminal Justice 4
CCJ 1153 Criminology: Motives for Criminal Deviance 4
CCJ 1382 Field Communications in Criminal Justice 2
CCJ 2170 Practical Psychology for the Criminal Justice Professional 4
CCJ 2685 Domestic Violence 4
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CGS 1240 Computer Applications and Business Systems Concepts 3
CJC 1000 Introduction to Corrections 4
CJE 1006 Policing in America 4
CJE 1233 Drugs and Crime 4
CJE 2171 Juvenile Justice: Delinquency, Dependency, and Diversion 4
CJL 1552 Introduction to Criminal Law 4
CJL 1747 Applied Criminal Procedures 4

Total Associate’s Degree Credits
General Education Credits 42
Major and Core Credits 49

TOTAL DEGREE CREDITS 91*

BACHELOR’S DEGREE

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION

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

MAJOR AND CORE COURSES

UPPER DIVISION

CCJ 3164 Criminal Behavior: Profiling Violent Offenders 4
CCJ 3667 Victims in Criminal Justice 4
CCJ 3678 Cultural Diversity and Justice 4
CCJ 3700 Research Methods in Criminal Justice 4
CCJ 3706 Statistics in Criminal Justice 4
CCJ 4450 Criminal Justice Leadership and Management 4
CCJ 4931 Critical Issues in Criminal Justice 4
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 ***
CCJ 4392 Criminal Justice Internship 9

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

Total Bachelor’s Degree Credits
Lower Division General Education Credits 42
Upper Division General Education Credits 24
Lower Division Major and Core Credits 49
Upper Division Major and Core Credits 49
Upper Division Elective Credits 16

TOTAL DEGREE CREDITS 180*

See page 36 for general education course selections

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

**Certification Requirements:**

**Program Assistant Specialist**

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

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

**General Education Courses**
- **Lower Division**
  - Social Sciences (Required courses)
  - PSY 1012 General Psychology
  - PSY 2420 Abnormal Psychology
- **Major and Core Courses**
  - **Lower Division**
    - CJC 1245 Case Management: Strategies for Rehabilitation
    - E242 Career Development
    - HUS 1001 Introduction to Human Services
    - HUS 1320 Introductory Strategies to Crisis Intervention
    - HUS 1551 Cultural Diversity in Human Services
    - HUS 2540 Community Psychology
    - HUS 2712 Organization and Leadership in Human Services
- **Total Certificate Credits**
  - General Education Credits: 8
  - Major and Core Credits: 30
  - **Total Certificate Credits: 38**

**In addition to all certificate courses**

**General Education Courses**
- **Lower Division**
  - English Composition (Required course)
  - ENG 1101 English Composition
  - Communication (Select 1 course)
  - Math/Natural Sciences (Select 1 course)
- **Major and Core Courses**
  - Computer Applications and Business Systems Concepts
  - Juvenile Justice: Delinquency, Dependency, and Diversion
  - MNA 1161 Customer Service
- **Choose either Track I or Track II**
- **Track I**
  - HUS 2937 Internship for Human Services
- **Track II**
  - COM 1388 Communicating in Your Profession
  - HUS 2955 Human Services Capstone
- **Total Diploma Credits**
  - General Education Credits: 20
  - Major and Core Credits: 54
  - **Total Diploma Credits: 74**

**Associate's Degree**

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

**Foundation Courses**
- **Lower Division**
  - Humanities (Select 2 courses)
  - Math/Natural Sciences (Select 1 course)
  - Social Sciences (Required course)
  - SYG 1000 Introduction to Sociology
- **Total Associate's Degree Credits**
  - General Education Credits: 36
  - Major and Core Credits: 54
  - **Total Degree Credits: 90**

**In addition to all diploma courses**

**General Education Courses**
- **Lower Division**
  - Kent State University: Senior Seminar
  - Kent State University: Senior Seminar
  - Kent State University: Senior Seminar
  - Kent State University: Senior Seminar
  - Kent State University: Senior Seminar
- **Total Degree Credits**
  - General Education Credits: 54
  - Major and Core Credits: 54
  - **Total Degree Credits: 108**

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

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

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

**Foundation Courses**
- **Lower Division**
  - Humanities (Select 2 courses)
  - Math/Natural Sciences (Select 1 course)
  - Social Sciences (Required course)
  - SYG 1000 Introduction to Sociology
- **Total Associate's Degree Credits**
  - General Education Credits: 36
  - Major and Core Credits: 54
  - **Total Degree Credits: 90**

**In addition to all diploma courses**

**General Education Courses**
- **Lower Division**
  - Kent State University: Senior Seminar
  - Kent State University: Senior Seminar
  - Kent State University: Senior Seminar
  - Kent State University: Senior Seminar
  - Kent State University: Senior Seminar
- **Total Degree Credits**
  - General Education Credits: 54
  - Major and Core Credits: 54
  - **Total Degree Credits: 108**

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

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

**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 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 (*Required, Select 2 additional courses) 12
- PHI 1520 Ethics Around the Globe 4
- Math/Natural Sciences (Select 2 courses) 8
- Social Sciences (Required courses) 8
- PSY 1012 General Psychology 4
- SYG 1000 Introduction to Sociology 4

**MAJOR AND CORE COURSES**

#### LOWER DIVISION
- CGS 1240 Computer Applications and Business Systems Concepts 3
- CIL 1381 Criminal Law and Procedure: Crime and the Courtroom 4
- E242 Career Development 2
- PLA 1013 Introduction to Law and the Legal System 4
- PLA 1203 Civil Litigation and Procedure I 4
- PLA 1223 Civil Litigation and Procedure II 4
- 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
- PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession 4

**Track II**
- PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession 4

**TOTAL DEGREE CREDITS** 94*

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

**PARALEGAL CERTIFICATE**

**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 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
- PLA 2610 Real Estate Law 4
- Electives (Select 1 course) 4
- 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 2204 Law Office Technology: Cyberspace and the Paralegal Profession 4

**Total Certificate Credits**
- General Education Credits 16
- Major and Core Credits 45

**TOTAL CERTIFICATE CREDITS** 61*

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

**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.

**CAREER OPPORTUNITIES:**
- Paralegal
- Assistant/Certified Paralegal (CLA/CP) examination.
- Assistants (NALA) as a testing center for the Certified Legal Assistant/Certified Paralegal (CLA/CP) examination.

**For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.**
RN TO BSN PROGRAM/NURSING  BACHELOR’S DEGREE
(ONLINE ONLY)

Bachelor of Science Degree

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

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

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

GENERAL EDUCATION COURSES
UPPER DIVISION
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Select 2 courses)  8

MAJOR AND CORE COURSES
UPPER DIVISION
NUR 3177 Health Assessment  4
NUR 3295 Applied Pathophysiology  4
NUR 3418 Introduction to Alternative and Complementary Therapies  4
NUR 3508 Quality and Safety in Nursing Practice  4
NUR 3655 Transcultural Nursing  4
NUR 3816 Dimensions of Professional Nursing  4
NUR 4232 Integration of Evidence-Based Practice and Research in Nursing  4
NUR 4529 Public Health and Community Nursing  4
NUR 4773 Leadership and Management in Nursing  4
NUR 4870 Nursing Informatics  4
NUR 4909 Nursing Capstone  4
Total Bachelor’s Degree Credits  120
Upper Division General Education Credits  24
Upper Division Major and Core Credits  44
TOTAL DEGREE CREDITS (INCLUDING TRANSFER CREDITS)  181

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

The Nursing BS Degree (RN to BSN program) at Rasmussen College is a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036; (202) 887-6791. New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.

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

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

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

### 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 Professional Nursing and will be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain licensure as a registered nurse.

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition (Required course)</td>
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<tr>
<td>MAT 1031</td>
<td>College Algebra</td>
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<tr>
<td>NUR 2115</td>
<td>Introduction to Critical Thinking, Informatics,</td>
<td>4</td>
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<td></td>
<td>and Ethical Concepts in Professional Nursing</td>
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<tr>
<td>NUR 2226</td>
<td>Comprehensive Pharmacology</td>
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<td>NUR 2349</td>
<td>Professional Nursing I</td>
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<td>NUR 2571</td>
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<td>NUR 2633</td>
<td>Maternal Child Health Nursing</td>
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<td>NUR 2790</td>
<td>Professional Nursing III</td>
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<td>NUR 2868</td>
<td>Roles, Scope, Quality, and Leadership in Professional Nursing</td>
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<tr>
<td>NUR 2944</td>
<td>Professional Nursing Capstone</td>
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</tr>
</tbody>
</table>

#### TOTAL ASSOCIATE'S DEGREE CREDITS

- General Education Credits: 47
- Major and Core Credits: 56

### TOTAL DEGREE CREDITS: 103

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

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E220 Junior Seminar during the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

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

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

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

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

### MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current unencumbered practical nursing license will receive credit for NUR1172 Nutritional Principles in Nursing (4 credits) and NUR2115 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW). Students may also transfer in up to 47 credits in successfully completed applicable general education coursework.

Graduates of Rasmussen College’s Practical Nursing program will receive credit for ENC1101 English Composition, MAT1031 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.
CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Assisted Living Centers
- Long-Term Care Facilities
- Dental Offices
- Physician’s Offices

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
- NUR 1172 Nutritional Principles in Nursing 4
- PRN 1192 Fundamental of Practical Nursing 6
- PRN 1086 Introduction to Practical Nursing 2
- PRN 1245 Practical Nursing I 6
- PRN 1356 Basic Pharmacology 3
- PRN 1486 Gerontologic Nursing 3
- PRN 1417 Practical Nursing II 6
- PRN 1555 Psychosocial Nursing 4
- PRN 1648 Practical Nursing III 6
- PRN 1932 Family Nursing 4
- PRN 1971 Practical Nursing Capstone 2

Total Diploma Credits
- General Education Credits 16
- Major and Core Credits 46
- TOTAL DIPLOMA CREDITS 62

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

Upon completion of this program, students who wish to pursue an Associate’s Degree can transfer all program credits into Rasmussen College’s Health Sciences Associate’s Degree program.
## Web Programming Diploma • Associate’s Degree

### Diploma

**Career Opportunities:**
- Web Developer

**Objective:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates are familiar with interactive tools, technologies, and development platforms to build robust web applications and user-friendly web interfaces. They possess a developed skill set in web programming, IT project management, and website creation. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B087 Practical Math 4

**General Education Courses**

- **Lower Division**
  - English Composition (Required course) 4
  - ENC 1101 English Composition 4
  - Communication (Required course) 4
  - COM 1388 Communicating in Your Profession 4
  - Humanities (Required course) 4
  - PHI 1520 Ethics Around the Globe 4
  - Math/Natural Sciences (Select 1 course) 4

- **Major and Core Courses**
  - CGS 1240 Computer Applications and Business Systems Concepts 3
  - CGS 1545 Relational Databases 3
  - CGS 1820C Introduction to HTML 3
  - CIS 1308 Logic and Troubleshooting 4
  - COP 1125 Programming Fundamentals 3
  - COP 1176 Introduction to Visual Basic 3
  - COP 1801 JavaScript 3
  - COP 2004 PERL/CGI 3
  - COP 2250 Java I 3
  - COP 2323 Object-Oriented Programming 3
  - COP 2333 Advanced Visual Basic 3
  - COP 2842 PHP/MySQL 3
  - COP 2890 Web Programming Capstone 2
  - E242 Career Development 2
  - E242 Career Development 2
  - GRA 1722G Introduction to Web Design Software 3
  - MNA 1161 Customer Service 4

Total Diploma Credits
- General Education Credits 16
- Major and Core Credits 52
- **Total Diploma Credits** 68*

### Associate’s Degree

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

**Career Opportunities:**
- Web Developer

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

**In Addition to All Diploma Courses**

**General Education Courses**

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

Total Associate’s Degree Credits
- General Education Credits 40
- Major and Core Credits 52
- **Total Degree Credits** 92*

**See page 36 for general education course selections.**

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

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

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

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

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**EARN AS YOU LEARN**
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE • ASSOCIATE’S DEGREE
COMPUTER SCIENCE BACHELOR’S DEGREE

SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
CDA 1202 Foundations of Software Design  3
CDA 2110 Introduction to Computer Systems  4
CEN 1400 Mobile Application Development  3
CGS 1545 Relational Databases  3
COP 1125 Programming Fundamentals  3
COP 1224 Programming I  4
COP 2224 Programming II  4
COP 2250 Java I  3
COP 2323 Object-Oriented Programming  3
COT 1202 Discrete Structures for Computer Science  3
E242 Career Development  2

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

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

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

SOFTWARE APPLICATION DEVELOPMENT
ASSOCIATE’S DEGREE

Associate of Science Degree

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

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

In addition to all Certificate courses

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

MAJOR AND CORE COURSES
LOWER DIVISION
MAC 1200 Precalculus  3
MAC 2100 Calculus I  4
MAC 2200 Calculus II  4

Total Associate’s Degree Credits
General Education Credits  45
Major and Core Credits  46
TOTAL DEGREE CREDITS  91

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS  4

Total Bachelor's Degree Credits  180

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

BACHELOR’S DEGREE

ASSOCIATE’S DEGREE

CERTIFICATE

EARN AS YOU LEARN

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

DIPLOMAS • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

INFORMATION SECURITY BACHELOR’S DEGREE

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 life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required Course) 4
ENC 1101 English Composition 4
Communication (Required course) 4
COM 1388 Communicating in Your Profession 4
Math/Natural Sciences (Required Course) 4
MAT 1031 College Algebra 4

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240 Computer Applications and Business Systems Concepts 3
CET 2660C Networking Security 3
CIS 1028C Fundamentals of Hardware and Software I 3
CIS 1175C Fundamentals of Hardware and Software II 3
CIS 1308 Logic and Troubleshooting 4
CIS 2093C Systems Analysis 3
CIS 2911 Information Technology Capstone 2
CNT 1244C Introduction to Networks 3
COP 1125 Programming Fundamentals 3
CTS 2383C Microsoft Windows Server 3
E242 Career Development 2
GEB 1011 Introduction to Business 4
MNA 1161 Customer Service 4

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

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

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

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

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

**NOTE: CIS 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 CIS 2321C prior to taking CIS 4352. Linux Security- Strategies and must complete CET 2522C prior to taking CIS 3140C Advanced Cisco Network Security – CCNA.

Consult the double-asterisked note (**NOTE) at the diploma level for students intending to continue into the Information Security BS program.

INFORMATION TECHNOLOGY MANAGEMENT ASSOCIATE’S DEGREE

Associate of Science Degree in Information Technology Management

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 life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

IN ADDITION TO ALL DIPLOMA COURSES

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

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

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

**NOTE: CIS 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 CIS 2321C prior to taking CIS 4352. Linux Security- Strategies and must complete CET 2522C prior to taking CIS 3140C Advanced Cisco Network Security – CCNA.

Consult the double-asterisked note (**NOTE) at the diploma level for students intending to continue into the Information Security BS program.
INFORMATION TECHNOLOGY MANAGEMENT
BACHELOR'S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Network Administrator
• Network Analyst
• Information Technology Manager

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

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
CIS 3436C IT Security for Managers 3
CIS 4005C IT Operations Management 4
CIS 4189C Risk Management and Business Continuity 4
CIS 4264C Storage Management 3
CIS 4317C Operating Systems Design 3
CNT 3126 Advanced Networking 4
CNT 3229 Asset Management 3
CNT 3348 Infrastructure Hardware 4
CNT 3569 Support Management 4
CNT 3777 Virtualization 4
CNT 4016 Cloud Computing 4
CNT 4283 Enterprise Application Support 4
CNT 4361 Information Technology Management Capstone 2
CNT 4437 Service Management 4
CNT 4520 Systems Monitoring 4
ISM 3015 Management of Information Systems 4
ISM 3812 Project Management for IT 4
MAN 4240 Organizational Behavior Analysis 4
Total Bachelor's Degree Credits 181*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

INFORMATION SECURITY BACHELOR'S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Network Security Analyst
• Information Security Analyst
• Security Consultant
• Computer Forensic Analyst

OBJECTIVE:
Graduates of this program will gain advanced knowledge in collecting and preparing evidence of computer crimes such as fraud, child pornography, and cyber espionage. The curriculum emphasizes a comprehensive understanding of the forensic tools and techniques used to investigate and analyze network-related incidents and digital devices. Graduates will be exposed to ethical and professional information systems management security standards in project management and report writing. Graduates of this program will also be able to address current and future cyber security challenges such as the collection and preservation of digital evidence, with a strong foundation of fundamental information systems management security principles.

In addition, a graduate of this program will be prepared to provide exceptional service in the technology realm of the criminal justice field. 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 integrity in the criminal justice system.

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 3364 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 182*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

Consult the double-asterisked note (**NOTE) at the diploma level for students intending to continue into the Information Security BS program.

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

**CAREER OPPORTUNITIES:**
- Game Programmer
- Video Game Asset Manager
- Video Game Level Designer

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

**GENERAL EDUCATION COURSES**

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

**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**
- DIG 4602 Game Production Project II 4
- DIG 4446C Simulation Production Project II 4
- DIG 4310C Simulation Production Project I 4
- DIG 4291C Asset Development II 4
- DIG 4188C Asset Development I 4
- CEN 4190 Engineering Virtual Worlds 4
- CEN 4090 Software Engineering for Game and Simulation Production 4
- CEN 4190 Engineering Virtual Worlds 4
- DIG 4308C Principles of Computer Graphics 4
- DIG 3117C Principles of Shader Programming 4
- DIG 3245C Quality Assurance in Game and Simulation Production 4
- DIG 3349C Game Engines and Integrated Game Development Environments 4
- DIG 3438C Mobile Game Development 4
- DIG 3457 Portfolio, Package and Publish 4
- DIG 4073C Networking and Multiplayer Game Development 4
- DIG 4188C Asset Development I 4
- DIG 4291C Asset Development II 4
- DIG 4310C Simulation Production Project I 4
- DIG 4446C Simulation Production Project II 4
- DIG 4500C Game Production Project I 4
- DIG 4602C Game Production Project II 4
- Total Bachelor's Degree Credits 181

**UPPER DIVISION**
- CAP 4620 Artificial Intelligence 4
- CEN 4090 Software Engineering for Game and Simulation Production 4
- CEN 4090 Engineering Virtual Worlds 4
- DIG 3117C Principles of Shader Programming 4
- DIG 4500C Game Production Project I 4
- DIG 4602C Game Production Project II 4
- Lower Division General Education Credits 35
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 58
- Upper Division Major and Core Credits 64

**TOTAL DEGREE CREDITS** 181

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

### LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
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<td>COMM 1002</td>
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<td>Communicating in Your Profession</td>
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<td>FIL 2000</td>
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### UPPER DIVISION

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### COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

### LOWER DIVISION

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### GENERAL EDUCATION PHILOSOPHY

General Education inspires commitment to lifelong learning by providing learners transferable skills desirable in the workplace, such as communication, critical thinking, information literacy, diversity & teamwork, ethics & professional responsibility, and digital fluency. General Education courses may adhere to a learner’s major program, satisfy an intellectual curiosity, or both. General Education allows learners to flourish amid change, better understand their own learning, and assists in applying ideas to the modern world and workplace.

### NURSING PROGRAMS

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### ABOUT RASMUESEN COLLEGE

Rasmussen College is dedicated to providing high-quality, career-focused education that prepares students for success in their chosen fields. With a focus on online and hybrid learning, Rasmussen offers programs in various disciplines, including business, technology, healthcare, and more. The college is committed to providing flexible and accessible education that empowers students to achieve their career goals.
GENERAL EDUCATION COURSE CATEGORIES

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

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

In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics; the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes, theories, facts, concepts, and principles; the difference between facts and opinions; and/or the steps of the scientific method.

