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
CERTIFICATE

CAREER OPPORTUNITIES:
- Accounting Clerk
- Bookkeeper

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

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

GENERAL EDUCATION COURSES

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

CERTIFICATE COURSES

LOWER DIVISION
AGC 1022 Financial Accounting I 4
AGC 1033 Financial Accounting II 3
AGC 2062C Computer Focused Principles 3
APA 1500 Payroll Accounting 4
CGS 1240 Computer Applications and Business Systems Concepts 3
CTS 2511 Excel 3
E242 Career Development 2
GEB 1011 Introduction to Business 4
MAN 2021 Principles of Management 4
TAX 2002 Income Tax 4

Total Certificate Credits 35

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 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 second quarter of the E242 Career Development course.

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

DIPLOMA

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) ENC 1101 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4

MAJOR AND CORE COURSES
LOWER DIVISION
ACG 2680 Financial Investigation 4
AGC 2930 Accounting Capstone 4
BUL 2241 Business Law 2
FIN 1202 Financial Markets and Institutions 4
MAN 2062 Business Ethics 4
MAR 2011 Principles of Marketing 4

Total Diploma Credits 36

Major and Core Credits 57

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 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.

ASSOCIATE’S DEGREE

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

Total Associate’s Degree Credits 36

Major and Core Credits 57

TOTAL DEGREE CREDITS 93*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E303 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.

RASMUSSEN COLLEGE
SCHOOL OF BUSINESS

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

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.
BACHELOR'S DEGREE
Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Auditor
• Cost Accountant
• Financial Analyst
• Managerial Accountant
• Accounts Payable Manager
• Accounts Receivable Manager

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

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
ACG 3080 Managerial Accounting Theory and Practice 4
ACG 3085 Advanced Auditing Concepts and Standards 4
ACG 3110 Intermediate Financial Reporting I 4
ACG 3120 Intermediate Financial Reporting II 4
ACG 3130 Intermediate Financial Reporting III 4
ACG 4010 Cost Accounting Principles and Applications 4
ACG 4200 Advanced Financial Accounting 4
ACG 4250 International Accounting 4
AGC 4402 Accounting Information Systems 4
AGC 4931 Accounting Capstone II 4
BUL 3247 Business Law II 4
GEB 3020 Advanced Principles of Financial Management 4
GEB 4305 Statistics for Managers 4
ISM 3015 Management of Information Systems 4
MAN 4720 Strategic Management 4
TAX 3010 Taxation of Individuals 4

Total Bachelor's Degree Credits 181*

TOTAL DEGREE CREDITS 181*

PUBLIC ACCOUNTING BACHELOR'S DEGREE
Bachelor of Science Degree

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

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

IN ADDITION TO ALL ACCOUNTING BACHELOR'S DEGREE COURSES

PUBLIC ACCOUNTING COURSES

UPPER DIVISION
ACG 3205 Risk Management for Accountants 4
ACG 3501 Government and Not-for-profit Accounting 4
ACG 4022 CPA Exam Preparation 2
ACG 4180 Financial Statement Analysis 4
ACG 4303 Advanced Auditing II 4
ACG 4450 Accounting Research Methods and Techniques 4
ACG 4507 Accounting Fraud Investigation 4
GEB 4505 Organizational Development 4
MAN 3040 Principles of Management II 4
MAN 3041 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 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 a passing grade in 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.

See page 36 for general education course selections.
BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE • BACHELOR’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
Humansities (Required course) 4
PHI 1520 Ethics Around the Globe

CERTIFICATE COURSES
LOWER DIVISION
AGC 1022 Financial Accounting I 4
AGC 1033 Financial Accounting II 4
BUL 2241 Business Law 4
CGS 1240 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
GEB 1011 Introduction to Business 4
MAR 2011 Principles of Marketing 4
Total Certificate Credits 37*

TOTAL CERTIFICATE CREDITS
General Education Credits 8
Major and Core Credits 29
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.

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
FIN 1000 Principles of Finance 4
GEB 2930 Business Capstone 2
MAN 1300 Introduction to Human Resource Management 4
Total Diploma Credits 20
Major and Core Credits 39
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.

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

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

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

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

### IN ADDITION TO ALL DIPLOMA COURSES

**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**
- AG 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*

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

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## BUSINESS MANAGEMENT BACHELOR’S DEGREE

**Bachelor of Science Degree**

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

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

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

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

- Total Bachelor’s Degree Credits Lower Division General Education Credits 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*

* 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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* 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.
HEALTHCARE MANAGEMENT BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:

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

OBJECTIVE:

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

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1101 English Composition</td>
<td></td>
</tr>
<tr>
<td>Communication (*Required, Select 1 additional course)</td>
<td>8</td>
</tr>
<tr>
<td>COM 1388 Communicating in Your Profession*</td>
<td></td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended)</td>
<td>8</td>
</tr>
<tr>
<td>Social Sciences (Select one pairing)</td>
<td>8</td>
</tr>
<tr>
<td>ECO 1000 Principles of Economics</td>
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<tr>
<td>Select 1 Social Sciences Elective</td>
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<tr>
<td>OR ECO 2013 Macroeconomics</td>
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<tr>
<td>ECO 2023 Microeconomics</td>
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</table>

UPPER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>OR Advanced Healthcare Law and Ethics</td>
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<tr>
<td>HSA 4210 Healthcare Management Capstone</td>
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<tr>
<td>HSC 4500 Epidemiology</td>
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<td>MAN 4143 Contemporary Leadership Challenges</td>
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<tr>
<td>MAN 4701 Leading Change</td>
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</tr>
</tbody>
</table>

Total Bachelor’s Degree Credits: 180 *

Lower Division General Education Credits: 36
Upper Division General Education Credits: 54
Upper Division Major and Core Credits: 57

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.
**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**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Communication</td>
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<td>COM 1388</td>
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<tr>
<td>Humanities</td>
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<td>PHI 1520</td>
<td>Ethics Around the Globe</td>
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**CERTIFICATE COURSES**

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<th>LOWER DIVISION</th>
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<tr>
<td>ACG 1022</td>
<td>Financial Accounting I</td>
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<tr>
<td>ACG 1033</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
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<td>BUW 2241</td>
<td>Business Law</td>
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<td>CGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>4</td>
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<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE CREDITS 37**

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

* 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**

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<tr>
<td>English</td>
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<td>PLA 2476</td>
<td>Employment Law</td>
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**TOTAL DIPLOMA CREDITS 61**

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 Career Development course 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.

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

**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**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
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</tr>
<tr>
<td>Humanities</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>(Select one pairing)</td>
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<tr>
<td>ECO 1000</td>
<td>Principles of Economics</td>
<td>4</td>
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<tr>
<td>Select 1 Social Sciences Elective</td>
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<tr>
<td>OR ECO 2013</td>
<td>Macroeconomics</td>
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<td>ECO 2023</td>
<td>Microeconomics</td>
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**MAJOR AND CORE COURSES**

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<tr>
<th>LOWER DIVISION</th>
<th>Course</th>
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<tr>
<td>Principles of Finance</td>
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<td>GEB 2930</td>
<td>Business Capstone</td>
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<td>Total Associate’s Degree Credits</td>
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<td>Major and Core Credits</td>
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**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 E242 Career Development course 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.

**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 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**
- 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** 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.

### 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 4
- 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** 57*

* 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 56 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.
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
Select 1 Social Sciences Elective OR
ECO 2013  Macroeconomics
ECO 2023  Microeconomics

MAJOR AND CORE COURSES
LOWER DIVISION
FIN 1000  Principles of Finance  4
GEB 2930  Business Capstone  2
MAN 1300  Introduction to Human Resource Management  4
Total Associate’s Degree Credits
General Education Credits 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.

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.
**GRAPHIC DESIGN**

**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.

* 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**

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

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

**TOTAL DEGREE CREDITS 91***

SEE PAGE 56 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

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.

In addition to the mandatory certifications, students are required to complete certain mandatory industry certifications. Students 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.
**DIploma**

**Career Opportunities:**
- Graphic Designer
- Digital Designer
- Interactive Designer

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

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

**General Education Courses**

**Lower Division**
- English Composition (Required Course) 4
- ENC 1101 English Composition Communication (Select 1 course) 4
- Math/Natural Sciences (Select one of the following) 4
- MAT 1031 College Algebra
- 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.

**Associate’s Degree**

**Career Opportunities:**
- Graphic Designer
- Print Designer
- Digital Designer
- Website Designer
- Interactive Designer
- Web Developer
- User Interface Designer

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

**In addition to all Diploma Courses**

**General Education Courses**

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

**Total Degree Credits 91**

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

TOTAL DEGREE CREDITS  181*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

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

CERTIFICATE COURSES
LOWER DIVISION
E242 Career Development 2
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
EEC 1863 Teacher Reflection I: Early Childhood Education as a Profession 6
EEC 1864 Teacher Reflection II: Morality and Ethics in Early Childhood Education 6
EEC 1865 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.

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.

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

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

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.

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

**CAREER OPPORTUNITIES:**
- 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
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<tr>
<td>ENC 1101 English Composition</td>
<td></td>
</tr>
<tr>
<td>Communication (Required, Select 1 additional course)</td>
<td>6</td>
</tr>
<tr>
<td>COM 1865 Locating and Evaluating Information*</td>
<td>4</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>MAJOR AND CORE COURSES</td>
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<tr>
<td>CGS1240 Computer Applications and Business Systems Concepts</td>
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**CHILD AND FAMILY STUDIES DIPLOMA**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EEC 2229 Guiding Children’s Behavior</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2329 Parent Education and Support</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2404 Child and Family Advocacy</td>
<td>4</td>
</tr>
<tr>
<td>SYG 1000 Introduction to Sociology</td>
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</table>

**CHILD DEVELOPMENT DIPLOMA**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EEC 2217 Emerging Literacy Through Children’s Literature</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2401 Dynamics of the Family</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2500 Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>EEX 2010 The Exceptional Child</td>
<td>4</td>
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</table>

**ENGLISH LANGUAGE LEARNER DIPLOMA**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EEC 2213 Language and Literacy Acquisition</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2220 Curriculum and Instruction for English Language Learners</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2270 Introduction to English Language Learners</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2412 Involving Parents of English Language Learners</td>
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</table>

**CHILD WITH SPECIAL NEEDS DIPLOMA**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>EEC 2271 Curriculum and Instruction for Children with Special Needs</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2272 The Inclusive Classroom</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2403 Advocating for Children with Special Needs</td>
<td>4</td>
</tr>
<tr>
<td>EEX 2010 The Exceptional Child</td>
<td>4</td>
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</tbody>
</table>

**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**

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

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Child and Family Studies Specialization</td>
<td></td>
</tr>
<tr>
<td>EEC 2935 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>Child Development Specialization</td>
<td></td>
</tr>
<tr>
<td>EEC 2935 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>English Language Learner Specialization</td>
<td></td>
</tr>
<tr>
<td>EEC 2935 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>Child with Special Needs Specialization</td>
<td></td>
</tr>
<tr>
<td>EEC 2935 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL ASSOCIATE’S DEGREE 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 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.