In the area of Social Sciences, students will demonstrate understanding of the major concepts, ideas and models in social science; methods of scientific inquiry as they affect social science; methods of qualitative and quantitative research; and/or how social, cultural, and political factors influence social and historical change.

Florida’s Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 27 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific course related information for participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

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

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
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<tr>
<td>ENC</td>
<td>Lower (Freshman)</td>
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<td>0</td>
<td>1</td>
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</table>

English Composition
Lower Level at this Institution
Freshman Composition
Freshman Composition Skills
Freshman Composition Skills I
No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code “1” is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition;” the century digit “1” represents “Freshman Composition;” the decade digit “0” represents “Freshman Composition Skills;” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

For example, a mathematics course that is offered by 49 different postsecondary institutions is identified by the prefix “MATH” and the last three digits “001.” The course number 201 is the same course at the same state university as ENC 2101. An active student with a successful completion of ENC 1101 at a Florida College System Institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and the receiving institution must determine satisfaction of requirements by transfer students on the basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit granted at institutions on the quarter-term system may not transfer the equivalent number of credits to the institutions on the semester-term system. For example, 4.0 quarter hours often transfer as 2.67 semester hours.

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

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

Exceptions to the General Rule for Equivalency

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

A. Courses not offered by the receiving institution.

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

C. Courses in the 900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.

D. Applied academics for adult education courses.

E. Graduate courses.

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

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

These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (scns.fldoe.org) a report entitled “Courses at Nonregionally Accredited Institutions” that contains a comprehensive listing of all nonregionally accredited courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Campus Director or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

Rasmussen College Course Numbering System

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

IMT 151 Introduction to Medical Theories and Techniques

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

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

“1” designates courses generally offered after the student’s first year of study.

“2” designates courses generally offered after the student’s second year of study.

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

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

“1” represents Business courses.

“2” represents Accounting courses.

“3” represents Computer Science courses.

“4” represents Management courses.

“5” represents Medical courses.

“6” (not currently used)

“7” represents General Education courses.

“8” (not currently used)

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

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

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

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

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

In the example, the final digit, “1,” indicates that this course is a stand-alone course or is a first course in a series. In either case, no prerequisite is required.
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in technology-intensive learning environments, is defined as either a lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes may have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading.

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

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

Credit Definition
Credit Hour - The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course. Rasmussen College follows the quarter system, and awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, practicum contained in a quarter, or the equivalent in directed study. Students are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class.

Clock Hour - Equal to 50 minutes of instruction.

Course Descriptions

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

Prerequisite: none

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

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting II

ACG 2930 Accounting Capstone
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate's degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations.

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

ACG 3397 Accounting for Business Managers
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

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

ACG 4180 Financial Statement Analysis
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

Prerequisite: Intermediate Financial Reporting II

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

Prerequisite: Intermediate Financial Reporting II

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

Prerequisite: Advanced Auditing Concepts and Standards; Managerial Accounting Theory and Practice

ACG 4402 Accounting Information Systems
40 hours, 4 credits
This course will introduce students to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisite: Financial Accounting II

ACG 4250 International Accounting
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

ACG 4303 Advanced Auditing II
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

Prerequisite: Advanced Auditing Concepts and Standards

ACG 4402 Accounting Information Systems
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

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

ACG 4507 Accounting Fraud Investigation
40 hours, 4 credits
This course will introduce students to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisite: Financial Accounting II
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate will be a cornerstone of the course. This discussion will focus on research, case analysis, interpersonal communication and class presentation.

Prerequisite: Accounting 2070 or Accounting 2071.

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

Prerequisite: none

AMH 2070 Florida History
40 hours, 4 credits
This course is an in-depth study of the historical development of the state of Florida. Students will explore various elements in the state’s development such as demographic and economic changes.

Prerequisite: none

AMH 3004 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.

Prerequisite: none

AML 3041 American Literature
40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors who have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.

Prerequisites: English Composition; Introduction to Literature

AML 4680 Literature of American Minorities
40 hours, 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, nationality, and origin, sexualities, sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ perceptions and literary representations of their times, contexts, and identity. Students will also be introduced to samples of the most common critical methodologies pertaining to the primary texts they will study in this class.

Prerequisite: English Composition
CCJ 1000 Introduction to Criminal Justice
40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the development of the police, courts, and corrections systems, their interrelationships, and the role of each in the criminal justice process. Students will learn about the criminal justice process as it applies to the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.
Prerequisite: none

CCJ 1153 Criminology: Motives for Criminal Deviance
40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and charactistics of crime and criminals.
Prerequisite: none

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

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

CCJ 2053 Ethics in Criminal Justice
40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions are involved in the criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisites: Policing in America; Applied Criminal Procedures; Introduction to Corrections

CCJ 2685 Domestic Violence
40 hours, 4 credits
This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responsibilities of role of police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.
Prerequisite: Introduction to Criminal Justice

CCJ 2915 Contemporary Issues in Criminal Justice Capstone
40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The focus will be placed on the social and economic conditions that have shaped our justice system in the past. It will also examine the effects these principles produce on the criminal justice system's process. The inter-related skills necessary for effective problem solving in a criminal justice context will be examined. The course will incorporate evidence-based practices that will be explored and the incorporation of such practices in the field of criminal justice will be analyzed.
Prerequisites: Policing in America; Applied Criminal Procedures; Introduction to Corrections

CCJ 3667 Victims in Criminal Justice
40 hours, 4 credits
Students will gain a realistic picture of the victim's role in the criminal justice process. The victims will be examined and will be analyzed.
Prerequisite: Domestic Violence
COURSE DESCRIPTIONS

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

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

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

CEN 1400 Mobile Application Development
40 hours, 3 credits
In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create smartphone applications and tablets as well as program suites for mobile marketplace commerce systems where applications can be deployed. Instruction will focus on mobile app development best practices for ease and efficiency of program development.
Prerequisite: Software Application Development AS Degree program: Java I
Prerequisite in the Game and Simulation BS Degree program: Programming I

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 in the Game & Simulation Programming BS Degree program: Network and Multiplayer Game Development; Programming II
Prerequisite in the Computer Science BS Degree program: Programming II

CEN 4411 Advanced Mobile Application Development
40 hours, 3 credits
Building upon the topics covered in Mobile Application Development, this course provides students with instruction in the creation of more complex applications and programs. Students will learn how to use the Dalvik virtual machine as a tool 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 2522C Cisco Network Routing and Switching
40 hours, 3 credits
This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure, troubleshoot and manage Cisco routers and switches. Concepts covered include basic configurations, protocols like RIPv1, RIPv2, OSPF, VLANs and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on labs and simulations to emphasize hands-on computer and switch configurations by emphasizing practical, real-world principles.
Prerequisites: Introduction to Networks; Microsoft Windows Server

CET 2629C Cisco Networking Fundamentals and Routing
40 hours, 3 credits
In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. This course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco routing techniques such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of readings, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Cisco CCENT exam.
Prerequisites: Networking Fundamentals; Microsoft Windows Server

CET 2660C Networking Security
40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, file and 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 2810C Microsoft Exchange Server
40 hours, 3 credits
In this course students will learn a wide range of information about Exchange servers, including installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of topics, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory

CIS 1240C Computer Applications and Business Systems Concepts
40 hours, 3 credits
This course is designed to teach students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the internet and E-Commerce tools, and creating presentations with enhanced features and web tools.
Prerequisite: none

CIS 1545C Relational Databases
40 hours, 3 credits
This course covers relational databases and their efficient design. The course will cover the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.
Prerequisite: Programming Fundamentals

CIS 1568C Introduction to Computer Graphics 40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enable them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting.
Prerequisite: none

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

CIS 1175C Fundamentals of Hardware and Software II 40 hours, 3 credits
This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+ 801 exam. This course will prepare students for the CompTIA A+ 220-802 exam, focusing on input/output systems, security, mobile devices, and troubleshooting. Using the Windows operating system, students will learn how to set up and configure hardware components, tablets, file sharing, and troubleshooting problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts also include desktop imaging, and deployment will be introduced.
Prerequisite: Fundamentals of Hardware and Software I
This course provides students a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying the logical reasoning to various scenarios. The materials contained within this course will assist in building the students ability to form reasonable hypotheses for solving problems of a technical nature.

Prerequisite: none

CIS 1317C Helpdesk Support 50 hours, 3 credits

This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying the problem, and fixing the problem will be discussed. Software concerning trouble tickets and tracking progress will be discussed.

Prerequisite: Communicating in Your Profession

CIS 1423C Mac Integration 40 hours, 3 credits

The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OSX operating system. Students will learn how to integrate a Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. This course covers basic user configuration. This course maps to the Mac Integration Basics Certification Exam.

Prerequisite: Microsoft Windows Server

CIS 2093C Systems Analysis 40 hours, 3 credits

This course covers analysis of information systems including networks, server environments, business solutions, and databases. Students will be exposed to different projects that have complex systems and be asked to create analysis documents and diagrams. Improving the efficiency of the systems will be a primary goal of this course.

Prerequisite: Introduction to Networks

CIS 2138C Windows Scripting 50 hours, 3 credits

This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures such as variables, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using technologies such as VBScript and PowerShell, and take advantage of additional features in Windows components such as WMI and ADSI.

Prerequisite: Windows Active Directory

CIS 2293C Mobile and Mac OS Security 40 hours, 3 credits

This course gives students an alternative perspective on securing multiple mobile operating systems. Students will learn how to apply security principles to Android, iOS, and Mac operating systems. They will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects of BYOD (Bring Your Own Device) and understand what additional security measures need to be implemented to secure devices that are being utilized by public networks.

Prerequisite: Networking Security

CIS 2315C Fundamentals of Ethical Hacking 40 hours, 3 credits

This course will show students the opposing side to information security. Students will gain insight into the hacking mindset as well as learn how to directly apply ethical principles to the work they perform on a day-to-day basis. Students of this course will learn how to utilize various tools commonly used in network security as well as hacking. The end result of this course is to give the students a stronger perspective on how to utilize tools to better test and secure networks against threats.

Prerequisite: Networking Security

CIS 2404C Software Packaging and Deployment 50 hours, 3 credits

The goal of this course is to provide students an understanding of how to rapidly deploy applications and operating environments. Students will utilize various methods of application deployment through creating automated installations and operating systems images. Students will successfully package and deploy applications and operating systems via these methods in a virtual and stand-alone environment.

Prerequisite: Microsoft Windows Server

CIS 2555C Mobile Support Principles 40 hours, 3 credits

The Mobile Support Principles course covers the challenge of supporting mobile devices within a business. Topics covered are how to install custom software applications on various mobile operating systems as well as deploying standard operating images across multiple mobile devices. Additional time is spent on configuration of various mail clients, network configuration and general device troubleshooting.

Prerequisite: Introduction to Networks

CIS 2913 Information Technology Capstone 20 hours, 2 credits

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

Prerequisite: This course is intended to be completed in last quarter of Diploma

CIS 3055 Principles of Network Security 40 hours, 3 credits

This course brings light to the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response 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 CCENT certification.) The CCNA Security Certification helps maximize your investment in foundational network security knowledge and increases confidence in the integrity of your employer’s network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Support Engineers. This course will help students prepare for the CCNA Security certification by using hands-on labs and simulations to understand network security principles by emphasizing practical, real-world principles.

Prerequisite: Cisco Network Routing and Switching

CIS 3192 Introduction to Information Systems Security 40 hours, 3 credits

This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of threats, agents, elements, and goals incorporating industry standards and practices with a focus on availability, confidentiality, integrity, and confidentiality aspects of information systems.

Prerequisites: Microsoft Windows Server; Networking Security

CIS 3209C 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 acquire competency in security awareness, cryptography, malicious code and activity, monitoring and analysis, networks and communication, risk and response and recovery, and security operations and administration.

Prerequisite: Network Security and Cryptography

CIS 3257 Legal and Security Issues 40 hours, 4 credits

This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/ internet site and potentials for misuse.

Prerequisite: none

CIS 3318 Managing Risk for Information Systems, 40 hours, 4 credits

This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.

Prerequisite: none

CIS 3375C Wireless, Mobile and Cloud Security 50 hours, 3 credits

Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms are often an afterthought, leaving many systems vulnerable to attacks. This course will cover techniques for setting up a faculty and student network in an enterprise environment.

Prerequisite: none

CIS 3436C IT Security for Managers 40 hours, 3 credits

This course offers the perspective of how to manage security within a business environment from the IT Manager’s point of view. Students will gain the overarching idea of securing not only the network but also implementation of physical security and change management. Topics covered include security solution requisition, deployment and security monitoring and implementation testing.

Prerequisite: Network Security

CIS 3471 Security Policies and Implementation 40 hours, 4 credits

This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.

Prerequisite: none

CIS 3664 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits

This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the 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 cover how to properly read and analyze network utilization reports and properly staff various IT departments based on proposed call volume and support needs. Utilization of helpdesk tracking tools and implementation of a tracking system will also be covered to ensure an IT department has the proper foundation to start metrics reporting.

Prerequisites: Project Management for IT; IT Security for Managers

CIS 4010 Senior Computer Science Capstone 30 hours, 3 credits

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

Prerequisite: Must fall in last quarter of study

CIS 4039 Auditing Information Technology Infrastructure 40 hours, 4 credits

This course introduces the concept of access control to information systems and applications. Access, authorization, and accounting for end-users of system 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 4117 Access Controls, Authentication, and PKI 40 hours, 4 credits

This course introduces the concept of access control to information systems and applications. Access, authorization, and accounting for end-users of system 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 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 4113C Audit, Assurance, and Reporting 40 hours, 4 credits

This course provides the fundamental knowledge for IT professionals to understand the IS and IT environment, which includes understanding the processes involved in implementing and maintaining an e-commerce website. The course examines the security issues involved in maintaining a web or intranet/ internet site and potentials for misuse.

Prerequisite: none

CIS 4181C IT Security for Managers 40 hours, 4 credits

This course provides the perspective of how to manage security within a business environment from the IT Manager’s point of view. Students will gain the overarching idea of securing not only the network but also implementation of physical security and change management. Topics covered include security solution requisition, deployment and security monitoring and implementation testing.

Prerequisite: Network Security

CIS 4184 CSM Security for Managers 40 hours, 3 credits

This course introduces the concept of access control to information systems and applications. Access, authorization, and accounting for end-users of system 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 4185C Risk Management and Business Continuity 50 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 4189C Risk Management and Business Continuity 50 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 4184 CSM Security for Managers 40 hours, 3 credits

This course introduces the concept of access control to information systems and applications. Access, authorization, and accounting for end-users of system 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 4264C Storage Management
40 hours, 3 credits
The goal of this course is to cover various methods of data management. Students will learn about Storage Area Networks, Disk Arrays, and data backup. Students will cover topics such as data de-duplication, cloud backup and managing both physical and virtual data backup environments. Topics also covered are how to maintain both onsite and offsite data backups and creating a backup rotation policy.
Prerequisites: Advanced Networking; Infrastructure Software; Cloud Computing
CIS 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 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 for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks
CIS 4371C Operating Systems Design
40 hours, 3 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Enterprise Application Support
CJE 4393C 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
CJ 4456 Hacker 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 incident handling methods used when information security is compromised.
Prerequisite: none
CIS 4581 ISS Capstone
40 hours, 3 credits
This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to produce a BPA for information systems security consulting.
Prerequisite: This course is designed to be taken at the end of the program
CJC 1000 Introduction to Corrections
40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to modern rehabilitative strategies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice
CJC 1245 Case Management: Strategies for Rehabilitation
40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
CJC 2300 Legal Principles in Corrections
40 hours, 4 credits
Students will study constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, prison officer professionalism with high security, medical, psychological and social-service and criminal-justice systems. This course explores high security, medical, psychological, and social-service and criminal-justice systems.
Prerequisite: Introduction to Corrections or Introduction to Human Services
CJC 2400 Counseling Clients
40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Corrections or Introduction to Human Services
CJC 3415 Diversion and Rehabilitation
40 hours, 4 credits
In this course, students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven and used by researchers to be effective in treatment. In addition, they will critically evaluate evidence-based policy, best practices, program evaluations, and “what works” in both social-service and criminal-justice systems.
Prerequisites: Juvenile Justice: Delinquency, Dependency; Diversion; Domestic Violence
CJC 4164 Community Corrections
40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections
CJC 1066 Policing in America
40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community-Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice
CJE 1233 Drugs and Crime
40 hours, 3 credits
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be examined. In addition, the legal implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of drug addiction, and drug treatment will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
CJE 1251 Crime Scene to Conviction: Critical Skills in Documentation
40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will prepare special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation of the topic of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Policing in America
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
CJC 2380 Legal Code for Law Enforcement
40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and statutes. They will examine new penal statutes concerning issues from homicide to misconduct, and will examine legislation and statutes that govern law enforcement duties and responsibilities. Students will also examine legal procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America
CJE 2702 Practical Psychology for Law Enforcement
40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America
CJE 3610 Criminal Investigations
40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law
CJE 3674 Examination of Forensic Science
40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review statistical analyses, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law
CJE 4176 Crimes Across Borders
40 hours, 4 credits
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.
Prerequisites: Introduction to Criminal Justice; Research Methods in Criminal Justice
CJE 4444 Crime Prevention
40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environment, fear, community, drug, crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with crime and criminal victimization.
Prerequisites: Introduction to Corrections; Policing in America; Research Methods in Criminal Justice
CJL 1381 Criminal Law and Procedures: Juvenile and the Criminal Courts
40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State court systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will also examine factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System
CJL 1552 Introduction to Criminal Law
40 hours, 4 credits
In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime and criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined.
Prerequisite: Introduction to Criminal Justice
CJL 1747 Applied Criminal Procedures
40 hours, 4 credits
This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of 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 process. Various types of evidence, how evidence is gathered, and what type of evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial evidence are analyzed.
Prerequisites: Criminal Law and Procedures: Crime and the Courtroom
RASMUSSEN COLLEGE

COURSE DESCRIPTIONS

CJT 3297 Constitutional Law
40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of real cases will allow students to apply criminal law and procedure to fieldwork examination of criminal justice issues. Prerequisite: Criminal Law and Procedures: Crime and the Courtroom

CNT 1000C Networking Fundamentals
40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will also design 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 Certified Local Area Network certification exam.

Prerequisite: Fundamentals of PC Hardware and Software

CNT 1244C Introduction to Networks
40 hours, 3 credits
This course introduces the foundation to understanding computer networks, including structure and function, components, and models of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts like IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of network devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. C2001 education comprises the Cisco N201 Cisco Routing and Switching course.

Prerequisite: Fundamentals of Hardware and Software I

CNT 3003 Advanced Network Security
50 hours, 4 credits
This course provides a detailed examination of the networking model associated with the topic of network defense. Students will learn how to implement network security, including information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of information security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies.

Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security

CNT 3126 Advanced Networking
50 hours, 4 credits
This course offers an in-depth study of current networking technologies and discusses strategies and approaches for virtualizing of servers, clients, and applications. Topics include virtualization, security, server consolidation, client side desktop virtualization (VDI); virtualization of access devices, local area network architectures, and emerging technologies such as mobility, virtualization of application delivery controllers (ADC’s), and virtual services delivery. Students will work with examples of virtual machines, hypervisors, and virtual network infrastructure. This course will also cover Windows Server 2019 and Hyper-V concepts and practical applications through the use of hands-on activities.