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 1205  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 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.

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

ASSOCIATE’S DEGREE

Associate of Science Degree

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
ENC 1101  English Composition  4
Communication (Select 1 course other than COM 1002)  12
Social Sciences (Select 3 courses)  12

MAJOR AND CORE COURSES
LOWER DIVISION
HSA 2117  US Healthcare Systems  4
MEA 1243  Pharmacology for the Allied Health Professional  4
MEA 2203  Pathophysiology  5

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

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

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

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

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

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.
### MEDICAL BILLING AND CODING CERTIFICATE

**CAREER OPPORTUNITIES:**
- Medical Coder
- Medical Coder/Biller

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

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

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Math/Natural Sciences (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>PHA 1500</td>
<td>Structure and Function of the Human Body</td>
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</table>

**MAJOR AND CORE COURSES**

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

**Total Certificate Credits**
- General Education Credits 4
- Major and Core Credits 36
- **Total Certificate Credits** 40*

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the 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.

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 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**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th></th>
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<tbody>
<tr>
<td>English Composition (Required course)</td>
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<tr>
<td>ENG 1101</td>
<td>English Composition 4</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course other than PHA 1500)</td>
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**MAJOR AND CORE COURSES**

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<tr>
<th>LOWER DIVISION</th>
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<tbody>
<tr>
<td>HIM 2000</td>
<td>Introduction to Health Information Management 4</td>
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<tr>
<td>General Education Credits</td>
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<td>Major and Core Credits</td>
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<td><strong>TOTAL DIPLOMA CREDITS</strong></td>
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* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

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 Prerequisite
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 attributes 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 4113 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/C endorsement. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the past five years and approval by the Program Coordinator.

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

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

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

DIPLOMA • 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
Major and Core Credits  32
Total Degree Credits  58
TOTAL DEGREE CREDITS  90*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

### MAJOR AND CORE COURSES

#### LOWER DIVISION
- **E242** Career Development 2
- **HSA 1050** Customer Service in Healthcare 1
- **HSA 2537** Electronic Health Records and Medical Office Procedures 4
- **HSC 1531** Medical Terminology 4
- **HSC 2641** Medical Law and Ethics 4
- **MEA 1102** Introduction to Medical Assisting 3
- **MEA 1206** Clinical Skills I 4
- **MEA 1207** Clinical Skills II 4
- **MEA 1243** Pharmacology for the Allied Health Professional 4
- **MEA 2203** Pathophysiology 5
- **MEA 2267** Laboratory Skills for Medical Assisting 4
- **MEA 2810** Medical Assisting Clinical Externship 8
- **MEA 2820** Medical Assisting Capstone 2

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

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

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

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

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## ASSOCIATE’S DEGREE

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

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

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

### MAJOR AND CORE COURSES

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

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

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen Competency 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 either during the quarter in which they finish the Associate’s degree or immediately prior.**

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

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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.
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
PTN 2220 Pharmacy Software/Automation/Insurance Billing 3
PTN 2017 Pharmacy Math and Dosages 4
ME 1242 Medical Law and Ethics 4
HSC 2641 Medical Terminology 4
E242 Career Development 2
CGS 1240 Computer Applications and Business Systems Concepts 3

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
Communication (“Required, Select 1 additional course) 8

MAJOR AND CORE COURSES
LOWER DIVISION
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.

ASSOCIATE’S DEGREE

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course other than PHA 1500) 4
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits 50
Major and Core Credits 40
TOTAL DEGREE CREDITS 90*

TOTAL CERTIFICATE CREDITS 44*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E242 Career Development course 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 exit exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

In addition to meeting all other admission requirements, applicants to this program must successfully complete and pass a criminal background check.
CRIMINAL JUSTICE ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

ASSOCIATE’S DEGREE

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

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

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

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

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

MAJOR AND CORE COURSES
- CCJ 1000 Introduction to Criminal Justice
- CCJ 1153 Criminology: Motives for Criminal Deviance
- CCJ 1382 Field Communications in Criminal Justice
- CCJ 2170 Practical Psychology for the Criminal Justice Professional
- CCJ 2683 Domestic Violence
- CCJ 2830 Contemporary Issues in Criminal Justice Capstone
- CGS 1240 Computer Applications and Business Systems Concepts
- CJC 1000 Introduction to Corrections
- CJE 1006 Policing in America
- CJE 1233 Drugs and Crime
- CJE 2171 Juvenile Justice: Delinquency, Dependency, and Diversion
- CJI 1552 Introduction to Criminal Law
- CJI 1747 Applied Criminal Procedures

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

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

** Additional training may be required.

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

BACHELOR’S DEGREE

Bachelor of Science Degree

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

MAJOR AND CORE COURSES

UPPER DIVISION
- CCJ 3164 Criminal Behavior: Profiling Violent Offenders
- CCJ 3667 Victims in Criminal Justice
- CCJ 3678 Cultural Diversity and Justice
- CCJ 3700 Research Methods in Criminal Justice
- CCJ 3706 Statistics in Criminal Justice
- CCJ 4450 Criminal Justice Leadership and Management
- CCJ 4931 Critical Issues in Criminal Justice
- CJ 4444 Crime Prevention
- CJI 3297 Constitutional Law
- MMC 3209 Realities of Crime and Justice

Choose either Track I or Track II

Track I ***
- CCJ 4392 Criminal Justice Internship

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

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

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

** Additional training may be required.

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

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

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

**Career Opportunities:**
- Program Assistant Specialist

**Objective:**
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

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

**General Education Courses**
- **Lower Division**
  - Social Sciences (Required courses)
  - PSY 1012 General Psychology 4
  - PSY 2420 Abnormal Psychology 4

**Major and Core Courses**
- CJC 1245 Case Management: Strategies for Rehabilitation 4
- E242 Career Development 4
- HUS 1001 Introduction to Human Services 4
- HUS 3320 Introductory Strategies to Crisis Intervention 4
- HUS 1551 Cultural Diversity in Human Services 4
- HUS 2540 Community Psychology 4
- HUS 2712 Organization and Leadership in Human Services 4

**Total Certificate Credits**
- General Education Credits 8
- Major and Core Credits 30
- **Total Certificate Credits** 38*

* 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.

### Diploma

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

**Objective:**
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. 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) ENG 1101 English Composition 4
  - Communication (Select 1 course) 4
  - Math/Natural Sciences (Select 1 course) 4

**Major and Core Courses**
- **Lower Division**
  - CJS 1240 Computer Applications and Business Systems Concepts 3
  - CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
  - MNA 1161 Customer Service 4

**Total Diploma Credits**
- General Education Credits 36
- Major and Core Credits 54
- **Total Diploma Credits** 90*

* 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.

### Associate’s Degree

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

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

**Objective:**
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

**IN ADDITION TO ALL DIPLOMA COURSES**

**General Education Courses**
- **Lower Division**
  - Humanities (Select 2 courses) 8
  - Math/Natural Sciences (Select 1 course) 4
  - Social Sciences (Required course) 4
  - SYG 1000 Introduction to Sociology 4

**Total Associate’s Degree Credits**
- General Education Credits 36
- Major and Core Credits 54
- **Total Degree Credits** 90*

* Credit totals do not include Foundation Courses. 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.

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. 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.
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)  E242
ENC 1101  English Composition  4
Humanities (*Required, Select 2 additional courses)  PHI 1520
Math/Natural Sciences (Select 2 courses)  8
Social Sciences (Required courses)  8
PSY 1012  General Psychology
SYG 1000  Introduction to Sociology

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240  Computer Applications and Business Systems Concepts  3
CJL 1381  Criminal Law and Procedures: Crime and the Courtroom  4
E242  Career Development  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
PLA 2940  Paralegal Internship  5
Total Associate’s Degree Credits  36
Major and Core Credits  58
TOTAL DEGREE CREDITS  94*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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 2335  Corporate Law  4
PLA 2587  Torts: Auto Accidents and Other Legal Injuries  4
PLA 2610  Real Estate Law  4
PLA 2940  Paralegal Internship  5
Total Certificate Credits  16
Major and Core Credits  45
TOTAL CERTIFICATE CREDITS  61*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.
** Students must complete one additional general education course or transfer in the equivalent.
*** Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.

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
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.
PROFESSIONAL NURSING ASSOCIATE’S DEGREE

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 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
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Mathematics (Required course) 4
- MAT 1031 College Algebra 4
- Natural Sciences (Required courses) 19
- PHA1500 Structure and Function of the Human Body 4
- BSC 2346 Human Anatomy and Physiology I 4
- BSC 2347 Human Anatomy and Physiology II 4
- MCB 2289 Introduction to Microbiology 4
- Social Sciences (Required courses) 8
- DEP 2004 Human Growth and Development 4
- PSY 1012 General Psychology 4

MAJOR AND CORE COURSES

LOWER DIVISION
- NUR 1172 Nutritional Principles in Nursing 4
- NUR 1245 Introduction to Professional Nursing 4
- NUR 1381 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 4
- NUR 2115 Fundamentals of Professional Nursing 4
- NUR 2226 Comprehensive Pharmacology 6
- NUR 2349 Professional Nursing I 6
- NUR 2488 Mental Health Nursing 4
- NUR 2571 Professional Nursing II 6
- NUR 2633 Maternal Child Health Nursing 4
- NUR 2790 Professional Nursing III 6
- NUR 2868 Role, Scope, Quality, and Leadership in Professional Nursing 4
- NUR 2944 Professional Nursing Capstone 2

Total Associate’s Degree Credits 56

GENERAL EDUCATION CREDITS 47

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 Kansas.

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

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

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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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.

MOBILITY BRIDGE ENTRANCE OPTION

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.

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.
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.

**PRACTICAL NURSING DIPLOMA**

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

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- NUR 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 62
General Education Credits 16
Major and Core Credits 46

**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 62
General Education Credits 16
Major and Core Credits 46

**TOTAL DIPLOMA CREDITS**

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 a seminar course during the quarter in which they finish the Diploma course requirements.

To graduate from this program, students must complete all required NUR, 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 also submit to a Florida Department of Law Enforcement background check.

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

DIPLOMA

CAREER OPPORTUNITIES:
• Web Developer

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

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

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

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

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

ASSOCIATE’S DEGREE

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

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

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

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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 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.
SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE • ASSOCIATE’S DEGREE
COMPUTER SCIENCE BACHELOR’S DEGREE

SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE

CAREER OPPORTUNITIES:
• Programmer Analyst
• Applications 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 II
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 Pre-calculus  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.
INFORMATION TECHNOLOGY MANAGEMENT

DIPLOMAS • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

INFORMATION SECURITY BACHELOR’S DEGREE

INFORMATION TECHNOLOGY MANAGEMENT DIPLOMAS

CAREER OPPORTUNITIES:
• Desk-side Support Technician
• Helpdesk/Service Desk Support Specialist
• Field Service Technician
• End User Support Technician

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.

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
CTS 2321 Linux Administration 3
CTS 2401C Access 3

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

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

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

**NOTE: CTS 2321C Linux Administration and CET 2522C Cisco Network Routing and Switching are prerequisite to courses contained in the Information Security BS degree program. Students that continue into the Information Security BS degree program must complete CTS 2321C prior to taking CIS 4362 Linux Security: Strategies and must complete CET 2522C prior to taking CIS 3140C Advanced Cisco Network Security – CCNA.

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.
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 4371C Operating Systems Design 3
CNT 3126 Advanced Networking 4
CNT 3229 Asset Management 3
CNT 3348 Infrastructure Hardware 4
CNT 3569 Support Management 4
CNT 3777 Virtualization 4
CNT 4016 Cloud Computing 4
CNT 4283 Enterprise Application Support 4
CNT 4361 Information Technology Management Capstone 2
CNT 4437 Service Management 4
CNT 4520 Systems Monitoring 4
ISM 3015 Management of Information Systems 4
ISM 3812 Project Management for IT 4
MAN 4240 Organizational Behavior Analysis 4
Total Bachelor's Degree Credits 181*

Total Degree Credits 181*

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 3664 Security Strategies for Web Apps and Social Networking 3
CIS 4039 Auditing Information Technology Infrastructure 4
CIS 4137 Access Controls, Authentication, and PKI 4
CIS 4189C Risk Management and Business Continuity 4
CIS 4215 Windows Security Strategies 4
CIS 4352 Linux Security Strategies 4
CIS 4362C Network Security and Cryptography 3
CIS 4385C Computer Forensics 3
CIS 4456 Hacker Techniques, Tools, and Applications 4
CIS 4581 ISS Capstone 3
CNT 3126 Advanced Networking 4
CNT 3777 Virtualization 4
CNT 3849C Scripting - Shell Scripting/Python/Perl 4
CNT 4016 Cloud Computing 4
Total Bachelor's Degree Credits 182*

Total Degree Credits 182*
GAME AND SIMULATION PROGRAMMING

BACHELOR’S DEGREE

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)
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
CEN 1400 Mobile Application Development 3
CSS 1240 Computer Applications and Business Systems Concepts 3
COP 1125 Programming Fundamentals 3
COP 1224 Programming I 4
COP 2224 Programming II 4
COP 2323 Object-Oriented Programming 3
COP 2535 Data Structures 4
DIG 1118C Fundamentals of Game Development I 4
DIG 2007C Human-Computer Interaction and Interface Design 4
DIG 2172C Fundamentals of Game Development II 4
DIG 2292C Physics for Game and Simulation Production 3
DIG 2326C Web Application Development 3
DIG 2409C C# 3
DIG 2563 Interactive Storytelling 3
E242 Career Development 2
MTP 1381 Math for Game and Simulation Production I 4
MTP 2381 Math for Game and Simulation Production II 4

UPPER DIVISION
CAP 4620 Artificial Intelligence 4
CEN 4090 Software Engineering for Game and Simulation Production 4
CEN 4190 Engineering Virtual Worlds 4
DIG 3088C 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 3383C 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 4466C Simulation Production Project II 4
DIG 4590C Game Production Project I 4
DIG 4602C Game Production Project II 4
Total Bachelor’s Degree Credits
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

### ALL BACHELOR’S AND ASSOCIATE’S DEGREE PROGRAMS

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

### LOWER DIVISION

#### English Composition
- ENC 1101 English Composition

#### Communication
- COM 1002 Introduction to Communication
- COM 1388 Communicating in Your Profession
- COM 1865 Locating and Evaluating Information** 2
- ENC 1121 English Composition 2
- SPC 2017 Oral Communication

#### Humanities
- ART 1204 Art Appreciation
- CRW 2001 Creative Writing
- FIL 2000 Film Appreciation
- HUM 2023 Humanities
- LIT 2000 Introduction to Literature
- PHI 1520 Ethics Around the Globe
- PHI 2103 Introduction to Critical Thinking
- SPN 271 Conversational Spanish

#### Math/Natural Sciences
- AST 2002 Introduction to Astronomy
- BSC 2145 Introduction to Human Biology
- GLY 1000 Introduction to Geology
- MAT 1031 College Algebra
- MAT 1402 General Education Mathematics
- PHA 1500 Structure and Function of the Human Body

#### Social Sciences
- AMH 2030 United States History: 1900 to the Present
- AMH 2070 Florida History
- ECO 1000 Principles of Economics
- ECO 2013 Macroeconomics
- ECO 2023 Microeconomics
- GEA 1000 Human Geography
- PSI 1012 General Psychology
- PSI 2420 Abnormal Psychology
- SYG 1000 Introduction to Sociology

### UPPER DIVISION

#### Communication
- ENC 3311 Advanced Composition
- MMC 3407 Visual Communication in the Media

#### Humanities
- AML 3041 American Literature
- AML 4680 Literature of American Minorities
- LIT 3191 Contemporary World Literature: 1900 to the Present
- POT 4001 Political Thought

#### Math/Natural Sciences
- EVR 3311 Human Uses of the Environment
- GEO 3204 Physical Geography
- WST 4350 Gender in Math and Science

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

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

#### LOWER DIVISION

- English Composition
- ENC 1101 English Composition* 4
- Communication
- COM 1002 Introduction to Communication
- COM 1388 Communicating in Your Profession
- ENC 1121 English Composition 2
- SPC 2017 Oral Communication
- Humanities
- ART 1204 Art Appreciation
- CRW 2001 Creative Writing
- FIL 2000 Film Appreciation
- HUM 2023 Humanities
- LIT 2000 Introduction to Literature
- PHI 1520 Ethics Around the Globe
- PHI 2103 Introduction to Critical Thinking
- SPN 271 Conversational Spanish
- Math/Natural Sciences
- AST 2002 Introduction to Astronomy
- BSC 2145 Introduction to Human Biology
- GLY 1000 Introduction to Geology
- MAC 1106 Advanced Algebra
- MAD 2112 Introduction to Discrete Mathematics
- PHA 1500 Structure and Function of the Human Body

### UPPER DIVISION

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

- Humanities
- AML 3041 American Literature
- AML 4680 Literature of American Minorities
- LIT 3191 Contemporary World Literature: 1900 to the Present
- POT 4001 Political Thought

- Math/Natural Sciences
- EVR 3410 Human Uses of the Environment
- GEO 3204 Physical Geography
- WST 4350 Gender in Math and Science

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

See specific course requirements on program pages.

* Required courses.

### NURSING PROGRAMS

#### English Composition
- ENC 1101 English Composition 4

#### Communication
- COM 1002 Introduction to Communication 4
- COM 1388 Communicating in Your Profession 4
- ENC 1121 English Composition 4
- SPC 2017 Oral Communication 4

#### Humanities
- ART 1204 Art Appreciation 4
- CRW 2001 Creative Writing 4
- FIL 2000 Film Appreciation 4
- HUM 2023 Humanities 4
- LIT 2000 Introduction to Literature 4
- PHI 1520 Ethics Around the Globe 4
- PHI 2103 Introduction to Critical Thinking 4
- SPN 271 Conversational Spanish 4

#### Math/Natural Sciences
- BSC 2145 Introduction to Human Biology 4
- BSC 2346 Human Anatomy and Physiology I 5
- BSC 2347 Human Anatomy and Physiology II 5
- MAT 1031 College Algebra
- MCB 2289 Introduction to Microbiology 5
- PHA 1500 Structure and Function of the Human Body 4

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

See specific course requirements on program pages.

### GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE

#### CREDENTIALS

- BS degree candidates must successfully complete an additional twenty-four (24) upper-division general education credits beyond the lower-division credits required in an Associate’s degree. These credits should be distributed across the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences.
- AS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences. All degree candidates in the Software Application Development program must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.
- Diploma programs include general education courses as designated by program. Certificate programs may not include general education courses because they are career focused. Courses that are primarily developmental or remedial in nature, such as Foundation courses, may not be included in the general education total for any program.

### 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.
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. This is not 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 critical and creative 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 information on 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 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>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>Lower (first digit)</td>
<td>Freshman (second digit)</td>
<td>Freshman (third digit)</td>
<td>Freshman (fourth digit)</td>
<td>No Laboratory component in this course</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

English Composition

Lower (Freshman) Level at this institution
Freshman Composition Freshman Composition Skills Freshman Composition Skills I

General Rule for Course Equivalencies

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

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses “ENC 101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

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

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101.

Transfer credit must be awarded for successfully completed courses that contain a comprehensive listing of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit granted at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or 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 1007.47, 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 are exceptions to the general rule for course equivalencies and may not transfer.

A. Courses not offered by the receiving institution.

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

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

D. Applied academics for adult education courses.

E. Graduate courses.

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

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

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

Courses at Nonregionally Accredited Institutions

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

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Campus Director or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. 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 first digit of the number represents the level at which the course is generally offered.

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

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

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

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

“1” represents Business courses.

“2” represents Accounting courses.

“3” represents Computer Science courses.

“4” represents Management courses.

“5” represents Medical courses.

“6” (not currently used)

“7” represents General Education courses.

“8” (not currently used)

In the example, “8” indicates that this course is from the Medical discipline.

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

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

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

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

In the example, the final digit, “1,” indicates that this course is a stand-alone course or is a first course in a series. In either case, no prerequisite is required.
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in technology-intensive learning environments, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes may present new material 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 credits 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.

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

College Experience Course, 0 credits
The College Experience Course is an instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build the student's confidence in their ability to succeed in college and clarifying expectations for student engagement. This course does both require reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.

Prerequisite: none

ACG 1022 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation 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 concepts, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts,ну payable, accounts receivable, and profitability, and monthly adjustments.