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 Management for IT

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

Prerequisite: Introduction to Networks

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 basic scripting structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and Linux/UnixShell scripting. Students will learn the fundamentals of IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of network devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. C2001 education comprises the Cisco N201 Cisco Routing and Switching course.

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, captions, lists, and cross referencing. Students will be able to determine when and how to write a white paper, and understand the pros and cons of wikis and other documentation portals.

Prerequisite: English Composition

CNT 3777 Virtualization
50 hours, 4 credits
This course is designed to teach students current virtualization technologies and discusses strategies and approaches for virtualizing of servers, clients and applications. Topics include virtualization, security, server consolidation, client side desktop virtualization (VDI); virtualization of access devices, local area network architectures, and emerging technologies such as mobility, virtualization of application delivery controllers (ADC’s), and virtual services delivery. Students will work with examples of virtual machines, hypervisors, and virtual network infrastructure. This course will also cover Windows Server 2019 and Hyper-V concepts and practical applications through the use of hands-on activities.

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 of application delivery controllers (ADC’s) and WAC 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, location, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.

Prerequisite: Operating Systems Design

CNT 4152 Disaster Recovery
50 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include incident tracking, backup and recovery procedures, system backup and recovery strategies, hot/ warm/cold site strategies, and documentation and testing of recovery procedures.

Prerequisite: Service Management

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

Prerequisite: Risk Management and Business Continuity

CNT 4361 Information Technology Infrastructure Management
20 hours, 2 credits
This course introduces the key learning objectives 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: Advanced Networking; must be completed in 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 application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.

Prerequisite: Risk Management and Business Continuity

CNT 4520 Systems Monitoring
30 hours, 3 credits
This course provides a more in-depth examination of the IT Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.

Prerequisite: Support Management

CNT 4569 Support Management
30 hours, 3 credits
This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.

Prerequisite: Risk Management and Business Continuity

COM 1388 Communicating in Your Profession
20 hours, 2 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.

Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College

COM 1865 Locating and Evaluating Information
20 hours, 2 credits
This course provides a broad overview of information literacy concepts by introducing students to basic information organization and evaluation skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation, and integration of sources of annotated bibliography.

Prerequisite: none

COM 1885 Locating and Evaluating Information
20 hours, 2 credits
This course provides a broad overview of information literacy concepts by introducing students to basic information organization and evaluation skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation, and integration of sources of annotated bibliography.

Prerequisite: none
COP 1125 Programming Fundamentals
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 software, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices. Prerequisite: none.

COP 2333 Advanced Visual Basic
60 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files. Prerequisite: Programming Fundamentals

COP 1224 Programming I
60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming environments. Prerequisite: Object-Oriented Programming

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

COP 2004 PERL/CGI
40 hours, 3 credits
This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.

COP 2224 Programming II
60 hours, 4 credits
This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. A look at input/output issues is done along with a look at advanced topics in C++ programming and a brief look at how C++ can be used to be utilized in game programs is covered. Prerequisite: Programming I

COP 2250 Java I
40 hours, 3 credits
Students will work with the Java programming language to learn about Java 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 software, 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
60 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, polymorphism, and multiple inheritance. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language. Prerequisite: Programming Fundamentals

COP 4848 Multiplayer Game Programming
60 hours, 4 credits
The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics included in this course include scripting, server architecture, data transfer, and how to prevent cheating in MMOG situations. Prerequisite: Practical Game Development

COP 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 last 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the underlying technology tools in industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope and application of technology within the context of everyday life.

COP 2610 PHP/MySQL Administration
40 hours, 3 credits
Topics covered in this course include scripting, server architecture, data transfer, and how to prevent cheating in MMOG situations. This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, polymorphism, and multiple inheritance. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language. Prerequisite: Programming Fundamentals

COP 1776 Fundamentals of PC Hardware & Software II
40 hours, 4 credits
This includes study of the installation, configuration, maintenance, and troubleshooting of desktop computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the material in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both the A+ certification exam. Each student will assemble a computer using prescribed parts and materials. Prerequisite: Logic and Troubleshooting

CTS 2302C Windows Active Directory
40 hours, 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam. Prerequisite: Microsoft Windows Server

CTS 2321 Linux Administration
40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Internet, run Windows emulation, and apply Linux in the enterprise network environment. This course uses a combination of lecture, Internet-based research, and lab work to reinforce the course materials. Further, this course helps prepare students to take an industry accepted Linux certification exam. Prerequisite: Microsoft Windows Server

CTS 1300C Microsoft Windows Workstations
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course also provides technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Windows Confi guring (70-650) Certification Exam, which counts towards Microsoft Certified Solutions Associate (MCSA) Windows 7 certification. Prerequisite: Fundamentals of Hardware & Software I

CTS 1400 Dynamic Content Management
40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is used to obtain dynamic information for multimedia authoring. Prerequisites: Fundamentals of Web Authoring and Design

CTS 2176 Fundamentals of PC Hardware & Software
60 hours, 4 credits
This course is designed to introduce the Linux installation, configuration, maintenance, and troubleshooting of desktop computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the material in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both the A+ certification exam. Each student will assemble a computer using prescribed parts and materials. Prerequisites: Logic and Troubleshooting

CTS 2302C Microsoft Windows Active Directory
40 hours, 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam. Prerequisite: Microsoft Windows Server

CTS 2321 Linux Administration
40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Internet, run Windows emulation, and apply Linux in the enterprise network environment. This course uses a combination of lecture, Internet-based research, and lab work to reinforce the course materials. Further, this course helps prepare students to take an industry accepted Linux certification exam. Prerequisite: Microsoft Windows Server
CTS 2857C Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client-side and dynamic web content and database access through server side scripting. Prerequisites: Dynamic Content Management; Fundamentals of Web Authoring and Design

DIG 1118C Fundamentals of Game Development I
50 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also provide an overview of various concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.

Prerequisite: none

DIG 1280C Audio/Video Editing
40 hours, 3 credits
Students learn the theory and processes of audio/ video editing using non-linear editing software. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short video for web and broadcast. Narrative and non-narrative forms are explored in audio and video. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introductory Media

CVT 1260 Introduction to Cardioelectrodiograms
50 hours, 4 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to Multimedia Design

CVT 2277 Lecture (20 hours, 2 credits)
This course focuses on the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Computer Graphics
DIG 2408C 50 hours, 3 credits
Students will work with the C# programming language and gain an understanding of how it can be used to handle important computing tasks. Concepts include graphical user interfaces, multimedia development, and web programming will be explored.
Prerequisite: Programming II

DIG 25736 Interactive Storytelling 40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, chatbots and MUDs, exposition and dialog trees, spatial narratives and storylines, and a range of interactive storytelling methodologies, from campfires to LARPs and text adventures.
Prerequisite: Fundamentals of Game Development II

DIG 2620C Multimedia Technologies 40 hours, 3 credits
In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the availability of tools for site management and architectural interactivity. This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming II

DIG 2718 Console Development 60 hours, 4 credits
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have an impact on the game (memory, processing, storage, and debugging techniques). This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Digital Media Assembly

DIG 2950 Multimedia Portfolio Development 20 hours, 2 credits
In this course, students select a primary and secondary track to create a industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will submit a final portfolio/demo reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly

DIG 3088C Principles of Computer Graphics 60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and orientation in 3D space, and their impact on multimedia and visual design. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly

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 management aspect of quality assurance methods. Topics include strategies for testing and including testing feedback into the iterative development loop.
Prerequisite: Software Engineering for Game and Simulation Production

DIG 3316 The Study of Animation 60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to learn 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. This class will cover the basics of importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video into Flash movies. As the student explore the steps in creating Flash productions from start-to-finishing, 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, through exercise work 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 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 more other advanced controls in Photoshop, all within a framework of artistically professional sensibility which will help the student to develop their own professional work.
Prerequisite: Digital Photography

DIG 3333 Digital Photography 60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and print use. 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 environments for game production. 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: C# and Game Development II

DIG 3423C Mobile Game Development 60 hours, 4 credits
The goal of this course is to use 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: Web Application Development

DIG 3435 Portfolio, Package, and Publish 60 hours, 4 credits
This course focuses on the processes and tasks necessary for game and simulation-specific employment, including research and resume building, contacts and networking skills for their area of interest in game or simulation production.
Prerequisites: Game Production I, Simulation Production I

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 3570 Practical Game Development 60 hours, 4 credits
This course approaches the study of computer games from several views. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will use the principles of game design to analyze and develop their own original game ideas.
Prerequisite: Artificial Intelligence
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 learn advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. 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 work with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging software to analyze mainstream graphic-design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional digital visual art skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics

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

DIG 4432 3D Game Character Creation 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 4500C Game Production Project I
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 learn advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. 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 4500C 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 and design between platforms, story 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 playback of “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 can be integrated into a game engine.
Prerequisite: Game Assets

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

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

DIG 4932 Video Game Production Project 70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in this course. Students utilize these skills to produce a game prototype as a final project.
Prerequisite: Software Engineering for Game and Simulation Production

DIG 4934 Web Design Project
60 hours, 4 credits
The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website through requirements gathering, conceptual design, physical design, testing, and implementation.
Prerequisite: Advanced HTML coding with CSS

DIG 4935 Animation Graphics Project
60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D Animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.
Prerequisite: 3D Game Character Creation

DSC 1003 Introduction to Homeland Security
40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of homeland Security in combating terrorism. This course includes a review of the driving events that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice

DSC 2050 Terrorism 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The student will touch on the causes and motives that drive terrorists, their methods of operation, and the impacts of terrorism on our society, both domestically and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will learn to understand and examine the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and terrorism.
Prerequisite: Introduction to Criminal Justice

DSC 2011 Security Challenges
40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

DSC 3016 Homeland Security Policy 40 hours, 4 credits
Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four major components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including 911), information operations, defense, diplomacy, commerce, transportation, and intelligence.
Prerequisite: Terrorism

DSC 3057 Risk Analysis 40 hours, 4 credits
Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of computer facilities and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, with a focus on comprehensive management of security operations. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management.
Prerequisite: Introduction to Homeland Security

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

E108 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 on time management, motivation and mindset, learning about learning, information literacy, as well as problem solving and critical thinking. The skills learned in this course will successfully guide 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 a broad overview of information literacy concepts by introducing students to the skills of locating, evaluating, and utilizing a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none

E185 Freshman Seminar 0 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshman seminar 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 a résumé, references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through samples of student work. The course includes an in-depth study of self-marketing approaches that provide the basis for lifelong learning. Students must complete the seminar seminar the quarter in which they finish the Diploma course requirements.
COURSE DESCRIPTIONS

EEE 202 Junior Seminar
0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from an Associate’s degree program.

EEE 410 Senior Seminar
0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from a Bachelor’s degree program.

ECO 1000 Principles of Economics
40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, polices, and terms of market economies will be explored. This course includes microeconomics and macroeconomics concepts.

Prerequisite: none

ECO 2023 Microeconomics
40 hours, 4 credits
This course is designed to introduce students to the fundamental principles of microeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.

Prerequisite: none

ECO 2023 Macroeconomics
40 hours, 4 credits
This course is designed to introduce students to the fundamental principles of macroeconomics. The course will review the role of government in the economy and examine the role of the Federal Reserve System in the economy. The course will examine the American economy as it evolves through business cycles. Unemployment, inflation, and the economy will be examined.

Prerequisite: none

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

Prerequisite: none

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

Prerequisite: Foundations of Child Development

EEC 1700 Foundations of Child Development
40 hours, 4 credits
This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, and ethnic variables that impact 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 use of guidelines and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also explore strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour observation in the field. Prerequisite: Early Childhood Education Curriculum and Instruction

EEC 1850 Knowledge: Externship I
180 hours, 6 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.

Prerequisite: EEC 1861 Application: Externship I

EEC 1851 Application: Externship I
180 hours, 6 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Knowledge: Externship I

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

Prerequisite: Application: Externship II

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

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

EEC 1865 Teacher Reflection III: The Intentional Teacher
60 hours, 6 credits
Students will learn about intentionality in teaching and select 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: Reflection: 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 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 media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, poetry, and flannel-board use will also be emphasized.

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

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

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/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. This 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 optimum social/emotional, physical, and cognitive development.

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

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ECC 2613 Observation and Assessment in Early Childhood Education
40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education, and will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

ECC 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 reflect on their experiences and understand how their skills will support the development of children.

EEX 2010 The Exceptional Child
40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/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, unified and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.
Prerequisite: Passing grade on English placement test or 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 their ability to analyze, research, and apply critical thinking and writing skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

EVR 3410 Human Uses of the Environment
40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecosystems, 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

GEB 2252 Multicultural Communication for Business
40 hours, 4 credits
This course provides an introduction to the challenges a diverse workforce presents in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.
Prerequisite: none

GEB 2444 Internet Business Models and E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accountancy, 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 is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone Project.
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: analysis of corporate financial structure, asset valuation, risk and return, short-term and long-term investment decisions, business financial planning, capital budgeting, capital structure, and growth and liquidation of corporate financial systems.
Prerequisite: Financial Accounting II

GEB 3051 The Business of Digital Media
60 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, deadlines, and budgets, and the effective leadership are explored as they are pertained to the multimedia development pipeline.
Prerequisite: Portfolio Development

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

GEB 4280 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting meetings and communicating with 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 analyze applied statistics methods and applications in business situations.
Prerequisite: College-level Math course

GEB 4310 Statistics for Business
40 hours, 4 credits
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include: descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling 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 designing, developing and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Marketing

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

GEB 4520 Legal and Ethical Environment of Business
40 hours, 4 credits
This course examines the role of the law in 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: Ethics Around the Globe or Ethics

GEA 3204 Physical Geography
40 hours, 4 credits
This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them.
Prerequisite: none

GLY 1000 Introduction to Geology
40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of minerals and rocks, the Earth’s internal and external processes modifying the earth’s surface and phenomena, and the evolutionary history of the Earth, including its life forms, oceans and atmosphere.
Prerequisite: none
COURSE DESCRIPTIONS

GRA 1022C Figure Drawing 40 hours, 3 credits
Basics of structure and anatomy of the human figure will be introduced with a strong emphasis on gesture and the drawing of actions and kinetics. Students will explore drawing a stationary human figure as well as figures moving while dressed in flowing costumes and figures performing basic movements. The development of visual acuity and professionalism in criticism of artwork will play a key role in the course.
Prerequisite or Co-require: Digital Illustration

GRA 1057C Design Foundations 40 hours, 3 credits
In this course students will learn the foundational principles and elements of art and design and explore them through digital design. Theory of each principle and element will be supported by hands-on exercises in which students will apply what they have learned. Examples from the history of art and design will be used to support and explain each new concept. Balance, value, repetition, unity and variety, contrast, dominance, scale, line, shape and form, depth, direction, texture, color, and value will be presented. This course will provide basic training and exploration in a variety of industry-standard design software. Emphasis will be placed on exploration of basic foundation principles through original compositional designs.
Prerequisite: none

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

GRA 1164C Drawing from Observation 40 hours, 3 credits
Students in this course will develop and hone vision and drawing skills. The students will focus on drawing on paper from still life and life scenes observations. The course will progress from basic sketching and contour lines to gesturing and perspective drawing. Developing observation skills for line, form, light, shadow, and detail, will be emphasized. Techniques learned in this course will be utilized later in digital and motion painting courses. Professionalism in critique of one’s own work and that of others will be practiced.
Prerequisite: none

GRA 1188C 3D Modeling 50 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional modeling. Students learn basic modeling techniques, texture, lighting, and environmental effects, to create forms based on observed objects, as well as student’s original concepts. Basic constructs are covered such as primitive objects, polygon modeling, nurbs, bevels, extrusions, lofting, revolving/lathing, software interface navigation, model exporting and rendering. This course will provide training in a variety of industry-standard 3D design software.
Prerequisite: Introduction to Animation

GRA 1206C Typography 40 hours, 3 credits
This course is an introduction to typographic design for students interested in print and screen design and kinetic contexts in web and broadcast. Basic typographic vocabulary and fundamentals are emphasized. Theoretical principles are explored through design practice both on paper and utilizing industry standard Adobe software. Multiple exercises are culminated in major typographic projects for print, web, and broadcast.
Prerequisite: Design Foundations

GRA 1235C 3D Lighting, Texturing, and Rendering 50 hours, 3 credits
Expanding upon prior experience with 3D modeling and animation, students will take a deeper look into the specifics of lighting, texturing, and rendering. Advanced texturing techniques and methods, in combination with best practices for web and broadcast techniques, will be explored and then further refined through examining output from multiple renderers.
Prerequisite: 3D Modeling

GRA 1281C Color Theory 40 hours, 3 credits
This course offers methods and exercises for the study of color theory using the computer. Exploring color on the computer holds the advantage of speeding experimentation with many color techniques and solutions, as well as immediate application to projects. The digital approach used in this course will give students knowledge and practice that is immediately relevant as the student moves from color study to color application.
Prerequisite: Design Foundations

GRA 1377C Fundamentals of Web Design 50 hours, 3 credits
This course is an introduction to the World Wide Web and the design and development of web sites. It provides a foundation in the planning, design, and construction of web pages through the creation of HTML and CSS using industry-standard web development software.
Prerequisite: Introduction to Computer Graphics

GRA 1461C 3D Animation 40 hours, 3 credits
Building upon knowledge of 3D modeling and rendering and 3D animation from earlier coursework, this course will focus on advanced 3D animation skills, techniques, and proficiencies towards creating an animated digital short film. Emphasis on refining application of the 12 animation principles, life drawing, observation, forward and inverse kinematics, scene staging, and camera work. This course will provide training in a variety of industry-standard 3D design software. Emphasis will be placed on rendering and animation.
Prerequisite: 3D Lighting, Texturing, and Rendering

GRA 1493C Digital Illustration 40 hours, 3 credits
In this course students will create illustrations with computer graphics training and techniques. Concepts and themes developed into visual painted and drawn messages will be explored. Illustrations will be created for print and screen. The process of illustrating an idea or story, from thumbnails to sketching, color and style studies, color comprehensives, to final illustrations, will be presented.
Prerequisites: Drawing from Observation; Design Foundations

GRA 1552C Introduction to Animation 40 hours, 3 credits
This course introduces students to the 12 basic principles as well as the processes of animation. Student will learn about research, pre-visualization, storyboarding, animatics, character model sheets, and other processes integral to accomplishing a final animated film. Sketches, source imagery, and audio are utilized to effectively communicate ideas for time-based media.
This course will introduce students to the 12 basic principles as well as the processes of animation. Student will learn about research, pre-visualization, storyboarding, animatics, character model sheets, and other processes integral to accomplishing a final animated film. Sketches, source imagery, and audio are utilized to effectively communicate ideas for time-based media.
Documentation techniques are employed to chart progress with character and scene development, as well as cameras and lighting. Students will be able to relate the 12 basic principles to examples from animation history while applying them through hands-on analog and digital animation projects.
Prerequisite: Design Foundations

GRA 1687C User-Centered Web Design 40 hours, 3 credits
This course builds upon the fundamentals of web development with a focus on user-centered design. Expanding upon basic HTML and CSS skills, the student will learn best practices for user interface design, and the development of flexible, multi-use sites. Usability and accessibility are also explored in greater depth. Students will be introduced to a variety of web tools. Needs of the visitor will be examined, including detecting and responding to the visitor’s browser, as well as utilizing the advanced media capabilities of HTML5 and CSS.
Prerequisite: Fundamentals of Web Design; User Experience Design

GRA 1722C Introduction to Web Design Software 40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well designed websites.
Prerequisite: none