Prerequisite: none

ACG 1033 Financial Accounting II
40 hours, 4 credits
This course continues the study 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, post, update, and print reports 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
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COURSE DESCRIPTIONS

AGC 4931 Accounting Capstone II 40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate who is entering the accounting career will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation.
Prerequisite: Intended for student’s last quarter

AMH 2030 United States History: 1900 to the Present 40 hours, 4 credits
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amidst a variety of human cultures, values, and perspectives within the United States.
Prerequisite: none

AMH 2070 Florida History 40 hours, 4 credits
This course is an overview of the historical development of the state of Florida. Students will explore various elements in the state’s development such as demographic and economic aspects.
Prerequisite: none

AMH 3204 Visions of America Since 1945 40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.
Prerequisite: none

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

AML 4680 Literature of American Minorities 40 hours, 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, sexuality, and/or disability.

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

ART 1204 Art Appreciation 40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about the full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics.
Prerequisite: none

ART 1309C Drawing and Art Theory 40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: none

ART 3332 Figure Drawing 60 hours, 4 credits
Figure Drawing will emphasize the traditional and realistic approaches used to draw the human figure accurately. There will be an emphasis on gesture, proportions and form development using the human figure in studio and in public settings. Basic structural and anatomical concepts will be covered along with an in depth study of motion and gesture drawing skills.
Prerequisite: Color Theory and Techniques

AST 2002 Introduction to Astronomy 40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and research and the origin and evolution of the universe.
Prerequisite: none

B080 Reading and Writing Strategies 40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending collegiate-level texts. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B087 Practical Math 40 hours, 4 credits
Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill problems. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

BSC 2145 Introduction to Human Biology 50 hours, 4 credits
BSC 2145 Lecture (30 hours, 3 credits)
BSC 2145L Lab (20 hours, 1 credit)
Students will explore fundamental concepts of human biology. They will examine the skeleton, muscular, nervous, sensoric, and endocrine systems of the body, and learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: none

BSC 2346 Human Anatomy and Physiology I 60 hours, 5 credits
BSC 2346 Lecture (40 hours, 4 credits)
BSC2346L Lab (20 hours, 1 credit)
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body.
Prerequisite: none

BSC 2347 Human Anatomy and Physiology II 60 hours, 5 credits
BSC 2347 Lecture (40 hours, 4 credits)
BSC 2347L Lab (20 hours, 1 credit)
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism.

Prerequisite: Complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Prerequisite: Human Anatomy and Physiology I

BUL 2241 Business Law 40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of local government of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.
Prerequisite: none

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

BUL 4388 Business Law and Ethics 40 hours, 4 credits
This course reviews fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise in the world of business. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions.

Prerequisite: none

CAP 2104 Platform Design and Human-Computer Interaction 60 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game for consumers. This course will emphasize the details and planning process that must be followed to ensure a successful game for consumers that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to allow the student a wide exposure to this important element in creating games.
Prerequisite: Programming II

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

Prerequisite: Platform Design and Human Computer Interaction

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

Prerequisite: SQL Server Administration

CAP 3051 Graphics Development with OpenGL 60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphics methods that produce realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D objects, how to position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how light is reflected, how the way objects reflect light, and the path that light takes as it refracts through the scene.

Prerequisite: Programming II

CAP 3052 Game and Simulation Lighting Techniques 60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on utilizing real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic “looks.” In covering their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how light is reflected, how the way objects reflect light, and the path that light takes as it refracts through the scene.

Prerequisite: Programming II

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

Prerequisite: Programming II
CCJ 1000 Introduction to Criminal Justice 40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the historical and philosophical bases of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the unique aspects of crime and the various techniques for measuring the amounts and characteristics of crime and criminals.
Prerequisite: none

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

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

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

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

CCJ 2170 Practical Psychology for the Criminal Justice Professional 40 hours, 4 credits
Students will examine how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective, focusing on the real-world effects these principles produce on criminal justice professionals, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim and witness interviewing strategies, offender behavior-modification approaches, and coping methods. They will review the role of health and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisites: General Psychology; Introduction to Criminal Justice

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

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

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

CCJ 3641 Organized Criminal Syndicates 40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.
Prerequisites: Criminology: Motives for Criminal Deviance; Juvenile Justice: Delinquency, Dependency and Deviance

CCJ 3667 Victims in Criminal Justice 40 hours, 4 credits
This course explores the importance of the victim in the criminal justice system’s process. The victim’s role in the criminal justice process, and movements and legislation regarding victims’ impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none

CCJ 3670 Women and Criminal Justice 40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals within the criminal justice. Theories and research that have differentiated women in the criminal justice system will be explored. The role of female criminality and criminal justice professionals will be examined and will be analyzed.
Prerequisite: Domestic Violence

CCJ 3676 Cultural Diversity and Justice 40 hours, 4 credits
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics Around the Globe

CCJ 3700 Research Methods in Criminal Justice 40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics in Criminal Justice

CCJ 3706 Statistics in Criminal Justice 40 hours, 4 credits
Students will be able to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCR and NCVS data sets. This course is required for the criminology major.

CCJ 3729 Criminal Justice Senior Thesis 40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.
Prerequisite: Criminal Justice Seminar; Students must be involved in their last or second to last quarter

CCJ 3932 Criminal Justice Internship 250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will be exposed to different aspects of the criminal justice system.
Prerequisite: Criminal Justice Internship; Student must be enrolled in the Criminal Justice program and in their last or second to last quarter

CCJ 4392 Criminal Justice Leadership and Management 40 hours, 4 credits
This course will familiarize students with common management theory and practice in criminal justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to the criminal justice organizational philosophy, visioning, planning, and goal development will be examined.
Prerequisite: Ethics Around the Globe

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

CCJ 4603 Forensic Psychology 40 hours, 4 credits
This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored. Preventing Violent Offenders; General Psychology

CCJ 4627 Special Offenders: Serial Killers 40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, and media coverage of serial killers, and grief.
Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

CCJ 4690 Special Populations in Criminal Justice 40 hours, 4 credits
This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.
Prerequisite: Introduction to Criminal Justice

CCJ 4695 Special Populations in Criminal Justice 40 hours, 4 credits
Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations.
Prerequisite: Criminal Behavior: Profiling Violent Offenders

CCJ 4793 Critical Issues in Criminal Justice 40 hours, 4 credits
This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security.
Prerequisite: Contemporary Issues in Criminal Justice Capstone

CDA 1202 Foundations of Software Design 40 hours, 4 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied, and develop a strong understanding of software. Topics will include variables, procedural abstraction utilizing handlers, conditionals, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisite: none
CDA 2110 Introduction to Computer Systems 40 hours, 4 credits
This course is an introduction to the study of software control over the various hardware components of a computer’s architecture – the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls. Prerequisite: Foundations of Software Design

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

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

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

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

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

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

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

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

CEN 4110 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 BS Degree program: Programming B

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

CET 2522C Cisco Network Routing and Switching 40 hours, 3 credits
This course prepares students to work with network routing 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 Certified Entry Network Technician (CENT) Exam by using a variety of hands-on labs and simulations to understand router and switch configuration by applying practical, real-world principles. Prerequisites: Networking Fundamentals; Microsoft Windows Server

CET 2629 Cisco Networking Fundamentals and Routing 40 hours, 3 credits
In this course, students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics 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. This will allow them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT exam. Prerequisites: Networking Fundamentals; Microsoft Windows Server

CET 2660C Networking Security 40 hours, 3 credits
This course prepares students to work with networks. This course gives students adequate hands-on experience with Cisco equipment. This will allow them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take 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 Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam. Prerequisite: Windows Active Directory
CIS 1028C Fundamentals of Hardware and Software I
40 hours, 3 credits
This course will introduce students to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware (including laptops and mobile devices) and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exams. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: none

CIS 1110 Operating Systems Fundamentals
60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, process management, user interface and operating system functions especially as related to database resource management. Emphasis is placed on how the user, hardware, and software interact 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. It goes beyond operating systems, security, mobile devices, and troubleshooting. Using the Windows operating system, students will learn how to set up networking, printers, tablets, file sharing, and troubleshooting problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
Prerequisite: Fundamentals of Hardware and Software I

CIS 1308 Logic and Troubleshooting
40 hours, 4 credits
This course provides students a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying logical reasoning to various scenarios. The materials contained within this course will assist in building the student’s 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 1424C 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 OS X 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. Also covered is basic user configuration. This course maps to the Mac Integration Basics Certification Exam.
Prerequisite: Microsoft Windows Server

CIS 2093C Systems Analysis
40 hours, 3 credits
This course covers analysis of information systems including networks, server environments, business solutions, and databases. Students will be exposed to different projects that have complex systems and be asked to create analysis documents and diagrams. Improving the efficiency of the systems will be a primary goal of this course.
Prerequisite: Introduction to Networks

CIS 2138C Windows Scripting
50 hours, 3 credits
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will create Windows-based scripts using technologies such as VBScript, PowerShell and take advantage of additional features in Windows components such as WMI and ADSI.
Prerequisite: Windows Active Directory

CIS 2293C Mobile and Mac OS Security
40 hours, 3 credits
This course gives students an alternative perspective on securing multiple mobile operating systems. Students will learn how to apply security principles to Android, iOS, and Mac operating systems. They will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects of BYOD (Bring Your Own Device) and understand what additional security measures need to be implemented to secure devices that are utilizing public networks.
Prerequisite: Networking Fundamentals

CIS 2315C Fundamentals of Ethical Hacking
40 hours, 3 credits
This course will show students the opposing side to network security. Students will gain insight into the hacking mindset as well as learn how to directly apply ethical hacking skills to the work they perform on a day-to-day basis. Students of this course will learn how to utilize various tools commonly used in network security as well as hacking. The end result of this course is to give the student a stronger perspective on how to utilize tools to better test and secure networks against threats.
Prerequisite: Networking Security

CIS 2404C Software Packaging and Deployment
50 hours, 3 credits
This course covers the use of several methods of packaging and deploying software. Students will learn how to develop standard operating procedures, create support metrics, and apply these to the proper operation of the IT department. This course will also cover how to properly read and analyze network utilization reports and properly staff various IT departments based on the demand of a 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 a tracking and reporting system.
Prerequisite: Project Management for IT; IT Security for Managers

CIS 2555C Mobile Support Principles
40 hours, 3 credits
This course provides a comprehensive overview of the mobile platforms and their respective environments, including the iOS (iPhone, iPad, and iPod Touch) and Android (Samsung, Google, HTC, etc.) operating systems. The course will cover the major components of each platform, including advantages and disadvantages, as well as best practices for managing and securing mobile devices in an enterprise environment.
Prerequisite: none

CIS 2911 Information Technology Capstone
20 hours, 2 credits
This course concludes the ITA program in a coordinated manner, ensuring that all key IT concepts and skills are reinforced. Students will be asked to analyze an information systems problem from the IT Manager’s perspective, and to develop a comprehensive solution that is both technically sound and business-oriented. This course will culminate in a final project that integrates the knowledge and skills acquired throughout the ITA program.
Prerequisite: none