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

GRA 1747C Introduction to Web Scripting 50 hours, 3 credits
This course introduces the advanced interaction capabilities enabled through the use of client-side scripting languages. Students are introduced to basic logic and programming concepts, with a focus on JavaScript and AJAX (Asynchronous Javascript and XML). Enhancements of usability and function are explored and emphasized, with attention on collecting and validating user information and interacting with the site visitor.
Prerequisite: Fundamentals of Web Design

GRA 2060C Interactive Media 40 hours, 3 credits
This course introduces the study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as well as skills developed in earlier coursework to produce interactive projects that incorporate graphics, sound, and interactive elements. Combining multimedia elements into HTML pages is the standard design. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Animation; Typography

GRA 2133C Print Design 40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and multi-page and package design for both desktop publishing and digital distribution. Students will learn professional practices in proper file setup, saving and exporting, and delivery. Emphasis is on the exploration of combining illustration, images, and type in an effective manner while working toward industry-standard published files primarily in printed form.
Prerequisite: Typography

GRA 2274C User Experience Design 40 hours, 3 credits
This course builds upon student’s knowledge of interactive design learned in earlier coursework, exploring interactive design from the perspective of the user. Students will explore the use of metaphors for graphical elements and icon design are studied through industry product examples, student practice exercises and projects. Organizing, scooping, planning, designing, prototype models, and creating, working and aesthetic interactive experiences of complex informational content through rich multimedia experiences are covered. Software training builds upon previous knowledge to advance student’s skills with a variety of industry-accepted Adobe design software.
Prerequisite: User Experience Design

GRA 2390C Digital Photography 40 hours, 3 credits
Building upon skills already accomplished in earlier coursework, students will advance their skills, aesthetic, and technique in digital image making. Professional digital photography will be viewed, analyzed, deconstructed, and discussed in terms of concept, message, technique, and approach. A variety of techniques for digital image-based art making will be demonstrated, explored, and practiced. Images will be combined with typographic and written messages. Image output for print, screen, and broadcast will be presented.
Software training builds on previous knowledge to advance student’s skills with a variety of industry-accepted Adobe design software.
Prerequisite: Color Theory

GRA 2442C Motion Graphics 40 hours, 3 credits
Moving graphic 2D animation is the primary focus of this course. Students will composite video, digital images, motion graphics, vector and pixel graphics, titles, and kinetic typography into cohesive motion graphics pieces. Narrative and non-narrative form will be explored. Projects include: kinetic logo design, animated PSAs, broadcast titling, and advertising spots. Students will be introduced to motion tracking and compositing. Software training builds on previous knowledge to advance student’s skills with a variety of industry-accepted Adobe design software.
Prerequisite: Audio/Video Editing

GRA 2522C Digital Media Project 40 hours, 3 credits
This course is a culmination of a student’s accumulated knowledge in narrative and non-narrative digital film creation. Students will produce a proposed film idea from concept to final presentation. Brainstorming, story writing, casting, storyboarding, animatic, character composition, scene design and video recording and production, camera techniques, digital capturing/rendering, non-linear editing, post production, titling, compositing, and final output will be evaluated in the final piece. The course will culminate in a screening of final student films.
Prerequisite: Motion Graphics

GRA 2607C Portfolio Development 40 hours, 3 credits
In this course, students create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as additional projects. Students will create a final portfolio/demo reel using a consistent theme and targeting an intended market based on what career path they are pursuing. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: User Experience Design

GRA 2754C Character Modeling 40 hours, 3 credits
This course is designed to refine skills in 3D character creation and effects. During this course students will explore advanced 3D modeling and animation theory and principles that focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and video games. Students will engage in the study of character posing and rigging for games, advanced animation, character morphing, blending, and similar techniques to create more expressive characters. This course will further prepare a student for industry certification in Autodesk 3ds Max.
Prerequisite: Figure Drawing; Lighting, Texturing, and Rendering

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GRA 2819C Scripting for Web Servers
40 hours, 3 credits
This course delves deeper into the power of web development through server-side programming. Building upon Introduction to Web Scripting, the student will explore and develop server-side databases and collect and manipulate data using general PHP scripting language. Students will explore web pages to perform simple calculations, collect visitor information, and interact with basic databases. Prerequisite: Introduction to Web Scripting

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

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

GRA 3126C Graphic Design History
30 hours, 3 credits
Students will examine the historical, cultural, technological, and social factors that contribute to an understanding of graphic design and its impacts on modern commerce and society. The development of graphic design from 1920 through the end of the 20th century will be a key focus of this course. Factors that contribute to the development of animation as a commercial and experimental art form. Key animated films from the turn of the 20th century to present by independent filmmakers will be selected. Use of interactive, digital, and social tools to help viewers interact with the material. Prerequisite: Typography

GRA 3375C Advanced Color Theory
60 hours, 4 credits
This course builds upon the foundations and practices of color theory. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning techniques, digital camera usage, the mechanics of calibration, and other more advanced sets of controls. Students will work with an array of color models to develop a more refined, artistically professional sensibility to develop their own professional workflow and projects. Prerequisite: Digital Photography

GRA 3447C Advanced Digital Photography
60 hours, 4 credits
This course will engage students in advanced digital imaging projects, building upon instruction, knowledge, and techniques learned in earlier coursework, and working in a professional, professional portfolio. Themes: Artistic projects such as photos as text based or experimental art. This course is a requirement for all majors in the graphic arts. Prerequisite: Digital Photography

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

GRA 4127C Advanced User Experience Design
60 hours, 4 credits
This course expands on their knowledge of user experience design to deepen their knowledge of the development process of interfaces and user experiences. Various kinds of software will be examined, from browser-based apps to interfaces for mobile device applications. Authoring software will be employed for demo, testing, and prototyping of interface projects. User data will be planned, tested materials such as paper prototypes will be built and tested on user groups, and the data examined then incorporated into user interface projects. Prerequisite: Interactive Publishing

GRA 4228C Media Campaign Design
60 hours, 4 credits
Students create a project around an original concept, theme, and purpose resulting in a portfolio project. Further, user interface projects. User data will be planned, tested materials such as paper prototypes will be built and tested on user groups, and the data examined then incorporated into user interface projects. Prerequisite: Interactive Publishing

GRA 3792C Web Content Management Systems
60 hours, 4 credits
This course builds on earlier coursework in web-based content management systems (CMS) which allow the Web designer to create rich and flexible interactive sites. Using a CMS, a web designer can update a complete web site dynamically by adding content, client needs and visitor expectations. Students will be introduced to key PHP-based content management systemssuch as Drupal, Joomla, and WordPress, and develop their own topic and theme-based web sites. Prerequisite: Information Architecture for the Web

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

GRA 3972C Information Architecture for the Web
60 hours, 4 credits
This course introduces students to the optimization of web sites for search engine placement. The student will learn how search engines collect and organize information and make it useful and accessible. Search engines and search results will be examined for their impact on information access, copyright and privacy issues, and the changing business landscape. Students will research techniques such as metatags, copywriting techniques, header and footer optimization, site submission, and linking methods used to improve site ranking and guide visitors to business sources or information. The course also examines how to track search engine success or failure of those procedures. Prerequisite: Mobile Web Design

GRA 4030C Digital Short Film Project
60 hours, 4 credits
This course will engage students in the accumulated knowledge of narrative and non-narrative digital film creation as well as motion graphics. The culmination of this knowledge will be a final digital short film project using video, audio, story writing, storyboarding, casting, and production techniques. Students are expected to explore various theories and techniques to complete a professional short film project. Prerequisite: Motion Graphics

GRA 4413C Advanced Portfolio Development
60 hours, 4 credits
In this course, students build upon their previous knowledge of portfolio design and construction. Students gather projects from all coursework to date, assess any gaps in their portfolio work, design new projects to fill in those gaps, and incorporate them into their final portfolio. Students will create any documentation needed to incorporate the projects into portfolio, including, but not limited to: video, image capture, audio recording, 3D renderings, website design, motion graphics, and user interface design. Students will present their included projects within the class to receive feedback from their instructor and colleagues, and then design, build, and assemble a polished web-based portfolio for digital display and marketing. Prerequisite: Portfolio Development

GRA 4503C Digital Effects
60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Professional methods of control, character construction, and video revision and 3D effects are examined. Students exhibit a mastery of the digital workflow by compositing footage, digital animation and special effects. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters. Prerequisite: Advanced Motion Graphics

GRA 4631C Advanced Character Modeling
60 hours, 4 credits
This course is designed to explore advanced techniques of 3D character creation and effects. During this course students will explore advanced 3D modeling and animation theory as well as principles that focus on character design and animation as it applies to virtual environments. Theories and principles of modeling and animation are applied to the context of interactive narratives, simulations, and games. Students will engage in the study of character rigging for games, advanced animation, miming and blending, and other techniques to create expressive characters. Prerequisite: Advanced Modelining

GRA 4790C Advanced PHP for E-commerce
60 hours, 4 credits
In this course, students expand on knowledge from 3D modeling, rigging, and animation to explore advanced techniques of rigging such as: facial rigging, deformation rigs, rigging non-human form characters, and fashion and technology for weight painting, and rigging refinement for precise articulation. This course will further prepare a student for industry certification in Autodesk software.

Prerequisite: Advanced Character Modeling

GRA 4837 Animation Capstone Project
60 hours, 3 credits
Students will apply their accumulated knowledge of motion and animation to create an original animated short. The culmination of this knowledge will be a final animated short film project using video, audio, story writing, storyboarding, casting, and production techniques. Students are expected to explore various theories and techniques to complete a professional animation project. Prerequisite: Advanced 3D Rigging

GRA 4948 Web Capstone Project
60 hours, 3 credits
Students will apply their accumulated knowledge of web design and interactivity to create a dynamic, interactive, multi-level website. The culmination of this knowledge will be a comprehensive site delivered online utilizing industry-standard development techniques, languages, and interactive components for multiple devices. Prerequisite: Advanced PHP for E-commerce

GRA 4953C Internet History and E-commerce
50 hours, 4 credits
This course focuses on the history and evolution of the Internet including its influence on business approach, strategy, and the consumer. Students are exposed to a print-ready bi-weekly and retail sectors. Various topics will be explored including business structures and operations, communications and data transfer protocols, web browsers, browser development and security, and compatibility issues, web security, and E-commerce. Students will focus on the use of E-commerce in consumerism, customer relations, advertising, and site maintenance.

Prerequisite: Web Content Management Systems
HIM 1035 Introduction to Electronic Health Records
30 hours, 3 credits
In this course, student will focus on the basics of Electronic Health Record (EHR) keeping of patient health information in a medical care delivery setting. An emphasis on emerging technologies in EHR, and their potential application in evidence-based practice will be studied. The scope of the 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
30 hours, 3 credits
This course covers 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, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.
Prerequisites: Structure and Function of the Human Body; Medical Terminology

HIM 1125 ICD-9-CM Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-9-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

HIM 1126C ICD-PCS Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Procedures-Coding System (ICD-PCS) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover diagnostic 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-9 CM Coding

HIM 1222 Basic ICD-9-CM Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.

HIM 1224C Intermediate ICD-9-CM Coding
40 hours, 4 credits
This course is a continuation of Basic ICD-9-CM Coding with developmental practice to improve proficiency in coding with ICD-9-CM using various health records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to numerous health records. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding

HIM 1258C Ambulatory Care Coding
40 hours, 3 credits
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.
Prerequisites: 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 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

HIM 1900 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization and healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

HIM 2272C Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common third party payers, insurance terminology, and medical coding. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology

HIM 2304 Management of Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to manage and measure productivity of HIM staff and explore the HIM management role in relationship to other hospital departments.
Pre or Co-requisite: Introduction to Health Information Management

HIM 2410 Health Information Law and Ethics
40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: none

HIM 2510 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course assists the student in the collection and compilation of healthcare statistics.
Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

HIM 2625 Healthcare Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

HIM 2940 Medical Coding Practicum
30 hours, 1 credit
This course offers a simulated practical experience 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 and clinic and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and learn to implement training and certification.
Prerequisites: Quality Analysis and Management; Healthcare Information Technologies; Health Information Law and Ethics

HIM 2942 ICD-10 Coding Practicum
30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding Instructor.
Pre or Co-requisite: Ambulatory Care Coding

HIM 2943 Health Information Professional Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Quality Analysis and Management; Healthcare Information Technologies; Health Information Law and Ethics

HIM 3001 Information and Communication Technologies
40 hours, 4 credits
This course is an exploration of the technologies involved in managing 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 intranet applications to facilitate the electronic health record. Integration of the telephone and use of standards to achieve interoperability of healthcare 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 organization information systems. Students will learn health information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission

HIM 3302 Data, Information, and File Structures
60 hours, 4 credits
A lab-based course to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehouse to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission

HIM 3304 Financial Management of Health Information Services
40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement project engineering and project management techniques to ensure efficient workflow and appropriate outcomes.
Prerequisite: Program Admission

HIM 3352 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 3444 Reimbursement Methodologies
40 hours, 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore financial systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

HIM 3710 Advanced Quality Management in Healthcare
40 hours, 4 credits
This course examines facility wide quality management and the development of various healthcare quality assurance programs and project management techniques to ensure efficient workflow and appropriate outcomes.
Prerequisite: Program Admission

HIM 3711 Information Management in Healthcare
40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organization information systems. Students will learn health information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission
HIM 4003 Electronic Data Security 40 hours, 4 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 alignment with institutional and Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines 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 40 hours, 4 credits
An exploration of the principles of developing and implementing operational and facility-wide systems and how to assess organizational-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be examined.
Prerequisite: Management of Health Information Services

HIM 4360 Health Data Management 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and charting principles. Secondary records such as indexes, registers, registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEDIS, UNHDS, OASIS including data history, dependency, and uses of each.
Prerequisite: Program Admission

HSA 4110 Introduction to Healthcare Administration 30 hours, 3 credits
In this course, students examine the operations function of managing people, information technology, materials, facilities in the healthcare industry.
Prerequisites: Principles of Management; Healthcare Administration

HSA 4124 International Healthcare 40 hours, 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.
Prerequisite: Introduction to Healthcare Administration

HSA 4191 Healthcare Information Systems 40 hours, 4 credits
The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Healthcare Administration

HSA 4210 Advanced Healthcare Law and Ethics 40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the health-care field.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: Health Information Law and Ethics or Electronic Health Records and Office Procedures

HSA 4240 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 reflect on the development and application 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 1410 Medical Writing, Style and Grammar 30 hours, 4 credits
A focused look at English grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documents being transcribed or written. Course content will stress English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alike words will be studied and practiced and a medical terminology review will be mandatory.
Prerequisite: none

HSC 1531 Medical Terminology 40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

HSC 2541 Medical Law and Ethics 40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student’s program of study.
Prerequisite: medical terminology review will be mandatory.

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

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

HUM 2202 Human Nutrition 40 hours, 4 credits
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community, and clinical areas.
Prerequisite: none

HUS 1001 Introduction to Human Services 40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human service systems throughout the variety of countries will also be examined.
Prerequisite: none

HUS 1320 Introductory Strategies to Service Delivery 40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to the application of ethical reasoning in crisis situations. The values and ethics intrinsic to the human services profession will be expanded, as well as developing interprofessional communication skills. Students will explore how human services professionals function as change agents and must therefore attain and maintain a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services

HUS 1511 Cultural Diversity in Human Services 40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger’s Syndrome.
Prerequisite: Introduction to Human Services

HUS 2520 Abnormal Psychology 40 hours, 4 credits
This course will cover psychological disorders of the individual. The 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 before graduation

Co-requisite: Sophomore Seminar

HUS 2955 Human Services Capstone 50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services Program in the form of a Capstone Project. Contemporary issues and future trends will also be analyzed.
Prerequisite: Students must be in their last or second-to-last quarter before graduation

Co-requisite: Sophomore Seminar

HUS 2903 Internship for Human Services 200 hours, 3 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates and liberates the student’s knowledge, 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 2907 Professionalism in Human Services 50 hours, 3 credits
In this course, students will develop an understanding of the role of professional practice and ethics in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders.
Prerequisite: none

LDR 2439 Introduction to Organizational Leadership 40 hours 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical applications of organizational leadership within the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders.
Prerequisite: none

LIT 2000 Introduction to Literature 40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to literary criticism, forms, and values.
Prerequisite: none

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 recommended

LIT 3391 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 recommended

LIT 3391 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 recommended

LIT 3391 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 recommended

LIT 3391 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 recommended

MAC 1106 Advanced Algebra 50 hours, 5 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to function graphs, 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 techniques as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Satisfactory score on pre-test

MAC 1200 Precalculus 40 hours, 3 credits
In this course, students will understand the application of function theory including the practical application of various function types including polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.
Prerequisite: Advanced Algebra
MAC 2101 Calculus I
40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problems arising for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Precalculus

MAC 2202 Calculus II
40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integration 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.

MAD 2122 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 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 algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating and proving 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. Students explore the implications of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.

MAN 2021 Principles of Management
40 hours, 4 credits
Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.

MAN 2062 Business Ethics
40 hours, 4 credits
This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the managerial roles of moral obligation, right and wrong action, and good and bad values.

MAN 3001 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. Topics covered 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 discuss, explore, and analyze approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personnel management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.

Prerequisites: Principles of Management; Introduction to Human Resource Management; or Management of Health Information Services

MAN 3504 Operations Management
40 hours, 4 credits
In this course, students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include: designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.

Prerequisite: none

MAN 4143 Contemporary Leadership Challenges
40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.

Prerequisite: none

MAN 4240 Organizational Behavior Analysis
40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.

Prerequisite: none

MAN 4441 Negotiation and Conflict Management
40 hours, 4 credits
This course will focus on negotiation and conflict management in both intra- and inter-organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.

Prerequisite: Organizational Behavior Analysis

MAD 4542 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 4701 Leading Change
40 hours, 4 credits
This course will focus on the impact of change in an organizational setting. Various change management models will be explored, providing students with a foundation for approaching change and developing effective skills and techniques to perform in the workplace when change occurs. Students apply business concepts to real-world case studies and determine strategies for bringing constructive change to an organization.

Prerequisite: none

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 models. Students will evaluate the key functions of organizations and integration of these functions to understand the business policies used to create competitive advantages. Topics include strategic formulation, implementation, and evaluation.

Prerequisite: Introduction to Business

MAN 4900 Management Capstone
30 hours, 4 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 to estimation, confidence intervals, and hypothesis testing. Students will be able to generate tables and graphs through statistical software, and they will understand how to apply statistical concepts to computational applications.

Prerequisite: Introduction to Discrete Mathematics

MAR 2011 Principles of Marketing
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include: consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.

Prerequisite: none

MAR 2374 Online Multimedia Marketing
40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online optimization.

Prerequisite: Internet Business Models and E-Commerce

MAR 2375 Models and E-Commerce
40 hours, 4 credits
This course teaches the fundamentals of how to use online marketing concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.

Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce

MAR 4355 Web Analytics
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 gives students an in-depth understanding of search engine optimization and search engine marketing strategies and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.

Prerequisite: Internet Business Models and E-Commerce

MAR 4852 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

MAT 3035 Multi-Variable Calculus
40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

Prerequisite: Passing grade in 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 modern mathematics that are relevant to everyday life and not typically covered in the standard college mathematics 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, game theory, graph theory, the mathematics of growth, applications of geometry, and new statistical techniques.

Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
COURSE DESCRIPTIONS

MCB 2289 Introduction to Microbiology 70 hours, 5 credits
Prerequisites: Medical Terminology; Human pharmacology of the drug is discussed. The course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microorganisms, including mechanisms of pathogenicity.
Prerequisite: none

MEA 1102 Introduction to Medical Assisting 40 hours, 4 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. This course must be completed during the first full quarter of enrollment.
Prerequisite: none

MEA 1206 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-of-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisite: Medical Terminology

MEA 1207 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.
Prerequisite: Laboratory Skills for Medical Assisting; Pathophysiology

MEA 1243 Pharmacology for the Allied Health Professional 40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by both systems in this course serves to provide the necessary background information and to refresh the student's memory of previously learned material through working with the therapeutic action of the drugs can be clearly understood.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I or Structure and Function of the Human Body

MEA 2200 Pathophysiology 50 hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, and treatment of common diseases of selected human body systems. Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

MEA 2267 Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills I

MEA 2290 Radiography Skills 40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic procedures and facilities that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and professional employment as an X-ray operator.
Prerequisite: Structure and Function of the Human Body

MEA 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.
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verification of immunity required by program and site; Successful completion of background check (clear background check obtained and/or required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

MEA 2810 Medical Assisting Clinical 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.
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verification of immunity required by program and site; Successful completion of background check (clear background check obtained and/or required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

MEA 2820 Medical Assisting Capstone 240 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 class. They 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

MTL 1170 Introduction to Laboratory Processing 50 hours, 4 credits
MTL 1170 Lecture (20 hours, 2 credits)
MTL 1170L Lab (20 hours, 1 credit)
This course will introduce the role of the phlebotomist in a clinical laboratory setting. Students will learn to adhere to safety and compliance regulations related to specimen collection and processing. This course also focuses on pre-analytic factors of the specimen or patient as they relate to the influence laboratory procedures.
Prerequisite: none

MTL 1325 Phlebotomy 40 hours, 3 credits
MTL 1325 Lecture (20 hours, 2 credits)
MTL 1325L Lab (20 hours, 1 credit)
In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and applying the principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy procedures.
Prerequisite: none

MTL 2211 Phlebotomy II 50 hours, 4 credits
MTL 2211 Lecture (25 hours, 2.5 credits)
MTL 2211L Lab (25 hours, 1.5 credits)
In this course, students will perform and observe specialized specimen collection. CLIA waived laboratory testing, and collection of donor units. This course will also focus on specimen processing and handling. This course also focuses on pre-analytic factors of the specimen or patient as they relate to the influence laboratory procedures.
Prerequisite: Phlebotomy

MTL 2790 Phlebotomy Externship and Capstone 130 hours, 5 credits
MTL 2790 Lecture (10 hours, 1 credit)
MTL 2790L Clinical (120 hours, 4 credits)
This course is designed to provide the student with experience in a clinical setting that includes specimen collection and handling and processing. Students will learn to effectively communicate with diverse patients and healthcare providers. This course is designed to assist students during their externship and prepare them for a certification exam.
Prerequisites: Phlebotomy II; Introduction to Laboratory Processing

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

MNA 1161 Customer Service 40 hours, 4 credits
This course covers the basics of essential communication skills needed in business to interact/work effectively with clients, customers 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 builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations; polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from the shape of a graph.
Prerequisites: Math for Game and Simulation Production I

MTS 2005 Introduction to Medical Transcription 40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work situations 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 each healthcare professional interacts within a patient record. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.
Prerequisite: none

MTUS 2203 Medical Assistant Externship 240 hours, 8 credits
This course builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations; polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from the shape of a graph.
Prerequisites: Math for Game and Simulation Production I

MCU 3407 Visual Communication in the Media 20 hours, 2 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, interpret, and process visual information presented through media sources.
Prerequisite: none

MNA 1161 Customer Service 40 hours, 4 credits
This course covers the basics of essential communication skills needed in business to interact/work effectively with clients, customers 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 2381 Math for Game and Simulation Production II 40 hours, 4 credits
This course builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations; polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from the shape of a graph.
Prerequisites: Advanced Algebra

NUR 2300 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 related to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as a person 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 the practice of nursing. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological and sociocultural sciences.
Prerequisites: Comprehensive Pharmacology; Comprehensive Pharmacology Lab
NUR 114 Comprehensive Pharmacology 40 hours, 4 credits
This course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of client care, to include an overview of drug classifications, drug actions/interactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency with the use of problem-solving skills and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.
Prerequisite: none

NUR 114L Comprehensive Pharmacology Lab 40 hours, 2 credits
This course prepares the student to administer medications. The six “rights” of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.
Prerequisite: none
Co-requisite: Comprehensive Pharmacology

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

NUR 1211C Adult Nursing I 230 hours, 13 credits
This is the first of three adult-health nursing courses. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients across the lifespan with uncomplicated medical/surgical alterations in health. Pathophysiological mechanisms of diseases are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, manager, and member of a profession is expanded and provide the framework for clinical applications and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisite: Fundamentals of Nursing

NUR 1246C Maternal-Child Nursing 220 hours, 12 credits
In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children and families in meeting their basic needs in a variety of settings. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.
Prerequisite: Adult Nursing I

NUR 1215 Fundamentals of Professional Nursing 107.5 hours, 6 credits
This course is comprised of a theory and clinical component where students are building on 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 skills related to mobility, elimination, gas exchange, inflammation, infection, tissue integrity, glucose regulation, thermoregulation, and pain. This course will continue to build upon the knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.
Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Option

NUR 1215L Lab (30 hours, 2 credits)
This course is comprised of a theory and lab 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 Caring, 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 psychomotor skills and affective interactions, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing

NUR 2248L Clinical (52.5 hours, 2 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 Caring, 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 psychomotor skills and affective interactions, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisite: Professional Nursing II

NUR 2488 Lecture (32.5 hours, 3 credits)
NUR 2488L Clinical (22.5 hours, 1 credit)
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 Caring, 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 psychomotor skills and affective interactions, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisite: Professional Nursing II
NUR 2790 Professional Nursing III 117.5 hours, 3 credits
NUR 2790 Lecture (30 hours, 3 credits)
NUR 2790L Lab (5 hours, 0.25 credits)
NUR 2940L Clinical (82.5 hours, 2.75 credits)
This course continues the professional role development of the registered nurse and clinical component where students are completing their development of the fundamental concepts and nursing abilities required for the Professional Registered Nurse Role. Emphasis is placed on concepts such as Cellular Regulation, End-of-Life Integrity, Complementary and Alternative Therapies, and Crisis/Disease Nursing. This course will continue to build on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid/Electrolyte and Acid/Base Balance, and Tissue Integrity. The theoretical basis for Clinical Judgment, as it relates to Patient-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting is required for successful completion of this course. The student must also 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 II 230 hours, 13 credits
This is the second of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status. This course continues the clinical course in an acute care setting promotes the student’s transition from student to graduate with its emphasis on management of care and in analyzing functional health patterns, professional behaviors, communication, Clinical decision making, caring interventions, teaching and learning, collaboration, and management activities in a broad in-depth application of the nursing process in the clinical management of group of patients. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community concepts and provides entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisites: Foundations of Nursing; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Adult Nursing I; Maternal-Child Nursing; Adult Nursing II
NUR 2868 Role, Scope, Quality, and Leadership in Professional Nursing 80 hours, 4 credits
NUR 2868 Lecture (20 hours, 2 credits)  
2868L Clinical (60 hours, 2 credits)
This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on Clinical Judgment, Professionalism, Quality Improvement, and Leadership. In order to successfully complete this course, the student must exhibit appropriate characteristics in the clinical setting related to Communication, Interdisciplinary Collaboration, Advocacy, Patient-Centered Care, Evidence-Based Practice, Education, Health Promotion, and Motivational Wellness. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate Professional Registered Nurse to complete this course.
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. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Professionalism, Individual Functional Ability, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN, successfully transition to a beginning Graduate Professional Registered Nurse role.
Pre or Co-requisites: Professional Nursing III; Role, Scope, Quality, and Leadership in Professional Nursing  
NUR 3171 Health Assessment 40 hours, 4 credits
This course provides an opportunity for students to develop proficiency in comprehensive health assessment as viewed through the lens of holistic, patient-centered care. As segments designed to develop knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examinations of the adult client are integrated within the course. Opportunities will be presented for the collaboration and integration of physiological, psychological, and sociocultural issues and theories as they apply to the findings obtained in the comprehensive health assessments. Collaborating with interprofessional teams, utilizing evidence-based treatment guidelines, and additional updated information needed to promote safe clinical practice in the nursing setting will be emphasized.
Prerequisite: Quality and Safety in Nursing Practice Pre or Co-requisite: Applied Pathophysiology  
NUR 3205 Applied Pathophysiology 40 hours, 4 credits
This course is designed to enhance the student’s knowledge and understanding of pathophysiological concepts and processes related to human illness and disease. A patient centered systems approach is used to explore the pathophysiology, etiologies, risk factors, clinical manifestations, and nursing considerations of 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.
Pre or Co-requisite: Quality and Safety in Nursing Practice
NUR 3418 Introduction to Alternative and Complementary Therapies 40 hours, 4 credits
This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is to provide the student with knowledge and an understanding of mind/ body self-healing skills, multi-cultural alternative medicine theories, practice environments and interventions that can be integrated safely into nursing and/or the nurse’s personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined through the application of critical thinking to the scientific evidence body of knowledge.
Prerequisite: Applied Pathophysiology Pre or Co-requisite: Transcultural Nursing  
NUR 3508 Quality and Safety in Nursing Practice 40 hours, 4 credits
This course focuses on the critical review of current quality and safety issues in healthcare and nursing. “Quality & Safety Education for Nurses (QSEN), “Institute of Medicine” (IOM) reports, regulatory bodies, and the impact of Magnet Status are identified and examined within the course. Students will increase their understanding of best practices, safety standards, and quality initiatives in the healthcare setting. Emphasized within this course is the quality and Safety Education for Nurses (QSEN) Competencies. This course examines QSEN as a conceptual framework which can lead to improvement of patient safety outcomes through managing human behavior and system design.
Pre or Co-requisite: Dimensions of Professional Nursing  
NUR 3655 Transcultural Nursing 40 hours, 4 credits
This course recognizes 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 styles, fostering open communication, family roles, dietary preferences, safety and concerns associated with cultural beliefs, values and practices of cultural norms and the impact on health care practice. Nursing interventions that integrate and examine evidence-based practice related to various cultural beliefs will be discussed. The importance of incorporating a holistic approach in the care and treatment of the patient will be demonstrated within this course.
Prerequisites: Quality and Safety in Nursing Practice; Health Assessment  
NUR 3816 Dimensions of Professional Nursing 40 hours, 4 credits
This course investigates the evolution of nursing with an emphasis on professional values, standards and ethics. Students will explore professional values and ethics. This course includes an overview of major contemporary issues in nursing with a critical-thinking approach to evidence-based nursing practice. Opportunities will be presented that provide for strengthening critical thinking skills and the development of a personal philosophy of nursing.
Prerequisites: Current, unencumbered RN license is valid in the United States. Completion of all college prep course work, including a minimum of 32 credit hours of transferable general education coursework required for admission to the program.
NUR 4232 Integration of Evidence-Based Practice and Research in Nursing 40 hours, 4 credits
This course is designed to support the baccalaureate nurse scholar who contributes to the science of nursing practice by translating current evidence into practice. Students will study the use of evidence based practice models to identify practice issues, search and critique published research, and to propose creative, innovative, or evidence-based solutions to clinical practice problems. Emphasis is on developing a straightforward understanding of the evidence and its application to clinical practice. The course is intended to create a collaborative environment that promotes evidence-based practice and research. Students will study the use of evidence-based practice models to identify practice issues, search and critique published research, and to propose creative, innovative, or evidence-based solutions to clinical practice problems. Emphasis is on developing a straightforward understanding of the evidence and its application to clinical practice. The course is intended to create a collaborative environment that promotes evidence-based practice and research.
Prerequisites: Quality and Safety in Nursing Practice  
NUR 4529 Public Health and Community Nursing 40 hours, 4 credits
This course provides an overview of concepts and theories related to public health/community health nursing. The role of the professional nurse in sustaining and promoting health among diverse populations is explored. Topics include: core functions and essentials of public health, health promotion and prevention, population focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting health and well-being of local and global communities are incorporated. This course provides the student the opportunity to demonstrate critical thinking and collaborative communication through community assessment.
Prerequisites: Transcultural Nursing; Integration of Evidence-Based Practice and Research in Nursing
COURSE DESCRIPTIONS

OST 1870C/Word for Windows
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing techniques ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the technological portion of the MOS certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

OST 2240 Medical Transcription
60 hours, 3 credits
This course will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.
Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

OST 1611 Medical Transcription I
30 hours, 3 credits
Prerequisite: None

OST 1764C Word for Windows
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing techniques ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the technological portion of the MOS certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

PLA 1203 Civil Litigation and Procedure I
40 hours, 3 credits
Students will examine the lawyers and paralegals' roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System

PLA 1223 Civil Litigation and Procedure II
40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.
Prerequisite: Civil Litigation and Procedure I

PLA 1310 Paralegal Ethics
40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate PLA 1573 Contracts: Managing Legal Relationships
40 hours, 4 credits
This course provides students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System

PLA 2320 Legal Research
40 hours, 4 credits
This course introduces the legal research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PLA 2330 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize case opinions.
Prerequisites: Legal Research; English Composition

PLA 2435 Corporate Law
40 hours, 4 credits
This course will provide students with an overview of the functional and organizational aspects of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate formalities and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System

PLA 2476 Employment Law
40 hours, 4 credits
This course will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management

PLA 2587 Torts: Auto Accidents and Other Legal Injuries
40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PLA 2610 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perrations and other real estate related documents.
The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System
PLA 2800 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research related to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antennupal and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

PLA 2816 Paralegal Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “electronic office” and “paperless office” methods will be practiced.
Pre or Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter

PLA 2940 Paralegal Internship
130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter

POT 4001 Political Thought
40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover 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 system. This includes roles individuals perform in the healthcare setting, and basic knowledge in wellness and disease throughout the lifespan. Topics will include therapeutic communication, ethics, patient care, cultural competence, and identifies nursing strategies to meet the global and diverse patient and community.
Co-requisites: Fundamentals of Practical Nursing Clinical

PRN 1011L Fundamentals of Practical Nursing Laboratory
20 hours, 1 credit
This course will provide students with the skills needed to provide introductory nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Fundamentals of Practical Nursing and Fundamentals of Practical Nursing Laboratory courses.
Co-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical

PRN 1075 Medical Surgical Nursing I
40 hours, 4 credits
This course provides students 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 Clinical Co-requisites: Structure and Function of the Human Body; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

PRN 1075L Medical Surgical Nursing I Laboratory
20 hours, 1 credit
This course provides students with the skills needed to provide nursing care to the patient. Emphasis is placed on patient safety and nursing skills needed to care for 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 Mental Health Nursing course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical Co-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Clinical

PRN 1075LL 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 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 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 1086 Introduction to Practical Nursing
20 hours, 2 credits
This course introduces the student to key concepts of Practical Nursing. The student will be exposed to the practical nursing expectations and scope of practice in diverse healthcare settings. Also included are aspects of patient-centered care based upon evidence and quality. The Concept-based framework for the Practical Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Teamwork, Communication, and Nursing Informatics. Students will delve into the knowledge, skills, and attitudes needed to practice safely in the nursing profession by discovering their own learning styles and personal identities.
Prerequisite: Admission to the Practical Nursing Program

PRN 1192 Fundamentals of Practical Nursing Clinical
30 hours, 1 credit
This course provides students with experiences needed to provide nursing care to behavioral health clients. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Mental Health Nursing course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical Co-requisite: Mental Health Nursing Clinical

PRN 1192L Lab (15 hours, 1 credit)
This course provides students with the skills needed to provide nursing care to the patient. Emphasis is placed on patient safety and nursing skills related to disorders of the endocrine, musculoskeletal, genito-urinary systems, fluid and electrolyte disturbances, and basic emergency nursing care.
Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical Co-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory

PRN 1192LL Medical Surgical Nursing II Clinical
90 hours, 3 credits
This course provides students with hands on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing II and Medical Surgical Nursing II Laboratory courses.
Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical Co-requisites: Medical Surgical Nursing II: Medical Surgical Nursing II Laboratory

PRN 1245 Practical Nursing I
110 hours, 9 credits
This course is comprised of a theory, lab, and clinical component where students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. 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 nursing informatics as it pertains to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.
Prerequisite: Admission to the Practical Nursing Program
Pre or Co-requisite: Introduction to Practical Nursing

PRN 1245 Lecture (32.5 hours, 3 credits)
This course provides students with the 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 Gerontological Nursing course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical Co-requisites: Gerontological Nursing Clinical

PRN 1245L Lab (15 hours, 1 credit)
This course provides students with the 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 Gerontological Nursing course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical Co-requisites: Gerontological Nursing Clinical

PRN 1279 Medical Surgical Nursing II
20 hours, 1 credit
This course provides students with the 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 II and Medical Surgical Nursing II Laboratory courses.
Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical Co-requisites: Medical Surgical Nursing II: Medical Surgical Nursing II Laboratory

PRN 1304 Gerontological Nursing
90 hours, 2 credits
This course explores care for the older adult. The content builds on previous learning experiences to incorporate a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult patient. Content will address the psychological, 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 Co-requisite: Gerontological Nursing Clinical

PRN 1304LL Gerontological Nursing Clinical
90 hours, 2 credits
This course provides students with hands on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Gerontological Nursing Clinical course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical Co-requisites: Gerontological Nursing Clinical

PRN 1279 Medical Surgical Nursing II Laboratory
20 hours, 1 credit
This course provides the student with a continuation of medical surgical nursing. Emphasis is placed on nursing care along the health illness continuum for patients with disorders of the endocrine, musculoskeletal, genito-urinary systems, fluid and electrolyte disturbances, and basic emergency nursing care.
Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; PRN 1075LL Medical Surgical Nursing I Clinical Co-requisites: Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

PRN 1279L Medical Surgical Nursing II Laboratory
20 hours, 1 credit
This course provides students with the 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 I and Medical Surgical Nursing I Laboratory courses.
Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical Co-requisites: Medical Surgical Nursing II: Medical Surgical Nursing II Laboratory

PRN 1279LL Medical Surgical Nursing II Clinical
90 hours, 3 credits
This course provides students with the 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 II and Medical Surgical Nursing II Laboratory courses.
Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical Co-requisites: Medical Surgical Nursing II: Medical Surgical Nursing II Laboratory

PRN 1304 Gerontological Nursing
90 hours, 2 credits
This course provides students with the 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 Gerontological Nursing course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical Co-requisites: Gerontological Nursing Clinical

PRN 1304LL Gerontological Nursing Clinical
90 hours, 2 credits
This course provides students with the 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 Gerontological Nursing Clinical course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical Co-requisites: Gerontological Nursing Clinical
Laboratory; Medical Surgical Nursing III Clinical
Prerequisites: Medical Surgical Nursing III
Disorders of the integumentary, immune, gastrointestinal, and neurological systems.

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 healthcare setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient-centered care along the health continuum consistent with content in the Medical Surgical Nursing III and Medical Surgical Nursing III Laboratory courses.

Medical Surgical Nursing III Clinical (55 hours, 4 credits)
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 continuum consistent with content in the Medical Surgical Nursing III and Medical Surgical Nursing III Laboratory courses. Emphasis is placed on concepts such as Surgical Integrity, Pain Management, and Glucose Regulation.

Medical Surgical Nursing III Clinical (110 hours, 6 credits)
Theoretical emphasis is placed on concepts such as Fluid/ Electrolyte and Acid/Base Balance, Elimination, Mobility, and Infection Control. The theoretical basis for Nursing Judgment, 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.

Medical Surgical Nursing II Clinical (55 hours, 3 credits)
This course focuses on the care of clients with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Motivational Wellness, Psychosocial Integrity, Addiction, and Violence. Special emphasis will be placed on Nursing Judgment, related to Patient-Centered Care, Teamwork, and Communication when approaching this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, as it applies to pharmacologic therapies in this setting, will be introduced. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Medical Surgical Nursing I Clinical (20 hours, 1 credit)
This course focuses on the care of clients 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.

Medical Surgical Nursing I Clinical (40 hours, 2 credits)
This course focuses on the care of clients 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.

Medical Surgical Nursing I Clinical (55 hours, 3 credits)
Theoretical emphasis is placed on concepts such as Fluid/ Electrolyte and Acid/Base Balance, Elimination, Mobility, and Infection Control. The theoretical basis for Nursing Judgment, 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.

Medical Surgical Nursing I Clinical (20 hours, 1 credit)
This course focuses on the care of clients 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.

Medical Surgical Nursing I Clinical (40 hours, 2 credits)
This course focuses on the care of clients 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.

Medical Surgical Nursing I Clinical (55 hours, 3 credits)
Theoretical emphasis is placed on concepts such as Fluid/ Electrolyte and Acid/Base Balance, Elimination, Mobility, and Infection Control. The theoretical basis for Nursing Judgment, 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.

Medical Surgical Nursing I Clinical (20 hours, 1 credit)
This course focuses on the care of clients 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.

Medical Surgical Nursing I Clinical (40 hours, 2 credits)
This course focuses on the care of clients 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.

Medical Surgical Nursing I Clinical (55 hours, 3 credits)
Theoretical emphasis is placed on concepts such as Fluid/ Electrolyte and Acid/Base Balance, Elimination, Mobility, and Infection Control. The theoretical basis for Nursing Judgment, 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.
PTN 2340 Unit Dose and Medication Preparation  
40 hours, 3 credits  
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The course will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.  
Prerequisite: Introduction to Pharmacy, Pharmacy Math and Dosages

REL 3131 American Religious History  
40 hours, 4 credits  
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.  
Prerequisite: none

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 3528 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

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

SYG 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
Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven’t already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career. Whether you are looking at a campus-based, online, or a blended learning model, our staff will assist you in planning your course schedule and connect you with our student financial services team to get you started on your journey toward earning a college degree. When you’ve chosen the program that best meets your needs, apply for admission by submitting or completing the following:

• Application Form
• Attestation of high school graduation or equivalency
• Enrollment Agreement
• Rasmussen College entrance placement exam(s)
• Rasmussen College Experience Course (if applicable)
• All required documents 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.

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

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

Rasmussen College Admissions

Nondiscrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Student Definition

The word “student” means the student himself or herself if he/she is the party to the contract, or his/her parents or guardian or another person, 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 invalid and any financial aid will have to be repaid.
• Applicants providing a college transcript indicating a grade of C or higher or a grade of Pass in college-level English and/or mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require developmental coursework in areas in which they have previously proven this proficiency.
• Applicants without a conferred associate’s degree or higher and who have not completed a college-level English course are required to complete the Reading & Writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

Applicants providing a transcript with a conferred associate’s degree or higher are not required to complete the College entrance placement examination. Reading and Writing and will not require remedial coursework in this area. Students providing a transcript with a conferred Associate’s degree or higher indicating a grade of B or higher in college-level mathematics are not required to complete the College entrance placement examinations in mathematics and will not require remedial coursework in this area.

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

Students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course will be required to successfully complete the Online College Readiness Course.

• All financial arrangements are complete, submitted and verified
• For selected programs, applicants must also pass a criminal background check. See additional information.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  – TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  – Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that:

1) you are or expect to be a full-time student pursuing a degree at Rasmussen College;
2) you meet our admissions requirements;
3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmarked date of the letter of acceptance.

*Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.
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, specific 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 its vision of incoming, ongoing, and outcome assessment. The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments used measure incremental student skills through a placement test to determine students’ reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments.

At designated points in their programs of study students are required to complete a passing grade a seminar course. Students who have completed E4242 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student’s program completion.

- **Students must complete the freshman seminar as part of certificate course requirements or as a quarter in which they are scheduled for the E4242 Career Development course.**

- **Students must complete the sophomore seminar in the quarter in which they finish the diploma course requirements.**

- **Students must complete the junior seminar in the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.**

- **Students must complete the senior seminar in the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.**

The purpose of the non-credit, pass/fail, year long graduation seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. The required assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments included in the curriculum, the seminar courses are the components of the Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

For programs which require a student to achieve an Associate’s degree from an accredited institution as recognized by the Department of Education in order to be considered for graduation, students are not required to complete the Junior Seminar.

**ADMISSIONS REQUIREMENTS**

**Background Checks**

For some programs, Rasmussen College requires applicants to pass a background check as part of the application process. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. If the background check is found to be a disqualification, the student will be notified to issues that may impair their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or result in the student withdrawing from school.

The following programs require a general background check for admission in all states:

- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

The following programs require a general background check for admission in all states except Minnesota. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission:

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

**Entrance Assessment**

**Re-Enter Policy**

Students who re-enroll in certificate or diploma programs one time, Associate’s degree programs two times, and Bachelor’s degree programs up to four times, unless the Dean or Campus Director, determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All reentering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance as outlined in the Catalog before being accepted into the College as a re-enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process and re-enroll if the student meets the following criteria:

- All enrollment qualifications are met at the time of re-entry: the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundations Writing courses or placed into Reading and Writing Strategies previously or through the re-enter process.

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

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

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

Students who wish to re-enter into a Nursing program must complete the program evaluation 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 (NUR, PN, PRN, HUN) assessed against the current program to determine which will be applied to the program into which they are enrolling, all previously completed Nursing Core eligibility courses will be assessed 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 is available and all other re-entry requirements are met.
Applicants may choose to apply for a Commissioner’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/ enrollment for the next subsequent start date.

Applying for Admission to the School of Nursing Professional or Professional Nursing Programs

Applicants pursuing admittance into a Practical Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement Exam score above the required 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. Applicants must achieve a score on the Entrance Exam for Nursing which is acceptable for admission to the School of Nursing per the School of Nursing and School of Health Sciences Entrance Exam policy.

3. 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:

   • Rasmussen College Application
   • Health Physical and proof of vaccinations
   • The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). This course must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.
   • 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.

Applying for Admission to the School of Health Sciences Associate’s General Specialization Degree

In addition to the College entrance requirements, applicants pursuing admittance into the Health Sciences Associate’s degree General specialization programs must complete the following prior to being deemed eligible for admission:

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

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs

Applicants pursuing admittance into the Medical Laboratory Technician (MLT) and Surgical Technologist (ST) Programs must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement Exam score above the required 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 Health Sciences Entrance Exam may be scheduled.

2. Applicants must achieve a score on the College entrance placement exam requirements and the School of Health Sciences Entrance Exam which is acceptable for admission to the School of Nursing and School of Health Sciences Entrance Exam policy.

3. 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:

   • Application
   • Background screening
   • Any additional program-specific requirements as specified at the time of enrollment.

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

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

Applying for Admission into Software Application Development Certificate and Associate’s, Computer Science Bachelor’s, and Game and Simulation Programming Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the ACT test are required for entry into these programs. Alternatively, the applicant may be exempt from all or portions of the College entrance placement exam per the terms of the College Acceptance or Rejection of Application for Admission College Entrance Placement Exam requirements.

Applying for Admission into the Paralegal Certificate Program

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

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

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

Rasmussen College Early Honors Program

High school juniors and seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program. The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Honors coursework is available both on campus and online based on space available.

Rasmussen College Early Honors Program

Terms and Conditions

Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

- Applicants must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- Enrollment in the Program is limited to 20 students per quarter, per campus.
- Early Honors students may enter the Early Honors Program in the fall quarter of their junior year.
- The Early Honors program ends with the completion of spring quarter of the student’s senior year.
- A maximum of 24 credits per student can be taken in the Early Honors Program.
- Early Honors students may take up to 8 credits per quarter without a tuition charge.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Early Honors students may take one course in their first quarter of enrollment. Upon receiving a grade of B or higher in their first course, students can request to be scheduled for the second quarter.
- Students must maintain a cumulative grade point average of 3.0 in order to take two courses per quarter.
- Early Honors Applicants must meet with the Director of Admissions and Dean before being accepted to the Early Honors Program to ensure they meet all criteria and requirements, and to approve their schedule.
- Early Honors students will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog.
- Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students.
- Early Honors students are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.
- Early Honors students will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Early Honors students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Early Honors students may apply to a full program offered by Rasmussen College by completing the Application for Admission.
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

**There are three basic types of aid available to Rasmussen students:**
- Various state and federal student loan programs.
- Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

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

### PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

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<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
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<tr>
<td><strong>GIFT AID</strong></td>
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<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,730</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>Florida Student Assistant Grant (Florida residents only)</td>
<td>Grant based on financial information provided by the student on the FAFSA.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td></td>
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<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
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<tr>
<td><strong>FEDERAL LOAN PROGRAMS</strong></td>
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<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000 3rd Year &amp; above $7,000.</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
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<tr>
<td><strong>VETERANS’ BENEFITS</strong></td>
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<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
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</table>

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

Rasmussen students may be eligible to receive an Achieve Scholarship award based upon specific enrollment criteria. Recipients can receive up to $8,000 (U.S.) in quarterly increments ($500 per quarter) while attending as a full-time student (12 credits or more). Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AcceleratED Scholarship recipients are eligible for the scholarship. For a complete list of terms and conditions, visit rasmussen.edu/Achieve or talk to a Program Manager.

Real/Change Scholarship

New prospective students enrolling in select programs at Rasmussen College may be eligible for the Real/Change Scholarship. The scholarship awards recipients up to $1,400 per year toward your tuition costs—up to $2,800 in additional scholarship funding for an Associate’s degree and $5,600 for a Bachelor’s degree. This scholarship will be awarded quarterly while attending Rasmussen College, and is calculated and applied as a 10% reduction from the current tuition rate. In order to be eligible for the scholarship, new students must enroll at Rasmussen College in one of the select programs for the designated start date. Students must be continuously enrolled and maintain a minimum CGPA of 2.5 for the duration of their enrollment to receive their scholarship. For a complete list of terms and conditions, including the list of eligible programs and start dates, visit rasmussen.edu/reachchange.

Early Honors Program

Rasmussen College is proud to offer select high school junior and seniors who have reached the minimum age of 16 the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

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 on part-time tuition rates. In addition, the College will extend a discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above. The Military Discount is applied after the Real/Change Scholarship. The scholarship funding for an Associate's degree and Bachelor's degree program at Rasmussen College.

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.

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

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

ACADEMIC POLICIES

ACADEMIC INFORMATION AND COLLEGE POLICIES

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 when enrollment is under 12 students.

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

- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-123 credits completed
- Senior: 130 or more credits completed

These Programs May Also Be Offered Online

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.

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These Programs May Also Be Offered Online

Bachelor's Degrees

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

Associate's Degrees

- Accounting
- Business Management
- Criminal Justice
- Early Childhood Education

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

Diplomas

- Accounting
- Business
- Early Childhood Education
- Graphic Design
- Human Resources and Organizational Leadership
- Human Services
- Information Technology Management
- Marketing
- Medical Administration
- Medical Billing and Coding
- Pharmacy Technician
- Web Programming

Certificates

- Accounting
- Business
- Early Childhood Education
- Human Services
- Life Long Development Academic
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician
- Software Application Development

Individual Progress

Students may enroll in one or more courses at a time, or in subsequent quarters, without enrolling in a program 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 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).

AUDITING A COURSE

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

Developmental and Rasmussen College Entrance Placement Exam Results

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 for students who entered the College with insufficient preparation. Students who enroll in a Bachelors degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher or a grade of Pass in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not successfully completed the college-level English course are required to complete the reading and writing sections of the placement exam. Students who entered the College with a grade of "S" or transfer students who wish to complete 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 who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement exam. Students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement exam. Coursewerk 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 tests 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. Students 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 exterminating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

* These include official and unofficial transcripts and grade reports for coursework completed at regionally or nationally accredited institutions of higher learning, as recognized by the appropriate council on Higher Education Accreditation (CHEA).
Foundation Courses Timeframe
To ensure student success, students requiring foundation coursework must attempt one such course in their first quarter of enrollment. Students requiring two foundation courses must attempt the first course, Reading and Writing Strategies (B086), in their first quarter of enrollment and the second course, Combined Basic and Intermediate Algebra (B095) in Illinois and Practical Math (B097) in other states, in their second quarter of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete course in the subsequent full quarter of enrollment or the student will be dismissed from the College. As such, any required Foundations courses must be completed prior to the end of the Student’s third full quarter of enrollment, or the student will be dismissed from the College.

Students requiring two foundation courses must attempt Reading and Writing Strategies (B086) and one additional course in their program of enrollment prior to enrolling in the foundation math course. Upon successful completion of the first foundation course, Reading and Writing Strategies, and at least three credits of coursework in their program with a grade of C or higher, the student will be allowed to take a full-time credit load, if desired.

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

- SX: 73% or higher
- UX: Below 73%

Practical Math

- SX: 73% or higher
- UX: Below 73%

Seminar Course Grading
1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar course designated for each program.
3. If a student does not successfully submit an assigned GAP general education assessment piece in the appropriate seminar course, then he or she will be unable to earn enough points to pass that seminar course.
4. E185, E270, E320, and E410 Seminars
   - SX: 73% or higher
   - UX: Below 73%

Common Grading System Percentage Scale

Letter Grade | Percentage Range
---|---
A | 100 to 93%
A- | 92 to 90%
B+ | 89 to 87%
B | 86 to 83%
B- | 82 to 80%
C+ | 79 to 77%
C | 76 to 73%
C- | 72 to 70%
D+ | 69 to 67%
D | 66 to 63%
D- | 62 to 60%
F | Below 60%

Some General Education courses may contain a lecture component with a co-requisite lab component. If a grade is achieved at or above the threshold of 60% in both components of a course which consists of lecture and lab components, each component will receive the grade earned independently. Failure to earn a grade at or above the threshold of 60% in either the lecture or lab component will result in failure of both components of the course.

Point Scale

Alphabetical Grading System

Grade | Grade Points | Description
---|---|---
A | 4.00 | Excellent
A- | 3.75 |
B+ | 3.50 |
B | 3.00 | Very Good
B- | 2.75 |
C+ | 2.50 |
C | 2.00 | Average
C- | 1.75 |
D+ | 1.50 |
D | 1.00 | Below Average
D- | 1.75 |
F | 0.00 | Failure
AUDIT | NA | Audit
CW | NA | Course Waiver
FD | NA | Failure Dropped
I | NA | Incomplete
PT | NA | Pending Transfer Credit
SX | NA | Satisfactory
TO | NA | Test-Out
TR | NA | Official Transfer Credit
UX | NA | Unsatisfactory
UXD/UX | NA | Unsatisfactory Drop
WF/XF | NA | Withdrawal Fail
WX/PXF | NA | Withdrawal Pass

Competency Courses
Competency-based courses allow students to progress by demonstrating their competency, which means they prove that they have mastered the knowledge and skills (called competencies) required for a particular course. Rasmussen College partners with multiple developers of competency courses to provide offerings that align with the course objectives of the College's instructor-led courses. Each objective is typically directed to ensure that students have learned that competency. Competency courses are groups of assessments that allow students to prove their ability to perform a specific task. Competing the demonstration certifies that students have learned that competency and are able to apply that knowledge and skill. Each competency course contains a selection of competencies called “Modules” where similar competencies are grouped; these self-paced modules allow students to demonstrate mastery of different subjects and sections of the curriculum in one competency location. Demonstrating mastery in a competency course may be converted to credits that will transfer into Rasmussen College credits.

- Students may attempt a competency course as long as they are concurrently enrolled in and taking coursework in an eligible program.
- Enrolled students may elect to take a Rasmussen competency course in lieu of an online, instructor-led course for any course that has been identified as having a competency course equivalent.
- Upon successful completion of a competency course, Rasmussen College will issue a Certificate of Successful Competency Course Completion. The certificate will be placed in the student’s academic file.
- If a student has already attempted an online, instructor-led course, as indicated by a posted W/WD or F/FA grade, the student will be required to attempt the equivalent competency course. A student may attempt a competency course and later enroll in an equivalent instructor-led course. If the competency transfer credit has not been awarded, competency courses will not count as credits for financial aid eligibility.
- Students have 80 days from the date they access a competency course to complete it. Students may apply in writing for an additional 30-day extension to complete the competency course; additional requirements may apply. Students are allowed a maximum of one 30-day extension per competency course.
- Students who do not successfully complete a competency course within the allotted time will be required to take the course as an instructor-led course.

Health Sciences Programs Grade Scale

The following grade scale applies to all BMS, CTV, EK, EK, HN, HMA, HSA, HSC, MA, MCA, ML, MLT, MTS, OST, PB, PC, PTN, and ST coursework in School of Health Sciences programs:

Letter Grade | Percentage Range
---|---
A | 100 to 93%
A- | 92 to 90%
B+ | 89 to 87%
B | 86 to 83%
B- | 82 to 80%
C+ | 79 to 77%
C | 76 to 73%
C- | 72 to 70%
D+ | 69 to 67%
D | 66 to 63%
D- | 62 to 60%
F | Below 63%

School of Health Sciences courses may contain a co-requisite lab component, co-requisite externship and/or practicum learning component, or both in addition to the letter component of a course. Satisfactory performance (score of 73% or higher) in the lecture, lab, externship and/or practicum experience is required to earn a passing grade in the course. Failure to earn a satisfactory grade in the lab and externship and/or practicum component will result in failure of all components of the course. If a satisfactory grade is achieved in both components of a course consisting of lecture and externship/practicum components (no lab component), the grade earned in the lecture component will appear on the transcript as the final grade for each component of the course. If a satisfactory grade is achieved in both components of a course consisting of lecture and lab components (no externship or practicum component), each component will receive the grade earned independently.

Nursing Programs Grade Scale

Students are required to earn at least a “C” in their Nursing courses. This applies to all NU, NUR, PIN, and PRN coursework level 000 through 4599.

Letter Grade | Percentage Range
---|---
A | 100% to 94%
B | 93% to 85%
C | 84% to 78%
F | Below 78%

Nursing core courses may contain a co-requisite lab component, co-requisite clinical learning component, or both in addition to the letter component of a course. Satisfactory performance (score of 78% or higher) in each component of the course whether lecture, lab, and/or clinical experience is required to earn a passing grade in the course. Failure to earn a satisfactory grade in the laboratory and/or clinical learning component will result in failure of all components of the course. If a satisfactory grade is achieved in the lab and/or clinical learning experience, the grade earned in the lecture component will appear on the transcript as the final grade in the course. Students are required to achieve an overall total exam score average at or above the threshold of 78% for all exams taken within the Nursing course, in order to pass. Once this 78% exam threshold criterion has been met, the final grade for the Nursing course will incorporate points earned for exams, assignments, quizzes, and other coursework requirements.

Laboratory and clinical learning performance is graded as satisfactory (S) or unsatisfactory (U).

Repeating Courses Policy
Students who wish to transfer may not accept repeats and may not transfer any course that is identified by a posted W/WD or F/FA 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). 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 contact the Financial Aid office that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Nursing Repeating Courses Policy
The School of Health Sciences requires students to fail one Nursing course within the core Nursing curriculum (NU, NUR, PIN, PRN, HUN coursework). However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in removal from the Nursing program.