CIS 3055 Principles of Network Security
40 hours, 3 credits
This course provides an introduction to network security principles and practices. Students will learn about the basic concepts of network security, including access control, confidentiality, integrity, and availability, and will explore how these concepts are applied in real-world scenarios. The course will cover topics such as cryptography, firewalls, Intrusion Prevention Systems (IPS), and Intrusion Detection Systems (IDS).
Prerequisite: Networking Fundamentals

CIS 3104C Advanced Cisco Networking Security
60 hours, 4 credits
This course is designed to help students build a foundation in Cisco networking security principles and practices. Students will learn about the security features and protocols used in Cisco devices, as well as how to configure and manage secure networks using Cisco Security features such as Cisco Secure Access Control (ACS), Cisco Secure Firewall (FS), and Cisco Secure Email (MEAS).
Prerequisite: Networking Fundamentals

CIS 3312 Introduction to Information Systems Security
40 hours, 3 credits
This course provides an overview of information system security. Topics covered include the principles of information system security, the role of security in the organization, and the legal and ethical considerations involved in information security.
Prerequisite: none

CIS 3318 Managing Risk for Information Systems, 50 hours, 3 credits
This course covers risk management and its application in information systems. Students will learn about risk assessment, risk mitigation, risk transfer, and risk communication. They will also learn about various risk management tools and techniques, such as the enterprise risk management (ERM) framework, the NIST Cybersecurity Framework, and the ISO 27001 standard.
Prerequisite: Networking Security

CIS 3375C Wireless, Mobile and Cloud Security
50 hours, 3 credits
Wireless and cloud technologies are rapidly changing the way organizations operate. This course will provide students with an understanding of the security challenges associated with wireless networks, mobile devices, and cloud computing.
Prerequisite: Networking Security

CIS 3471 Security Policies and Implementation
40 hours, 4 credits
This course covers the development and implementation of security policies and procedures. Students will learn about the best practices for creating effective security policies, as well as how to implement and enforce these policies in an organization.
Prerequisite: Security Policies and Implementation

CIS 3475C Wireless, Mobile and Cloud Security
50 hours, 3 credits
This course covers the security challenges associated with wireless networks, mobile devices, and cloud computing. Students will learn about the best practices for securing these technologies, as well as how to implement and enforce security policies in an organization.
Prerequisite: Networking Security

CIS 3664 Security Strategies for Web Apps and Social Networking
40 hours, 3 credits
This course covers the security strategies and best practices for securing web applications and social networking platforms. Students will learn about the security challenges associated with web applications, such as SQL injection, cross-site scripting, and other web-based attacks. They will also learn about the security challenges associated with social networking platforms, such as phishing, credential theft, and social engineering.
Prerequisite: Security Strategies for Web Apps and Social Networking

CIS 3725 Legal and Security Issues
40 hours, 4 credits
This course covers the legal and security issues associated with IT. Students will learn about the legal issues related to data privacy, intellectual property, and e-commerce. They will also learn about the security issues associated with IT, such as computer crime, cyber-terrorism, and the use of cryptography and cryptographic systems.
Prerequisite: Legal and Security Issues

CIS 3904C IT Operations Management
40 hours, 4 credits
This course provides an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, the course will cover the security processes involved in maintaining a web or intranet/ internet site and potential threats.
Prerequisite: none

CIS 4005C IT Security for Managers
40 hours, 3 credits
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact the security posture of an organization. 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 4129C SSCP Certification Preparation
40 hours, 4 credits
This course provides a comprehensive overview of the information systems security concepts and principles. It covers all aspects of information security, including access control, user authentication, cryptography, and secure communications. The course also includes hands-on exercises and practice exams to help students prepare for the SSCP certification exam.
Prerequisite: Microsoft Windows Server

CIS 4290C SSCP Certification Preparation
40 hours, 4 credits
This course provides a comprehensive overview of the information systems security concepts and principles. It covers all aspects of information security, including access control, user authentication, cryptography, and secure communications. The course also includes hands-on exercises and practice exams to help students prepare for the SSCP certification exam.
Prerequisite: Microsoft Windows Server

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

CIS 4039 Auditing Information Technology Infrastructure 40 hours, 4 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS). Prerequisite: none

CIS 4137 Access Controls, Authentication, and PKI 40 hours, 4 credits
This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructure (PKI) will be covered. Prerequisite: none

CIS 4189C Risk Management and Business Continuity 50 hours, 4 credits
This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessing their long-term viability and backup solutions. Students will also perform business impact analysis to analyze key areas that are most vulnerable when a risk-based situation has occurred. Students will develop a disaster recovery plan and learn how toprocess and implement each phase of the plan they have developed. Prerequisites: In the Information Technology Management BS Degree program: IT Operations Management; Storage Management

CIS 4215 Windows Security Strategies 40 hours, 4 credits
This course discusses security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications. 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 create an effective business policy. Prerequisite: Advanced Networking; Infrastructure Hardware; Cloud Computing

CIS 4352 Linux Security Strategies 40 hours, 4 credits
This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods for securing Linux platforms and applications and implementing those methods. Prerequisite: Linux Administration

CIS 4382C Network Security and Cryptography 40 hours, 3 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures. Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks and Applications

CIS 4371C Operating Systems Design 40 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. Therefore, the exploration of operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security. Prerequisite: Enterprise Application Support

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

CIS 4456 Hacker Techniques, Tools, and Applications 40 hours, 3 credits
This course examines the 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 respond to a RFP 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 correctional philosophies, 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 and Rehabilitation 40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

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 also cover contemporary practices such as clients and juveniles and adults, men and women, and people from various cultures. Prerequisite: Introduction to Corrections or Introduction to Human Services

CJC 3415 Diversion and Rehabilitation 40 hours, 4 credits
In this course, students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. In addition, they will critically evaluate evidence-based policy, by 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 1060 Policing in America 40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment. Prerequisite: Introduction to Criminal Justice

CJE 1233 Drugs and Crime 40 hours, 4 credits
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. The implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed. Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

CJE 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 of operation, juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment. Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

CJE 2380 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and statutes. They will also review criminal and traffic laws and statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law enforcement duties and responsibilities. Students will also examine search and seizure 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, 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 burnout on police officers and the profession. Prerequisite: Policing in America

CJE 3610 Criminal Investigations 40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations. Prerequisite: Constitutional Law
CJE 3674 Examination of Forensic Science
40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law

CJE 4176 Crimes Across Borders
40 hours, 4 credits
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.
Prerequisites: Introduction to Criminal Justice; Research Methods in Criminal Justice

CJE 4444 Crime Prevention
40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.
Prerequisites: Introduction to Corrections; Policing in America; Research Methods in Criminal Justice

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

CJL 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 principles of criminal responsibility. The course will use cases 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 3115 Criminal Evidence
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of the counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed. Prerequisites: Criminal Law and Procedures: Crime and the Courtroom

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

CNT 1000C Networking Fundamentals
40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cable and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software

CNT 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. CCENT education continues in the 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 networking concepts and introduces and familiarizes the student with the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security

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

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

CNT 3340 Infrastructure Hardware
50 hours, 4 credits
This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fiber channel, ISCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT) and 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 programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

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

CNT 3619 Technical Writing
30 hours, 2 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 disaster prevention, systems 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
COT 1106 Written Communication
This course emphasizes thinking and writing within different contexts and in various environments.
Prerequisite: Foundation coursework or placement exam score
20 hours, 2 credits

COP 1125 Programming Fundamentals
Students will learn to create basic applications using Visual Basic.NET. The course 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, loop structures, and database access files.
Prerequisite: Programming Fundamentals
40 hours, 3 credits

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

COP 1810 JavaScript
In this course students learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.
Prerequisites: Introduction to HTML; Programming Fundamentals
40 hours, 3 credits

COP 2333 Advanced Visual Basic
The students who take this course will learn to create basic applications using Visual Basic.NET. The course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphical interface design and development, control properties, database within a PHP program; creating HTML and manipulating data with the MYSQL database. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.
Prerequisite: SQL Server Administration
40 hours, 3 credits

COP 2705C SQL Server Development
This course seeks to prepare the students for programming in the SQL Server environment. Students will learn how to manipulate and work with database objects through T-SQL to create and alter tables as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server Administration
40 hours, 3 credits

COP 2842 PHP/MySQL
This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MYSQL database within a PHP program; HTML forms; and writing secure PHP programs.
Prerequisite: Java I
20 hours, 2 credits

COP 2890 Windows Programming Capstone
This course is designed to provide students with the required capstone experience and key learning throughout the student program. Students apply what they have learned by solving a real-world programming problem. This problem-solving experience is compressed into a complete project that includes team-building, and communication issues.
Prerequisites: Java I; PERL/CGI
40 hours, 4 credits

COP 4222 Computer Graphics Programming
This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surface techniques, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.
Prerequisites: COP 2333 Advanced Visual Basic
50 hours, 4 credits

COP 4484 Multiplayer Game Programming
This course provides a basic understanding of discrete mathematical topics such as linear and digital computer systems, discrete structures, and computational theory. Topics include matrices, logic, and number theory.
Prerequisite: Practical Game Development
60 hours, 4 credits

COT 1202 Discrete Structures for Computer Science
40 hours, 3 credits

This course provides a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.
Prerequisite: Programming Fundamentals
COT 1458 Technology’s Role in the 21st Century
20 hours, 3 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope of application of technology within the context of everyday life.
Prerequisite: CPT 4603

CPT 4603 Comparative Politics
40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: American/US National Government

CRW 2001 Creative Writing
40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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

CTS 1300C Microsoft Windows Workstations
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Microsoft Windows workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Windows Configuring (70-680) Certification Exam, which counts towards Microsoft Certified Solutions Associate (MCISA) Windows 7 certification.
Prerequisite: Fundamentals of Hardware & Software II

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

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

CTS 2302C Windows Active Directory
40 hours, 3 credits
The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain and 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 tools from the Internet, run Windows emulations, and apply Linux in the enterprise network environment. This course uses a combination of reading, 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 2383C Microsoft Windows Server
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows server and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Fundamentals of PC Hardware and Software II

CTS 2401C Access
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Applications and Business Systems

CTS 2511 Excel
40 hours, 4 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Applications and Business Systems Concepts

CTS 2633C Microsoft Access
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course helps prepare students for the Access portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Applications and Business Systems Concepts

CTS 2633C Networking and Internet Technologies
40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, an overview of programming for the Internet, how to manage Internet security and commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.

Prerequisite: none

CTS 2811C SQL Server Administration
40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server 2008. Students will learn how to install and maintain SQL Server 2008 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.

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 scripting, dynamic web content and database access through server side scripting.

Prerequisites: Dynamic Content Management; Foundation coursework or placement determined by Rasmussen College entrance placement exam score

CVT 1150 Cardiovascular Anatomy and Pathology
40 hours, 4 credits
This course provides students with a focused exploration of the anatomy and diseases of the cardiovascular system. Students will learn about the basic mechanism that regulates the cardiac cycle and the relationship between disease processes and electrocardiography (EKG) results. In this course, students will also discuss how research and evidence based education of disease processes affect EKG monitoring.

Prerequisites: Introduction to Electrocardiograms; Structure and Function of the Human Body

CVT 1260 Introduction to Electrocardiograms
50 hours, 4 credits

CVT 1260 Lecture (20 hours, 2 credits)

CVT 1260L Lab (20 hours, 1 credit)

This course provides an introduction to performing and interpreting electrocardiograms. In this course, students will identify a basic EKG using a systemic approach. Students will also learn how to use EKG equipment and practice safety procedures for patients. Topics include patient medical records and regulations, patient communication, and basic functions of the cardiac system.

Prerequisite: none

CVT 2277 Advanced Electrocardiograms
60 hours, 4 credits

CVT 2277 Lecture (25 hours, 2.5 credits)

CVT 2277L Lab (25 hours, 1.5 credits)

This course helps prepare students to take the advanced EKG equipment course and to apply advanced cardiac monitoring practices. Students will also learn how to apply research and evidence based education to monitoring practices.

Prerequisite: Introduction to Electrocardiograms

CVT 2888 EKG Extenship and Capstone
100 hours, 4 credits

CVT 2888 Lecture (20 hours, 1 credit)

CVT 2888L Clinical (80 hours, 4 credits)

This course is designed to provide the student with experience in a clinical setting that includes performing cardiac testing, evaluating EKG results, and effectively communicating with patients and patient care team. During the practical experience, students will participate in a capstone project that will assist students during their externship and prepare students for a certification exam.

Prerequisite: Advanced Electrocardiograms

DEP 2004 Human Growth and Development
40 hours, 4 credits

This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.

Prerequisite: none

DIG 1109C Introduction to Multimedia Design
40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements is stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Computer Graphics

DIG 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 present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and societal aspects of games.

Prerequisite: none
DIG 128C Digital Media Assembly 40 hours, 3 credits

This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML 5 and CSS 3 as well as an introduction in scripting using PHP as well as JavaScript. In addition, the core principles of social media application development are covered. Prerequisite: Programming Fundamentals

DIG 2490C Digital Media Assembly 40 hours, 3 credits

This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML5 and CSS3 as well as an introduction in scripting using PHP as well as JavaScript. In addition, the core principles of social media application development are covered. Prerequisite: Programming Fundamentals

DIG 2950 Multimedia Portfolio Development 20 hours, 2 credits

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 motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene. Prerequisite: Programming II

DIG 3117C Principles of Shader Programming 50 hours, 4 credits

This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and texturing are all covered in this course. Prerequisite: Principles of Computer Graphics

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 development of general quality assurance methods. Topics include strategies for playtesting and including playtesting feedback in the development process. 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 understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure. Prerequisite: Digital Media Assembly

DIG 3323 Polygon Modeling 60 hours, 4 credits

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

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

This course is for photographers and artists who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will also study digital camera usage, the mechanics of calibration and other more advanced sets of controls in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work. Prerequisite: 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 printed 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 349C Game and Simulation Theory

This course introduces students to the study of computer games and simulations. Students will learn the fundamentals of game design, including storyboarding, scriptwriting, and gameplay mechanics. The course will also cover the history of computer games and their impact on society.

Prerequisite: Digital Media Production

DIG 3792 Game Planning and Development Strategies

In this course, students will learn how to plan and develop game projects from start to finish. They will learn about the game development cycle, from concept to completion, and gain hands-on experience in planning and coordinating game development projects.

Prerequisite: Digital Media Production

DIG 4792 Game Audio Assets

This course covers the basics of game audio design and implementation. Students will learn about the different types of game audio, including music, sound effects, and voice acting. They will also learn about the technical aspects of game audio, such as sound design and sound programming.

Prerequisite: Digital Media Production

DIG 4932 Video Game Production Project I

This course is a continuation of the Game Production Project I course. Students will work on their final game project, focusing on implementation and final release. They will learn about the various stages of game development, from design to release, and gain hands-on experience in creating a fully functional video game.

Prerequisite: Game Production Project I
This advanced course in audio/video production exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students may work as a team on this project. Prerequisite: Digital Media Production

DIG 4934 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 will study various theories and techniques to complete a professional summative 3D animation project. Prerequisite: Advanced HTML coding with CSS

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

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

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

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

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 skills such as time management, motivation and mindset, learning about learning, information literacy, as well as problem solving and critical thinking. The skills covered in this course will 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, 4 credits
This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the 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 his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview. Prerequisite: none

E270 Sophomore Seminar
0 credits
This seminar course challenges students at the end of their sophomore year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar the quarter in which they finish the Diploma course requirements. Prerequisite: none

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

E410 Senior Seminar
0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from a Bachelor's degree program. Prerequisite: none

ECO 1000 Principles of Economics
40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economics will be explored. This course includes microeconomics and macroeconomics concepts. Prerequisite: none

ECO 2013 Macroeconomics
40 hours, 4 credits
In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered. Prerequisite: none

ECO 2023 Microeconomics
40 hours, 4 credits
Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems. Prerequisite: none

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

Prerequisite: Foundations of Child Development

ECC 1700 Foundations of Child Development
40 hours, 4 credits
This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system. Prerequisite: none

ECC 1735 Health, Safety, and Nutrition/CDA Application
40 hours, 4 credits
This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system. Prerequisite: none

ECC 1860 Knowledge: Externship I
180 hours, 6 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults. Prerequisite: none

ECC 1861 Application: Externship II
180 hours, 6 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership. Prerequisite: Knowledge: Externship I
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COURSE DESCRIPTIONS

EEC 1862 Reflection: Externship III
180 hours, 6 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 in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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

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

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

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

EEC 2279 Parent Education
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. The course will explore issues that families of today face.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

EEC 2412 Involving Parents
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 2414 Inclusive Early Childhood Education
40 hours, 4 credits
This course will provide the foundation for resourse, 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

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

EEC 2930 Early Childhood Education Capstone
20 hours, 4 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.

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

EEX 10 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 factors 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
Students will learn about intentionality in teaching and selecting best practices for young children's learning and development. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social skills and understandings, physical movement and visual arts.
Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession
EEC1865 Teacher Reflection III:
The Intentional Teacher
60 hours, 6 credits
Students will learn about intentionality in teaching and selecting best practices for young children’s learning and development. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social skills and understandings, physical movement and visual arts.
Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession

40 hours, 4 credits
This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored.
Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession

This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored.
Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession

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EVR 3140 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 geography. Topics that are interwoven throughout the course include principles of ecology, as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none

FIL 3000 Film Appreciation 40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form.
Prerequisite: none

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

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

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

GEB 1011 Introduction to Business 40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none

GEB 1014 Project Planning and Documentation 40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is intended with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.
Prerequisite: none

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 accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-Business.
Prerequisite: none

GEB 2930 Business Capstone 20 hours, 2 credits
This course 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 professional managers. Topics to be covered include: an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, financial risk management, working capital management, capital structure, and multinational finance, as well as other topics.
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 effectiveness of leadership are explored as they pertain 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 4220 Managing a Diverse Workforce 40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes and their implications within organizational settings, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in business and managing people within a global setting.
Prerequisite: none

GEB 4305 Statistics for Managers 40 hours, 4 credits
This course will utilize a statistical computer package, and examine 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 and multiple linear regression.
Prerequisite: none

GEB 4410 Advanced Principles of Marketing 40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand strategy, building marketing programs, market segmentation, and analyzing 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 development 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 presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Ethics Around the Globe or Business Law

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

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

GMA 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 kinematics. 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-requisite: Digital Illustration

GMA 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

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

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

GMA 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, booties, 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 126C Typographic 40 hours, 3 credits
This course is an introduction to typographic design for static contexts in print and screen and kinetic contexts in web and broadcast. Basic typographic vocabulary is introduced, and the role of typographic fundamentals are emphasized. Theoretical presentation is explored through design practice both on paper and utilizing industry standard Adobe software. Multiple exercises are culminated in a major typographic project for print, web, and broadcast. Prerequisite: Design Foundations

GRA 129C 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 lighting various model scenarios, will be explored and then further refined through examining output from multiple renderers. Prerequisite: 3D Modeling

GRA 128C 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 being able to experiment with color and color techniques, 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 137C Fundamentals of Web Design 50 hours, 3 credits
This course is an introduction to the World Wide Web and the design and development of web sites. It provides a foundation in the planning, designing, and production of web pages through the creation of HTML and CSS using industry-standard web development software. Key components of the course include web design principles, website management and management of content and structure, optimized image production, web typography and usability. Prerequisite: Interactive Media

GRA 146C 3D Animation 40 hours, 3 credits
Building upon knowledge of 3D modeling and rendering and 3D animation from earlier coursework, this course will focus on advancing 3D animation skills, techniques, and proficiency towards creating an animated digital short film. Emphasis on refining application of the 12 animation principles, life-like animation, forward and inverse kinematics, scene staging, and camera work. This course will provide training in a variety of industry-standard 3D design software. Prerequisite: 3D Lighting, Texturing, and Rendering

GRA 149C Digital Illustration 40 hours, 3 credits
In this course students will create illustrations with industry standard digital software. Concepts and themes developed into visual printed 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 comprehensiveness, to final illustrations, will be presented. Prerequisites: Drawing from Observation, Design Foundations

GRA 155C 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, storytelling, animatics, character model sheets, and other processes integral to completing a finalized animated film. Sketches, storyboards, 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 animation and digital animation projects. Prerequisite: Design Foundations

GRA 166C7 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 style sheets, the student is introduced to best practices, interface design, and the development of flexible, multi-users. Usability and accessibility are also explored in greater depth, using advanced web development tools. Needs of the visitor will be taken into account, including how much information the visitor desires and how much time the visitor is willing to spend. Professional artist’s sample work 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 upon previous knowledge to advance student’s skills with a variety of industry-standard Adobe design software. Prerequisite: Color Theory

GRA 244C2 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 assemble a demo reel of motion work. Software training builds upon previous knowledge to advance student’s skills with a variety of industry-accepted Adobe design software. Prerequisite: Audio/Video Editing