School of Health Sciences Repeating Courses Policy
Students are required to attempt the Externship or Practicum Orientation prior to their externship or practicum. They receive an externship or practicum manual that discusses the expectations, and students are required to sign an acknowledgement form that is submitted and included in their program coursework. The School of Health Sciences Repeating Courses manual discloses that students have two attempts to complete their externship or practicum successfully, or they will be dismissed from the program. If a student fails both attempts, documentation will be placed in the student’s file. If a student is dismissed from an externship or practicum site due to substance use or behavioral control, attempts will be made to secure an additional site within the same quarter for the student to complete his/her externship or practicum.
Late Assignment Submission Policy
Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of the term. An incomplete grade not completed by the 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:
- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.
- Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. New grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized later or by someone other than the original instructor include:
- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an instructor is no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic appeals.

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

In order for a student to complete and receive a final passing grade in the programmatic coursework delivering two proctored NCLEX Comprehensive Prediction exams, the student must earn a 95% or higher probability in the Associate Degree in Nursing program or a 92% or higher probability in the Practical Nursing Program on the ATI Comprehensive Predictor Exam on their second attempt. A student failing to receive a 95% (ADN) or 92% (PN) or higher probability in their second attempt will receive an incomplete grade for the course and be scheduled for remediation through the campus and/or ATI services during the subsequent quarter. Upon completion of remediation, the student will attempt a third ATI Comprehensive Predictor Exam or its equivalent. Students who achieve a score of 95% (ADN) or 92% (PN) or higher probability in their second attempt will receive an incomplete grade for the course and be scheduled for remediation through the campus and/or ATI services during the subsequent quarter. Upon completion of remediation, the student will attempt a third ATI Comprehensive Predictor Exam or its equivalent. Students who achieve a score of 95% (ADN) or 92% (PN) or higher or an equivalent measurement deemed by the College will receive a grade change.

Students who score below 95% (ADN) or 92% (PN) on the ATI Comprehensive Predictor Exam or its equivalent measurement, will fail the course and be scheduled to repeat the course required in the following academic quarter and complete the academic success plan that includes opportunities for individualized remediation.

Program Changes
A student in good academic standing at the end of the first quarter will be allowed to begin programs at the start of the next quarter as long as the request has been received prior to Friday of the first week of a quarter break. A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeal process is required. The request to change catalog must be received prior to Friday of the first week of a quarter break. A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with Rasmussen College and the information provided in the appeal letter.

A complete description and requirements of the change from one catalog to another can be found in the catalog. Change from one catalog to another is permitted at the discretion of the cataloging committee, as well as on a case-by-case basis. A student who changes catalogs is required to meet all catalog curriculum requirements. On occasion, if a student is coming into the College with a transfer degree or has completed all coursework delivering two proctored NCLEX Comprehensive Prediction exams, the student

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change program.

The student will complete work of a similar quality as that expected at Rasmussen College, but will complete the course in a regularly scheduled class and will meet the standard performance objectives for the class.

The Academic Dean approves the plan for completing the course work.

In the event 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 two weeks prior to the start of the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:
1. When and where they will meet each week.
2. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the work to be completed.
5. Deadline for all work to be completed at the end of the quarter.

Prerequisites
In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

Equivalents
Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides online equivalencies for any coursework that will result in direct access at each campus. Students will also have access to printers, additional software packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College campus.

Graduation Requirements
Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technologist programs must complete 75% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the RN to Bachelor of Science Nursing program may earn a maximum of 22 clock hours of course credit with a 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 Professional Nurse Credentialing Milestones, as assigned in the appropriate seminar courses designated for each program, is a graduation requirement.

Students in the Information Technology Management, Information Technology Security, and Simulation Programming, and Graphic Design programs must sit for designated, mandatory certification examinations, and official industry certifications, as well as the professional nurse credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
Academic Overload Policy

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 well as the approval and 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 meet the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of 2.75 or above 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 overload. 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 in a five or six week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and 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 meet the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of 2.75 or above to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved overload. 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.

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a WF/WX on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the five or six week term, students will receive an FD/UXD on all classes dropped for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

Course Withdrawals

The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Online Courses

Students may be required to take online courses in order to complete a degree. All new students will complete an orientation program prior to beginning classes. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

Financial Aid Warning: If a student’s GPA 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 the minimum Satisfactory Academic Progress requirements at the end of the Financial Aid Warning period, and who does not successfully appeal, is not eligible for financial aid at Rasmussen College.

Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Rasmussen College Appeals 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 made 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: If a student fails to make satisfactory Academic Progress, but submits a successful appeal and has/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 financial aid. A student who fails to meet the minimum requirements for Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications. Students who earn an Associate’s or Bachelor’s degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with honors and will receive gold cords for the graduation ceremony as a symbol of this achievement. An honors designation will appear on the diploma of an honors graduate who has completed an Associate’s degree program. Additionally, the following honors will be noted on the diplomas of Bachelor’s degree students:

Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.50-3.669
Magna Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.70-3.749
Summa Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.75-4.00
Transfer of Previously Earned College Credit

For students who have completed an Associate’s degree from an accredited institution, credits in a Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice) will be accepted for transfer, but they will receive immediate junior-level standing.

•  Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).
•  A block of up to 91 quarter credits for graduates from outside institutions is accepted.
•  If a student has more AAS/AS credits than the enrollment program requires, the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.
•  If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrequisite electives.
•  Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
•  For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course completed.
•  For the Bachelor in Information Management, qualifying Associate degrees have to be from a CAHIIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years as approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an Associate degree in any field, if the student needs to submit his/her AHIMA membership card, showing it as current.
•  For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below:
  1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technology AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 73 credits (75 in Illinois). In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.
  2) Business Programs:
    a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures.
    b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 78 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.
  3) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

For students who have completed an Associate’s degree from an accredited institution, credits in a Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice) will be accepted for transfer, but they will receive immediate junior-level standing.

•  Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).
•  A block of up to 91 quarter credits for graduates from outside institutions is accepted.
•  If a student has more AAS/AS credits than the enrollment program requires, the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.
•  If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrequisite electives.
•  Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
•  For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course completed.
•  For the Bachelor in Information Management, qualifying Associate degrees have to be from a CAHIIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years as approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an Associate degree in any field, if the student needs to submit his/her AHIMA membership card, showing it as current.
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    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 78 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.
  3) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

For students who have completed an Associate’s degree from an accredited institution, credits in a Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice) will be accepted for transfer, but they will receive immediate junior-level standing.

•  Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).
•  A block of up to 91 quarter credits for graduates from outside institutions is accepted.
•  If a student has more AAS/AS credits than the enrollment program requires, the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.
•  If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrequisite electives.
•  Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
•  For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course completed.
•  For the Bachelor in Information Management, qualifying Associate degrees have to be from a CAHIIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years as approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an Associate degree in any field, if the student needs to submit his/her AHIMA membership card, showing it as current.
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  3) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.
General Education Block Transfer for Baccalaureate Candidates

For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

• All required general education courses must be met due to accreditation requirements.

• Conferred Associate’s degrees may be posted as a block of up to 40 credits (up to 42 credits in Illinois), depending upon the Program

• Conferred Baccalaureate degrees may be posted as a block of up to 64-credit block (up to 66-credit block in Illinois), depending upon the Program

• For those students without an earned degree, successfully completed and general education credits will be applied.

Medical Assisting Associate’s Degree Completion Block Transfer Policy

A block transfer of 51 core credits may be allowed into the Medical Assisting Associate's Degree program if one of the following criteria is met:

1. Graduated over 3 years ago from a CAAHEP or ABHEES accredited MA diploma or certificate program within the last five years and holds a current CMA (AAMA)/RMA (AMT) certification; or

2. Graduated over 3 years ago from a CAAHEP or ABHEES accredited MA diploma or certificate program, but has worked as an MA within the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/MEA 2290 (Radiography Skills) only if they have a limited scope x-ray operators certificate. Students will need to complete 32 general education credits and 26/24 (Careers) unless transferred in. When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current Diploma program.

Block Transfer for Health Sciences Associate's Degree

For students who have completed a healthcare Certificate or Diploma in the last five years and enroll into the Health Sciences Associate’s Degree program, the total block transfer is 19 major/core credits may be posted.

For students who have completed a Diploma or Associate's Degree in Medical Assisting in the last five years and enroll in the Health Sciences Associate’s Degree program Phlebotomy Track, a total block transfer of 25 major/core credits may be posted.

For students who have completed a Diploma or Associate's Degree in Medical Assisting in the last five years and enroll into the Health Sciences AS Degree program EKG Technician Track, a total block transfer of 26 major/core credits may be posted.

RN to Bachelor of Science Nursing (RN to BSN) Transfer Policy

Students who have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse (RN) license and have successfully completed an Associate’s degree in Nursing will receive a block transfer, equivalent to 113 credits for their general education, nursing core and licensure.

Students who have met the acceptance for admissions requirements and hold a current unencumbered RN license without an Associate’s Degree will receive 66 credits for their nursing core and licensure. These students will be required to have previously completed a transferable course credits comparable to Introduction to Human Biology, Introduction to Microbiology, Human Anatomy & Physiology I and Human Anatomy & Physiology II to enroll in this program, as Rasmussen does not offer these courses online. The remaining 28 credits are lower division General Education credits if, not transferred in from a previous college transcript, will need to be completed.

• Upper division core classes are not transferable.

• Upper division General Education coursework is transferable and follows the standard Course by Transfer Policy.

• The total percentage of credits that may be transferred into the program is 75%.

Mobility Bridge Entrance Option

Students who have successfully completed a professional nursing program and hold a current unencumbered professional nursing license will receive credit for NUR117/NUR1127 Nutritional Principles in Nursing (4 credits) and NUR211/ NUR2115 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW). Students may also transfer in up to 47 credits in successfully completed applicable general education coursework. Graduates of Rasmussen College’s Practical Nursing program will receive credit for C120/ENC1101 English Composition, G233/MAT1031 College Algebra, and the practical nursing course the student completed in the Practical Nursing program (for a total of 132 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 Associate’s Degree Completion Block Policy

Students who have graduated from a CAAHEP or ABHEES accredited surgical technology diploma or certificate program and hold the CST (or ABHES) certification will receive a total block transfer of 56 credits. Students will complete 19 credits of natural general education sciences credits plus a block of 56 core credits. Students will need to complete 28 general education credits and E242 Career Development.

Credit by Examination (for Non-Competency Courses)

• Enrolled students may request credit by examination for courses if an exam has been developed.

• Students seeking to utilize a Microbiology credit by examination must provide transcripts indicating they have successfully passed with a C grade or higher from an accredited institution a Microbiology course of a minimum four quarter credits which contains both a didactic component and lab. Qualified students who score 73% or higher on the credit by examination will earn a Microbiology “TO” on their Rasmussen College transcript.

• An examination score of 73% or higher is required to earn credit by examination.

• The examination grade will be posted as Test-out (TO) on the student transcript.

• Credits earned count in the transfer maximum.

• Credit by examination will not count as credits for financial-aid eligibility.

• A credit by examination may be taken only once for each course.

• If a student has already attempted the course, as indicated by a posted WD/WP or F/FA/ FD grade, no test-out attempt will be allowed.

• Credits awarded through credit by examination (TO) may not be transferable to another institution.

• Contact your Student Advisor for a list of available challenge examinations

Medical Coding Practicum Waiver

Students with a minimum cumulative GPA of 3.0 in their program major courses may request the waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.

• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer.

• The Program Coordinator/Director will inform the Campus Manager of Student Records of the result of the evaluation.

• If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW) once the course waiver form is signed.

School of Education Waivers

• Students who have a current and valid CDA Credential, or an Associate/ Baccalaureate degree, who are enrolled in a Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, or Early Childhood Education Certificate may request a waiver from Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition/CDA Application.

• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Justice Studies Waivers

• Course waivers will be considered for students who have select professional certifications from recognized state police/corrections academies.

• Course waivers will be considered for specific courses within the School of Justice Studies.

• No time limit for earning certifications.

• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Business Waivers

Course waivers will be considered for students who have Select Professional certifications from the HR Certification Institute™ for the distinction of Professional in Human Resources (PHR) or for the distinction of Senior Professional in Human Resource Management (SPHR).

• Course waivers will be considered for specific courses within the School of Business related to the certification and the program of enrollment.

• Certifications must be current.

• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

• Students presenting evidence of certification by the HR Certification Institute for the distinction of SPHR will be awarded the following credit as Course Waiver (CW):

  1. Introduction to Human Resource Management

  2. Employment Law


  4. Workforce and Labor Relations Management

• Students presenting evidence of certification by the HR Certification Institute for the distinction of PHR will be awarded the following credit as Course Waiver (CW):

  1. Introduction to Human Resource Management

  2. Employment Law


  4. Workforce and Labor Relations Management

  5. Strategic Human Resource Management

School of Technology Waivers

• Course waivers will be considered for students who have Select Professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft; Cisco; (ISC)²; Apple; VMware; EMC®; Oracle; + – Institute.

• Course waivers will be considered for specific courses within the School of Technology related to the certification.

• Certifications must have been earned within the last three years or are current through renewal.

• Contact your Student Advisor for a list of available challenge exams.

• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Design Waivers

• Course waivers will be considered for students who have Select Professional certifications from Adobe (Certified Associate or Certified Expert) and Autodesk.

• Course waivers will be considered for specific courses within the School of Design related to the certification.

• Certifications must have been earned within the last three years or are current through renewal.

• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Health Sciences Waivers

• Course waivers will be considered for students who have Select Professional certifications from AHIMA (Certified Coding Specialist (CCS) or Certified Professional Coder (CPC)) or for the distinction of Certified Professional in Health Information Management (CPHM) from the American Health Information Management Association (AHIMA).

• Course waivers will be considered for specific courses within the School of Health Sciences related to the certification.

• Certifications must have been earned within the last three years or are current through renewal.

• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

• Certifications must be current.

• Course waivers will be considered for specific courses related to the certification.
The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

**EXTERNSHIPS, PRACTICUMS, AND CLINICALS**

**Health Sciences Externships, Practicums, and Clinicals**

Externships, practicums, and clinicals for Health Sciences programs are to be conducted in Rasmussen approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks. In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course. All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be recorded in nature. The student may not receive any monetary remuneration during this educational experience, nor will he or she be substituted for the hospital personnel within the clinical institution. Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should a student’s attendance occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

**POLICIES AND GRIEVANCES**

**Accommodations Policy**

The Rasmussen College Disability in service to is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities. Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

**Attendance**

A basic requirement for employment in any organization or institution, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Absences resulting in incomplete course work also require a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or late. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments.

Rasmussen College follows the American with resident grades upon review of a military transcript. These credits are usually awarded upon review of a military transcript. Students who enroll in the Professional College will waive the course requirements and the grades will be posted on the student transcript as Course Waiver (CW) once the course waiver request form is signed.

**The student’s status will be reviewed, and if the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW) once the course waiver request form is signed.**

**School of Nursing Waivers**

• Students who enroll in the Professional Nursing AS program and have a practical nursing license that is current and unencumbered on the date their program starts at Rasmussen College will be requested to submit a waiver from NUR117/NUR112: Nutritional Principles in Nursing and NUR203/NUR2034: Fundamentals of Professional Nursing.

• The student’s status, as recorded on the state’s licensing website will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as Course Waiver (CW) once the course waiver request form is signed.

**This does not apply to the Illinois Professional Nursing AAS program.**

**College Equivalency Credit**

Credits earned through college equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or transferred to the student's permanent academic record. Rasmussen College recognizes the following college equivalencies:

• Advanced Placement (AP) examinations administered by The College Board
  • A score of 3 or higher required.

• College-Level Examination Program (CLEP) examinations administered by The College Board
  • A score of 50 or higher is required for computer-based testing since 2/15/2003. For paper-based exams taken prior to 2/15/2003, the CLEP ACE recommended score would be used.

• DANTES, DSST, Excelsior College Exams. Passing scores are determined by the individual test requirements.

**Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for Adult Experiential Learning (CAEL).**

• Other types of college equivalency courses and/or examinations may be evaluated for eligibility by the Associate Registrar.

**Military Experience Equivalency Credit**

Credit college for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council on Education (ACE) recommendations for transferring credit. These credits do not automatically carry any military grade or point average. Rasmussen College recognizes the following college equivalencies:

• Advanced Placement (AP) examinations administered by The College Board
  • A score of 3 or higher required.

• College-Level Examination Program (CLEP) examinations administered by The College Board
  • A score of 50 or higher is required for computer-based testing since 2/15/2003. For paper-based exams taken prior to 2/15/2003, the CLEP ACE recommended score would be used.

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• Other types of college equivalency courses and/or examinations may be evaluated for eligibility by the Associate Registrar.
The Campus Director of the College shall be

Violation of this policy may result in disciplinary

It shall be the policy of the College to strictly

of network use privileges and possibly other

identified as facilitating the violation of

Laboratory Technician and Surgical Technologist

detrimental to the educational environment.

Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in academic community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. Conduct/dismissal guidelines for School of Nursing students, or School of Health Sciences students entering 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 may conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or solicitation that may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation into a social or affiliation or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code

Rasmussen College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

Several programs, including those in our School of Nursing and our School of Health Sciences, have stringent dress code and professional appearance requirements. Standards are specified in the applicable program handbooks. In some cases, failure to meet the required standard may impact a student’s ability to participate in an externship or clinical experience, and may ultimately impact the student’s grade. Please consult the handbook specific to your program or see your Program Coordinator/Dean for details.

Rasmussen College Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments.

Due to frequent changes in technology, technological requirements change periodically. Technical requirements necessary for online courses to run properly are located on the following website: student.learntoday.info/course_files/techinfo/ols.html, which is updated regularly to reflect current requirements.

Current technical requirements are as follows: Technical Requirements

This are the technical requirements necessary for your online courses to run properly. Please read this information carefully, as you must ensure that your computer is properly configured. Please note, some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attend a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

1. Web Browser Requirements

The following web browsers are formally supported and tested:

• With PCs running Windows OS:
• - Google Chrome
• - Firefox
• - Internet Explorer version 8, 9, or 10;
• With Macs running OS X:
• - Google Chrome
• - Firefox
• - Safari 5 or 6.0.x

Please note, there is currently no support for Firefox, Internet Explorer, Safari or Chrome on mobile devices.

2. Cookies Must Be Enabled on your Browser

A cookie is a small file that is placed on your computer by the browser. Cookies are a very common Internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies or not. Since cookies are so common, your browser probably already has cookies enabled. If you are unsure whether your browser is set up properly, please call the Personal Support Center.

3. Required Plug-ins

Flash
Your courses may include images or animations that require the Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here: get.adobe.com/flashplayer.

Shockwave
Your courses may include images or animations that require the Shockwave plug-in. If you do not have Shockwave installed, or have difficulty viewing the animations, you may load the most current version of the Shockwave plug-in here: get.adobe.com/shockwave.

Acrobat Reader
Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat is not installed on your computer, please download the free Adobe Acrobat Reader: get.adobe.com/reader/.

Microsoft PowerPoint
Your courses may include Microsoft PowerPoint presentations. If you do not have PowerPoint installed on your computer, you may use the free PowerPoint viewer to view the course materials. Download the PowerPoint viewer here: microsoft.com/download/details.aspx?id=13.

Microsoft Word
Your courses require the use of Microsoft Word to turn in written assignments. If you do not have Word, please contact your instructor.

Microsoft Excel
Your courses may require Microsoft Excel spreadsheet software. If you do not have Excel, please contact your instructor.