GRA 252C2 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 creation, animation, audio 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 260C7 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 newly created projects. Students will create a final portfolio/demo reel using a consistent theme and targeting an intended market based on their career path they are pursuing. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: User Experience Design

GRA 275C 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, and 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

GRA 281C9 Scripting for Web Servers 40 hours, 3 credits
This course dives deeper into the power of web development through server-side programming. Building upon Introduction to Web Scripting, the student will explore and interact with server-side databases and collect and manipulate data using general PHP scripting language. Students will create dynamic content for web pages to perform simple calculations, collect visitor information, and interact with basic databases. Prerequisite: Introduction to Web Scripting

GRA 293C 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. Students will learn to design 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 upon a 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 312C 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 1320 through the end of the 20th century will be a key focus of the course, with a larger focus on the development of graphic design through the digital revolution to present day. Western and non-western graphic design is represented, with a strong emphasis placed on critical analysis, design theory, analysis, communication, global perspectives, and cultural impacts. Prerequisite: Art Appreciation
GRA 3234C Advanced Typography
60 hours, 4 credits
In this course, students will expand their understanding of the use of typography for the successful communication of messages and the enhancement of meaning in visual art and design work. The course will expand on topics such as: information hierarchy, meaning, reading order, and the language of kinetics.
Prerequisites: 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.
Prerequisites: Digital Photography

GRA 3487C 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 course work, and contributing to a strong professional portfolio. Theoretical art projects such as a photo essay and theme based art image series will be included. This course will include instruction on: setting project requirements, design elements related to digital images, software interface specifics, input, output, image manipulation, and publishing. Experience in industry standard Adobe software is included in the course.
Prerequisites: Advanced Color Theory

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

GRA 3678C Advanced 3D Modeling
60 hours, 4 credits
This course will further prepare a student for industry-accepted Adobe design software. Students will continue to advance student’s skills with a variety of animation, visual effects, and other more advanced sets of controls.
Prerequisite: Advanced Motion Graphics

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

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

GRA 4228C Media Campaign Design
60 hours, 4 credits
Students create a project around an original concept, theme, and purpose resulting in a portfolio project that advertises, promotes, or presents a product or service. Some examples may include: product launch of a real or fictitious product or service, or a public service announcement of a social issue or public concern. The final portfolio piece must contain a component for an online social media asset, and web and may include graphic design, animation, CGI, interactivity, social media, or video. The final project will be presented to the course team and the class for critique. This course will incorporate a variety of software used in web design such as: WYSIWYG, Dreamweaver, and Flash.
Prerequisites: Digital Media Project

GRA 4305C Advanced Short Film Project
60 hours, 4 credits
This course combines the accumulated knowledge of narrative and non-narrative digital film creation as well as graphic motion. The culmination of this knowledge will be a final digital short film project using video, audio, story writing, storyboarding, casting, and production techniques. Students will be expected to explore various theories and techniques to complete a professional short film project.
Prerequisites: Advanced Motion Graphics

GRA 4419C 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 their portfolio, including, but not limited to: video, image capture, audio recording, 3D renderings, website design, motion graphics, and user interface design. Students will present the included projects within the class to receive feedback from their instructor and classmates, and then design, and assemble a polished web-based portfolio or demo reel as well as a print-ready portfolio.
Prerequisite: Portfolio Development

GRA 4503C Digital Effects
60 hours, 4 credits
This course explores the use and application of effects in film and video at an advanced, post-production level. Professional methods of controlling digital and analogue film and video 6D and 3D effects are examined. Students exhibit a mastery of the digital workflow by compositing footage, digital imagery, and computer graphics. 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 advance their 3D modeling and animation theory as well as principles that focus on character design and animation as it applies to virtual environments. Techniques and principles of modeling and animation are applied to the context of interactive narratives, simulations, and games. Students will engage in the study and practice rigging for games, advanced animation, morphing and blending, and other techniques to create expressive characters.
Prerequisite: Advanced 3D Modeling

GRA 4752C Advanced 3D Rigging
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 format characters, analysis of musculature for weight painting, and rigging refinement for precise articulation. This course will further prepare a student for industry certification in Autodesk software.
Prerequisites: Advanced Character Modeling

GRA 4790C Advanced PHP for E-commerce
60 hours, 4 credits
This course delves further into the use of server-side scripting and the development of web sites utilizing dynamic databases. Students will apply e-commerce concepts and knowledge of information architecture to develop a reliable, stable, expandable, and secure infrastructure for e-commerce, including content development and content management.
Prerequisite: PHP for E-commerce

HIM 1105 Introduction to Electronic Health Records
30 hours, 3 credits
In this course, students 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 EHRs, 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 on-care, off-care, and outcomes reporting.
Prerequisite: none

HIM 1110 Anatomy and Pharmacology for Coders
30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human systems 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 with course content.
HIM 1125 ICD-CM Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases—Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices. Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

HIM 1126 ICD-PCS Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases—Procedure Coding System (ICD-PCS) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices. Prerequisite: ICD-CM Coding

HIM 1222 Basic ICD-9-CM Coding
40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM Coding with developmental project to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and methodology of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices. Prerequisite: Basic ICD-9-CM Coding

HIM 1254C Ambulatory Care Coding
40 hours, 3 credits
This course provides an overview of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. Prerequisite: Medical Terminology

HIM 1240C ICD-9-CM Coding
30 hours, 4 credits
This course provides a comprehensive overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. Prerequisite: Medical Terminology

HIM 1300 Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common third party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, plan requirements, state and federal regulations, and abstracting of source documents. Prerequisite: Medical Terminology

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

HIM 2410 Health Information Law and Ethics
40 hours, 4 credits
A study of the United States legal system and various healthcare regulations and ethics on the health information management environment. Students will explore the concepts of patient confidentiality, protected health information, release of information, and professional practice law and ethics will be explored. Prerequisite: Medical Terminology

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 associated with health information services. This course includes data collection and compilation of healthcare statistics. Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

HIM 2652 Healthcare Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of the system. It provides a solid background about EHRs, their 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 explore 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 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 available to manage all aspects of health information 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 international applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored. Prerequisite: Program Admission

HIM 3105 Health Information Management Systems
40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored. Prerequisite: Program Admission

HIM 3202 Data, Information, and File Structures
60 hours, 4 credits
A lab-based environment to apply knowledge of computer architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems 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 healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, and cost benefit analysis, capitation, and cost containment techniques are introduced. Prerequisite: Program Admission

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

HIM 3544 Reimbursement Methodologies
40 hours, 4 credits
This course examines facility wide quality management and continues quality improvement models, processes, methods and tools for healthcare organizations. Emphasis will be on the evaluation of these methods and tools in the demonstration of the effectiveness and outcomes of healthcare organizations. Students will explore the importance of quality of services, safety and reduction of risk. Disease management processes, outcomes measurement, benchmarking, patient and organization safety and utilization and resource management will be included. The relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare quality will be studied. The history of quality management and future trends, including the role of health information management will be explored. Prerequisite: Program Admission

HIM 4003 Electronic Data Security
40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Information security, computer, and e-health security is explored. Students will learn to enhance confidentiality and security measures to protect electronic health information and protect electronic data integrity and availability. 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 adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research. 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 at 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 establish an agreement with the facility if one does not exist. Prerequisite: Must be completed in the student’s final quarter
HIM 4554 Strategic Planning and Development 40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.
Prerequisite: Management of Health Information Services

HIM 4360 Health Data Management 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically. 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 document forms, design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEDIS, UHDDS, OASIS including the history, purpose, and uses of each.
Prerequisite: Program Admission

HIM 4537 Health Information Management Alternative Faculty Professional Practice Experience 30 hours, 1 Credit
This course is a 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility where the student does not exist.
Prerequisite: Must be completed in the student’s final quarter

HIM 4610 Advanced Health Information Law and Ethics 40 hours, 4 credits
This course presents an advanced analysis of the impact of the United States legal system and various health care laws, regulations, and standards on the healthcare organization, patient and health information management environment and infrastructure. Patient privacy, confidentiality, security principles, quality management, protected health information, access and disclosure of personal health information including e-discovery, legal health records, personal health records, electronic health records, information security and privacy training programs will be studied. Professional certification, ethical practices and issues as well as biotechnical issues and their impact on the legal health record will be explored.
Prerequisite: Program Admission

HSA 1050 Customer Service in Healthcare 10 hours, 1 credit
This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include; the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.
Prerequisite: none

HSA 2110 Introduction to Healthcare Administration 40 hours, 4 credits
This course introduces an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of the local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be included. Students will understand the types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.
Prerequisite: none

HSA 2537 Electronic Health Records and Medical Office Procedures 40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.
Prerequisite: Medical Terminology

HSA 3109 Foundations of Managed Care 40 hours, 4 credits
In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care.
Prerequisite: Introduction to Healthcare Administration

HSA 3110 Introduction to Healthcare Administration 40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.
Prerequisites: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records and Medical Office Procedures

HSA 3170 Financial Management of Health Care Organizations 40 hours, 4 credits
This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the component sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

HSA 3383 Quality Improvement in Healthcare 40 hours, 4 credits
This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration or Health Information Management

HSA 4212 Regulation and Compliance in Healthcare 40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.
Prerequisities: Introduction to Healthcare Administration or Introduction to Health Information Management

HSA 3751 Healthcare Statistics 40 hours, 4 credits
Students will focus and apply the common terms, formulae, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management

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

HSA 4124 International Healthcare 40 credits, 4 hours
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and political factors.
Prerequisite: Introduction to Healthcare Administration

HSA 4150 Healthcare Planning and Policy Management 40 hours, 4 credits
This course provides a study of current healthcare regulatory 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 processing and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Healthcare Administration

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

HSA 4922 Healthcare Management Capstone 30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of healthcare core management-concepts via completion of a Capstone project approved by the instructor. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Students must be enrolled in the Healthcare Management Bachelor’s Degree program and in their last or second-to-last quarter

HSC 1410 Medical Writing, Style and Grammar 30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will lend to accurate and appropriate medical writing. Includes focusing on transcri band or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alike words will be studied and practiced and a medical terminology review will be mandatory.
Prerequisite: none

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

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

888-5-RASMUSSEN
HUS 2520 Abnormal Psychology
40 hours, 4 credits
This course will provide students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

ISM 2202C Business Intelligence Reporting
30 hours, 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.
Prerequisite: SQL Server Administration
ISM 2321 Managing Information Security
30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in an organization.
Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security
ISM 3015 Management of Information Systems Principles
40 hours, 4 credits
This course will provide students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

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

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

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

HUS 1551 Cultural Diversity in Human Services
40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural services 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
**ME 2203 Pathophysiology**

**ME 2281 Medical Assisting Clinical Externship**

Students will complete 240 hours of a Medical Assisting training experience in a physician’s office or medical center. Students must work a minimum of 20 hours per week on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and 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.