Zip File Compression Utility
Your courses may require the use of a compression utility, like 7-Zip, to create a "zipped" file (i.e., filename.zip). If you do not have a compression utility installed on your computer, you may download a free copy of 7-Zip here: 7-zip.org.

Your computer is running Windows XP, or newer. Your computer has a compression utility already built in. For help “zipping” and “unzipping” files using the Windows compression tools, please view the demonstrations at content.learntoday.info/course_files/techinfo/ols.html.

Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding learning experience 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 a member of the board representatives. The representatives include: President, Vice President, Treasurer, and Secretary. Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or Student Adviser, and then the Student Financial Services Office. Academic and financial aid files are not complete until exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding the use of their contact information and the methods of contact, the amount and sources of their financial aid, the process of contacting the college, and the requirement of the college to maintain the accuracy of the student’s financial aid file. The Student Financial Services Office is available for your assistance for the duration of your student loan.

Rasmussen College reserves the right to withhold the release of academic information, and employment records, pending settlement of any amount due to the College.

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

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 College
• Community, consortia, and interlibrary loan patrons in good standing with the library

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

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding 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 campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

Beginning the fall week 5 days for circulating items (i.e., books, subject to change in future), items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

At 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge $55.00 for the cost of replacing the item plus a $5.00 processing fee. In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreparable item is damaged, the library will assess a $55.00 fee.
3. Go to a sexual harassment/violence information center or discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

A complaint may be filed by or on behalf of a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to the great degree as legally possible. No specific circumstances, including the names of the people involved, will be reported to anyone else except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, if, in the course of the inquiry, Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to disclose this information.

Resolutions and Informal Complaints

Anyone in the Rasmussen community may discuss informal complaints with the Campus Director, Regional Vice President, Executive Vice President or President. If the person who discusses an informal complaint with the Campus Director is not satisfied with the resolution of the complaint, the person bringing the complaint and the person complained against. The College will make the record of the circumstances and will provide guidance about various ways to resolve the problem or avoid recurrence. While the confidentiality of the information received, the privacy of the involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to the great degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to a fair hearing. 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, the person will be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person engaged in the behavior against revealing the identity of the complainant.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;

2) submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as:
1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal or nonverbal insults or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movement.

Sexual harassment can occur in situations where one person has power over another, and it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others. Non-coercive, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to the relative age of the persons involved, the wishes of the complaining person, the College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. Library fines 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 only acceptable way to treat our College. Rasmussen employment practices conform with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and professional development.

Anti-Harassment and Sexual Violence Policy

It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is consistent, and appropriate investigation.

There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory position (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising or offering raise if he goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

2. "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. Hostile work environment can be created by anyone in the environment. Employment decisions.

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3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.
4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its findings available within 60 days from the time the formal investigation is initiated.
6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

C. After an investigation of the complaint the College will:
1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable belief to believe that an assault has occurred and report its findings and the resolution to an Executive Vice President or President; or
2. Report its findings with appropriate recommendations for complaint resolution to an Executive Vice President or President; or
3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Rasmussen College Drug-Free Schools and Workplace Awareness

The Florida Relay Service Voice (statewide)
Website: fchr.state.fl.us
Phone: 850-488-7082
Fax: 850-488-5291

Kansas City Metropolitan Organization to Counter Sexual Assault 24 Hour Crisis Line: 816-221-9145
Website: kccs.org

Kansas Attorney General Victim Services Division 120 SW 10th Ave., 2nd Floor Topeka, KS 66612 1-800-382-9345
ag.ks.gov/victim-services

The campus will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assist with the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information refer to the Office of the Crime Victim Ombudsman at 651-642-0550 or the Crime Victims Reparations Board website at ojp.state.mn.us/MCCVS/ 651-282-6256.

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Disciplinary proceeding concerning 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;

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;

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;

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.

Rasmussen College immediately notify the Academic Dean or Campus Director.

Anyone found to be in violation of the Tobacco Use Policy will be subject to discipline in accordance with the applicable conduct and discipline policies. Visitors may be asked to leave the premises.

Weapons Policy
Rasmussen College prohibits the possession of weapons on campus. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows, swords and knives other than cooking utensils and pocket/knife that has a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unlocked, functioning or non- functional items that can be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes.

The approved storage and use for weapons training purposes as part of a School of Justice Studies program is permitted. This policy includes both campus buildings and off site events sponsored and controlled by the College including graduation ceremonies, internships, and field 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 agency/site-specific rules regarding School of Justice Studies training facilities.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:
1. The right to inspect and review the student’s education records; and
2. The right to request the amendment of the student’s education records.

If the College or an agent of the College discovers or suspects drug use among its students and employees, it will conduct an investigation to determine the facts. To the extent possible, the investigation will be conducted in cooperation with law enforcement officials of a sexual assault incident; and

When notified of the right to a hearing. The right to request the amendment of the student’s education records.

The right to request the amendment of the student’s education records.
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 discloses without consent is disclosure to school officials with legitimate educational interests.

4. The right to inspect and review the student’s education records and, within a reasonable time, to permit the student’s parent or guardian to inspect and review the student’s education records.

5. The right to request a hearing if the student believes the FERPA rights of the student have been violated.

6. The right to disclose – without the written consent of the student or parent – personally identifiable information contained in the student’s education records to school officials with legitimate educational interests.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers the FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

**Educational Records Definition**

A student’s education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, and advising, and determining financial aid eligibility.

**Directory Information**

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The release of such information is not intended to harm the student. It is the policy of Rasmussen College that students should have an opportunity to present school-related complaints through grievance procedures. The College will attempt to resolve all complaints appropriately.

**Grievance Policy**

It is the policy of Rasmussen College that students should have an opportunity to present school-related complaints through grievance procedures. The College will attempt to resolve all complaints appropriately.

**Arbitration**

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 not apply to any arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorneys’ fees to the prevailing party, or costs of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

**Disclosure Policy**

A student’s directory information shall be released to anyone the existence or context of the individual.

**Directory Information**

Gran Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the individual.

**Grievance Policy**

Individuals who feel they have been unjustly treated as they see it, in accordance with the procedures in the Grievance Policy, and issue a decision to the student.

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CANCELLATION, TERMINATION, REFUND POLICY

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

b. If a cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or enrollment materials are delivered, a refund shall be made of all money paid, except the registration fee.

c. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rata refund will be made for the unused period of tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.

d. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-17(1) and (8) (1975).

Refund Policy for Iowa Residents:

In accordance with the Iowa Code §22A, students who are residents of the state of Iowa shall receive a pro rata refund of tuition charges if they withdraw from an educational program at Rasmussen College, calculated as follows:

Not less than ninety percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in SIXTY PERCENT OF the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period.

b. Notwithstanding the paragraph above, the following tuition refund policy shall apply: If a terminating student has completed sixty percent or more of a school period, no tuition refund will be granted. However, if at any time a student terminates a program due to the student’s physical incapacity or for a program that requires the student to attend physical classroom instruction due to the transfer of the student’s spouse’s employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

c. Notwithstanding the two paragraphs above, this portion of the policy applies if and when the Rasmussen College cohort default rate for students under the Student Loan Program as reported by the US Department of Education for the most recent federal fiscal year is more than 105% of the national average rate of all schools, or six percent, whichever is higher. In this case a terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

d. Tuition refunds shall be provided to the student within forty-five days following the date of the determination that a student has terminated enrollment. No prepayment fee or penalty for termination will be charged, other than a reduction in tuition as specified above.

e. In compliance with Iowa Code §74A, the $150.00 course resources fee will be refunded for students who are residents of the state of Iowa.
Return of Title IV Funds Policy
A student withdrawing from Rasmussen College after the drop/add period may be required to repay a portion of their Title IV aid. This includes Federal Pell Grant, Federal FSEOG, Federal SEOG, Federal Direct Stafford Loan, Federal Direct PLUS Loan and any other Title IV programs. Title IV aid, including any aid received through the Campus Self-Education Loan (SELF Loan) Program, and other Minnesota State Grant Programs, is considered earned by the student for the period of enrollment for which the student is determined to have withdrawn. If a student withdraws from Rasmussen College for health reasons, an Involuntary Medical Withdrawal (IMW) is granted. The student is considered to have withdrawn from Rasmussen College if the student: (a) fails to attend classes or otherwise complete the required course work, (b) is determined by the college to have withdrawn, or (c) is suspended or dismissed by the college. If a student is determined to have withdrawn, Rasmussen College is required to calculate and return the student’s share of any unearned Title IV aid. The return of Title IV aid must be calculated according to federal regulations, and any unearned Title IV aid must be returned to the appropriate Title IV program. The calculation of the return of unearned Title IV funds is based on the date of the withdrawal. The date of the withdrawal is defined as the last date of attendance (LDA), which is the last day the student was in class, attending the college, or performing other activities for which services were provided by the college. The LDA is used to determine the percentage of the term that the student is financially responsible for. If the LDA is after the mid-term of the term, the percentage of funds earned is calculated up to the mid-term of the term, and if the LDA is before the mid-term of the term, the percentage of funds earned is calculated up to the LDA. The percentage of Title IV aid earned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Schedulings 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 funds may be withheld even if some 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 of attendance for the period which was unearned. If 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 withdraws from Rasmussen College and has 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 30 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 will be made in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of fund available and the time limit for the student 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 order: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Pell Grant, FSEOG, and then Federal Direct Stafford Loan and Federal Direct PLUS Loan and any other Title IV programs. If a student withdraws from Rasmussen College for health reasons, an Involuntary Medical Withdrawal (IMW) is granted. The student is then required to complete a re-admission application if they wish to return to Rasmussen College. Re-enrollment will require a completed re-admission application from the student and a letter from the student’s professional therapist and/or physician stating that the student is able to return to Rasmussen College. If the student’s re-enrollment is accepted, the student is able to return to Rasmussen College. Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal
If a student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period, the student will not be charged with withdrawal from Rasmussen College. In addition, the student will not be required to repay any funds received from the College. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period, the student will not be dropped from any 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 and regulations, including federal financial aid programs and allocation or refund as required under those programs. The student will receive a letter of WX. Any untapped funds 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 admission). Students in good standing who withdraw under this policy may be re-enrolled on the same policy that is currently in effect. If the student is in good standing and wishes to return to Rasmussen College, the college will verify the student’s medical status and that the student is able to return. An offer to return may be made in writing and should set forth the basis for the offer. 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 appeal period if it determines that an extension is 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
Rasmussen College provides medical and psychological evaluation services through a registered and certified professional for students who need to take time away from Rasmussen College for health reasons. Medical Withdrawals may be one of the following: 1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College. 2. Involuntary Medical Withdrawal: Initiated by campus Administration for students whose condition is a medical emergency 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 appeal for 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 of Absence 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 professional person, and return the completed form to the Campus Accommodations Coordinator.
When a Student Wants to Return After a Medical Leave of Absence or Medical Withdrawal
To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to request a re-admission application. Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period, the student will not be dropped from any 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 from the College at any time during the following 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 will be treated as a new record. Any prior probation and institutional charges it can retain. The federal refund policy to determine the amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid approved to be applied to institutional charges) will apply. Amount of institutional charges that the school can retain per our state mandated refund policy less: Amount of Institutional Share of the Title IV Refund = Remaining refund due to the State Aid Programs
Ratios are then determined for each of the State Financial Aid Programs as set forth in the 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 proportion of refund due to both the State Grant and Self Programs. If the student received funds from other State Aid Programs, those funds are determined in the same manner. Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.
Any remaining refund monies will then be applied to the student’s Minnesota State Grant 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 will be returned to the North Dakota State Grant program. 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 VA paid for in full by the veteran. Electronic resources, access to which the veteran paid for as part of the course resource fee, shall remain accessible to the veteran as long as the license or key owned by the content owner allows. Licenses for electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 180 days to two years, dependent on the publisher. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.
ACADEMIC INFORMATION AND COLLEGE POLICIES

ACCREDITION, LICENSING, APPROVALS, AND OWNERSHIP

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-621-7440 or 312-263-0456
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).

• Commission on Accreditation for Allied Health Education Programs (CAAHEP).

• Accrediting Bureau of Health Education Schools (ABHES).

• Commission on Accreditation of Allied Health Education Programs in Illinois.

• Commission on Accreditation of Allied Health Education Programs in Wisconsin.

• Accrediting Commission on Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000, www.acenursing.org

The Nursing BS Degree (RN to BSN program) at Rasmussen College is a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036; (202) 887-6791. New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.

Programs or campuses not listed above are not programmatically accredited.

Licenses, Authorizations, Certifications, Approvals, and Registrations

The Arkansas Higher Education Coordination Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Early Childhood Education Leadership B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S.

The Arkansas Higher Education Coordination Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

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, FL 32399 888-224-6684

Rasmussen College is licensed as a private career school with the Illinois Board of Higher Education. 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.

• Illinois Department of Financial and Professional Regulation Division of Professional Regulation 100 West Randolph, 9th Floor Chicago, IL 60601

This institution is authorized by:

• The Indiana Board for Proprietary Education 101 W. Ohio St., Suite 670 Indianapolis, IN 46204-1984

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 877-272-4436

Rasmussen College is approved by the Kansas Board of Regents:

• Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-3421

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-0533

Rasmussen College is authorized by the State Board of Higher Education of the North Dakota University System. Authorization is not an endorsement of the institution.

• North Dakota University System State Board of Higher Education 10th Floor, State Capitol 701-328-2960

Rasmussen College is licensed as a private career school with the State of Wisconsin Higher Education 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 Ave., 3rd Floor Madison, WI 53703 608-286-1896

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.

• Wisconsin Department of Regulation & Licensing P.O. Box 8935 Madison, WI 53705 608-266-2112

Approved For:

• Veterans’ benefits for all National Online students are certified through Bloomington, MN

• Veterans’ benefits by the State Approving Agencies in Florida, Illinois, Minnesota, North Dakota, and Wisconsin

• Florida Board of Nursing

• Illinois Board of Nursing

• Minnesota Board of Nursing

• Wisconsin 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

• Thomas M. Slage, 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 Pharmacy Technician Certification Board examination 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 from time to 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 the course resource fee.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete a recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting PTO objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials result in an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, processes, and functions as an educational institution and business. The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
TUITION

Pricing will be effective for new students as of July 2014

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
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<tr>
<td>School of Business</td>
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<td>School of Education</td>
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<tr>
<th>School of Nursing:</th>
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<tr>
<td>RN to BSN</td>
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- Full-time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part-time students. For tuition purposes only, students taking 8 or more credits during the Mid Quarter term are considered full time.

- There is a required course resources fee of $150 per course. Courses with course numbers ending with “L” or “LL” will not be charged a course resources fee.

- FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course resources fee of $150 for every course over four courses.

- Tuition rate is locked in for continuously enrolled students. A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.

- Individual Progress students will be charged at the School of Business rate, plus a $150 course resources fee for each class.

- Audit Students who elect to take courses without earning college credit are charged $275 per credit hour plus a $150 course resources fee for each course. Students who wish to convert the Audit grade to a letter grade will be charged an additional fee of $75 per credit hour.

- No additional discount or reduction can be applied to full-time tuition rates with the exception of the School of Nursing, whose students remain eligible for corporate partner discounts, military member/family discounts and articulation discounts.

Course Resources Fee

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

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

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.
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New Port Richey/West Pasco

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Tampa/Brandon

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A.A., Jefferson Community College
Tampa/Brandon

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B.S., University of South Dakota
Online

Phillip Kagiel
Director of Student Success
B.S., St. Cloud State University
Online
# FACULTY AND STAFF

## ACADEMIC ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree(s)</th>
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<tbody>
<tr>
<td>Matthew Segard</td>
<td>Assistant Vice President of Institutional Research and Assessment</td>
<td>Ph.D., University of Minnesota, M.A., Ohio University</td>
<td>Rasmussen College</td>
<td>Twin Cities</td>
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<tr>
<td>M.A., B.A., Bowling Green State University</td>
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<tr>
<td>Matthew Petz</td>
<td>Vice President of Academic Affairs – Program Leadership</td>
<td>M.A., St. Mary’s University of Minnesota B.E.S., St. Cloud State University</td>
<td>Rasmussen College</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>John Smith-Coppes</td>
<td>Vice President of Academic Affairs – Operations</td>
<td>M.B.A., Bethel University B.A., University of San Diego</td>
<td>Rasmussen College</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Kathe Kacheroski</td>
<td>Assistant Vice President, Academic Affairs – Program Leadership</td>
<td>M.A., University of St. Thomas B.A., University of Illinois – Urbana-Champaign</td>
<td>Rasmussen College</td>
<td>Twin Cities</td>
</tr>
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## SCHOOL OF BUSINESS

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<tr>
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<tbody>
<tr>
<td>Ashley Cobb</td>
<td>State Program Coordinator</td>
<td>B.S., University of Wisconsin – Missouri – Columbia</td>
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## SCHOOL OF HEALTH SCIENCES

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<tr>
<td>Christian Wright</td>
<td>Dean, School of Health Sciences</td>
<td>M.A., B.A., University of Central Florida</td>
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<tr>
<td>Todd Pugh</td>
<td>Associate Dean</td>
<td>M.S., Concordia University</td>
<td>Rasmussen College</td>
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<tr>
<td>Deidre Walker</td>
<td>Associate Dean</td>
<td>M.A., Trinity International University</td>
<td>Rasmussen College</td>
<td>Twin Cities</td>
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<tr>
<td>Heather Zink</td>
<td>Hybrid Classroom Manager</td>
<td>M.S., Saint Joseph’s University</td>
<td>Rasmussen College</td>
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<tr>
<td>John Maduko</td>
<td>M.S., St. Thomas’ University</td>
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## SCHOOL OF JUSTICE STUDIES

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<tr>
<td>Currie Myers</td>
<td>Dean, School of Justice Studies</td>
<td>M.A., A.A., Shawnee State University</td>
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<tr>
<td>Jerry Lee</td>
<td>State Program Coordinator</td>
<td>J.D., University of Toledo</td>
<td>Rasmussen College</td>
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<tr>
<td>Darius Williams</td>
<td>M.S., Tiffin University</td>
<td>M.S., B.S., Bowling Green State University</td>
<td>Rasmussen College</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Kirk Olson</td>
<td>J.D., University of Minnesota Law School</td>
<td>B.A., University of Minnesota Law School – Liberal Arts</td>
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## SCHOOL OF INFORMATION TECHNOLOGY

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<tr>
<td>R. Toddler</td>
<td>Medical Assisting Program Coordinator</td>
<td>M.S., M.Ed., Troy University</td>
<td>Rasmussen College</td>
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<tr>
<td>Shanta Thompson</td>
<td>Health Information Technology Coordinator</td>
<td>B.S., Florida A&amp;M University</td>
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<tr>
<td>Amanda Hammer</td>
<td>Medical Assisting Program Coordinator</td>
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<tr>
<td>Charline Bumgardner, BA, RHIT</td>
<td>Medical Assisting Program Coordinator</td>
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<tr>
<td>Buddy Johnson</td>
<td>M.S., University of Minnesota</td>
<td>M.H.S.A., The George Washington University</td>
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## SCHOOL OF PUBLIC POLICY

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# FACULTY AND STAFF

## SCHOOL OF TECHNOLOGY

**Dave Garrison**  
Dean, School of Technology  
M.L.S., University of Minnesota - Twin Cities  
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**Sabine Meyer**  
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M.A., B.A., University of Kassel Germany  
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**Rebecca Sims**  
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**Charlene Weatherford**  
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B.A., Newberry College  
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**Beth Marie Gooding**  
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**Jon Mladic**  
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**Mary Bradley**  
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Rockford, IL 61108
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Romeoville, IL 60446
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