**ME 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 assistans 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.

**ME 2290 Radiography Skills**

40 hours, 5 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, interpretation and evaluation, and patient care and education, along with radiographic procedure modules that will cover each anatomic region. The course is designed for students in the program for Limited Scope of Practice in Radiography and possible employment as an X-ray operator.

**ME 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 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.

**MLT 1170 Lecture (20 hours, 2 credits)**

This course will examine how people understand their world through visual images. Students will examine how people visually gather, process, and communicate through visual presentation through media sources.

**MLT 1325 Phlebotomy**

40 hours, 3 credits

**MLT 1325 Lecture (20 hours, 2 credits)**

**MLT 1210 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.

**MLT 2121 Phlebotomy II**

50 hours, 4 credits

**MLT 2121 Lecture (25 hours, 2.5 credits)**

In this course, students will perform and observe specialized specimen collection, EUI waived laboratory testing, and collection of donor units. This course will also focus on specimen handling and transporting and assure patient and provider safety in a variety of setting. Students will learn the skills to communicate with diverse patients, patient advocates, and healthcare providers.

**MLT 2790 Phlebotomy Externship and Capstone**

130 hours, 5 credits

**MLT 2790 Lecture (10 hours, 1 credit)**

This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors, and the plane, and how to calculate cross determinants.

**MLT 2820 Medical Assisting Capstone**

20 hours, 2 credits

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

**MLT 2790L Clinical Skills I**

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.

**MEA 1206 Clinical Skills I**

60 hours, 4 credits

This course will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. This will follow applied-learning approaches to all-skilled development and performance objectives.

**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-skilled development and performance objectives.

**MEA 12243 Pharmacology**

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 body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.

**MEA 2243 Pharmacology for the Allied Health Professional**

40 hours, 4 credits

**MEA 2282 Lecture (30 hours, 3 credits)**

This course provides an introduction to microtechnology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism, requirement of 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.

**MEA 1102 Introduction to Medical Assisting**

40 hours, 3 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.

**MEA 1206 Clinical Skills I**

60 hours, 4 credits

This course will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. This will follow applied-learning approaches to all-skilled development and performance objectives.

**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-skilled development and performance objectives.

**MEA 12243 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 body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.

**MEA 2243 Pharmacology for the Allied Health Professional**

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.
NUR 1020C Fundamentals of Nursing 230 hours, 13 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standard of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the role of provider of care, manager of care, and member of the nursing profession is incorporated into the course content. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological and social sciences.
Prerequisites: Comprehensive Pharmacology; Comprehensive Pharmacology Lab

NUR 1144 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 on entry and as a provider of care. The course examines drug actions/interactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency in the ability to use pharmacological concepts and principles, and to use clinical knowledge and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.
Prerequisite: none
Co-requisite: Comprehensive Pharmacology

NUR 1172 Nutritional 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 life span. Students will be introduced to basic physiological and nutritional 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 1121C 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 are 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 1245 Introduction to Professional Nursing 40 hours, 4 credits
This course introduces the student to key concepts in professional health care. Emphasis will be placed on the expected behaviors and scope of practice for the Registered Nurse in the clinical setting. Included are aspects of patient-centered care based upon evidence and quality. The Concept-based framework for the Professional Nursing Program is integrated into the content. Emphasis is placed on interdisciplinary collaboration, communication, and professionalism. Students will gain the knowledge, skills, and attitudes needed to participate safely and effectively in the nursing profession in the role of the Registered Nurse by discovering their own learning styles and personal identities.
Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Entry Option

NUR 1237 Transitions in Nursing 30 hours, 3 credits
This course facilitates the transition between practical and professional nursing. It introduces and reinforces the roles, scope of practice, assessment, and care planning, and ethical and legal issues at the professional nurse level. Prerequisite: Florida LPN licensure

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

NUR 1460C Maternal-Child Nursing 220 hours, 12 credits
This course continues the student to develop the role as a member of the profession of nursing as a provider of care to women, children and families. Emphasis is placed on the physical, biological, and social sciences. The course will continue to build on previous concepts and clinical judgment. Building upon these critical thinking skills, ethical concepts are crucially examined and nursing informatics is introduced within the clinical setting. The 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: Professional Nursing I

NUR 2115 Fundamentals of Professional Nursing 107.5 hours, 6 credits

NUR 2115 Lecture (30.5 hours, 3 credits)
NUR 2115L Lab (25 hours, 1 credit)
NUR 2115L Clinical (52.5 hours, 2 credits)
This course is comprised of a theory, lab, 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 conceptual thought for client needs; Depression, Mood and Affect, Stress and Coping, Anxiety, Psychosis, and Violence. Special emphasis will be placed on Communication, Motivational Wellness, Nursing Ethics and Law, and Advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of skills and attitudes, inclusive of therapeutic communication, appropriate affective interactions, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing

NUR 2248 Mental Health Nursing 55 hours, 4 credits
NUR 2248L Lecture (32.5 hours, 3 credits)
NUR 2248LL Clinical (22.5 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 conceptual thought for client needs; Depression, Mood and Affect, Stress and Coping, Anxiety, Psychosis, and Violence. Special emphasis will be placed on Communication, Motivational Wellness, Nursing Ethics and Law, and Advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of skills and attitudes, inclusive of therapeutic communication, appropriate affective interactions, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing

NUR 2351 Lynch Professional Nursing II 110 hours, 6 credits
NUR 2351 Lecture (32.5 hours, 3 credits)
NUR 2351L Lab (10 hours, 1 credit)
NUR 2351LL Clinical (67.5 hours, 2 credits)
This course is comprised of a theory and lab component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as: Physical regulation, sensory perception, glucose regulation, metabolism, and immunity. This course will continue to build on previous concepts with a special emphasis on mobility, elimination, cardiovascular/coagulation integrity, perfusion, fluid/electricity and acid/base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I
COURSE DESCRIPTIONS

NUR 2633 Maternal Child Nursing Health 60 hours, 3 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 research process to improve professional nursing practice.
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

NUR 2790 Professional Nursing III 117.5 hours, 6 credits
Prerequisite: Professional Nursing II
NUR 2790 Lecture (30 hours, 3 credits)
NUR 2790L Lab (5 hours, 0.25 credits)
NUR 2790LCL Clinical (82.5 hours, 2.75 credits)
This course is comprised of a theory, laboratory, 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/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid Balance, Electrolytes, and Acid/Alkaline 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 increased proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing II
NUR 2711C Adult 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 in acute care and psychiatric settings. In this course the curriculum continues to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult healthcare in medical-surgical and psychiatric settings. The course curriculum continues to include concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan for 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 extends to the role of teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisites: Fundamentals of Nursing; Comprehensive Pharmacology; Adult Nursing I
NUR 2712C Adult Nursing III 90 hours, 5 credits
This is the third of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status. This course continues to focus on the transitional role setting promotes the student’s transition from student to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, Clinical decision making, caring interventions, teaching learning, collaboration, and leadership. This course integrates a broad in-depth application of the nursing process in the clinical management of group of patients. The course curriculum continues to integrate knowledge and skills 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 continues to build on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid Balance, Electrolytes, and Acid/Alkaline Balance, and Tissue Integrity. The theoretical basis for 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 Interdisciplinary Collaboration, Advocacy, Patient-Centered Care, Evidence-Based Practice, Education, Health Promotion, and Motivational Wellness. The student must also demonstrate increased proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate Professional Registered Nurse to complete this course.
Prerequisite: Professional Nursing III
NUR 2820 Nursing Role and Scope 20 hours, 2 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse. Client care management concepts and the legal, ethical, and professional responsibilities of the registered nurse are stressed.
Prerequisites: Maternal-Child Nursing; Adult Nursing II
NUR 2944 Professional Nursing Capstone 20 hours, 2 credits
This course reflects on the student’s journey through the Professional Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. 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 and safely transition to a beginning graduate Professional Registered Nurse role.
Prerequisites: Professional Nursing III; Role, Scope, Quality, and Leadership in Professional Nursing
NUR 3177 Health Assessment 40 hours, 4 credits
This course provides an opportunity for students to develop proficiency in comprehensive health assessment as viewed through the lens of holistic, patient-centered care. Assignments are developed to design knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examinations of the adult client are integrated within the course. Opportunities will be presented to provide for 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 student with knowledge and experience of physical body self-healing skills, multi-cultural alternative medicine theories, practice environments and interventions that can be integrated safely into nursing and the nurse’s personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined through the application of the models and the scientific evidence body of knowledge.
Prerequisite: Applied Pathophysiology or Co-requisite: Clinical Nursing
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 experience of interfusing body self-healing skills, multi-cultural alternative medicine theories, practice environments and interventions that can be integrated safely into nursing and the nurse’s personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined through the application of the models and the scientific evidence body of knowledge.
Prerequisite: Applied Pathophysiology or Co-requisite: Transcultural Nursing
NUR 3500 Quality and Safety in Nursing Practice 40 hours, 4 credits
This course focuses on the critical review of current quality and safety issues in healthcare and nursing. “Quality & Safety Education for Nurses” (QSEN), “Institute of Medicine” (IOM) reports, regulatory bodies, and the impact of Magnet Status are identified and examined within the course. Students will increase their understanding of best practices, safety standards, and quality initiatives in the healthcare setting. Emphasized within this course is Quality and Safety Education for Nurses (QSEN) Competencies. This course examines QSEN as a conceptual framework which can lead to improvement of patient safety outcomes through managing human behavior and system design.
Prerequisite or Co-requisite: Dimensions of Professional Nursing
NUR 3565 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 how social and economic factors influence the nursing practice. This course includes an overview of major contemporary issues in nursing with a critical-thinking approach to evidence-based nursing practice. Opportunities will be presented that provide for strengthening critical thinking skills and the development of a personal philosophical framework and structure for practice.
Prerequisites: Current, unencumbered RN license that is valid in the United States. Completion of all core prep course work, including a minimum of 32 credit hours of transferable general education course work 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 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 research process to improve professional nursing practice.
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
OST 1764C Word for Windows 40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts taught in Microsoft Office Word. Students will be introduced to word processing, including spell checking from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the word portion of the MOS certification exam.
Prerequisites: 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 correct spelling of medical terms, as well as proper report format.
Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding
OST 2456 Medical Administration Capstone 10 hours, 1 credit
This capstone course is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisites: Medical Administration studies and successful completion of the second-to-last quarter
PHA 1500 Structure and Function of the Human Body 40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisites: None
PHA 1520 Ethics Around the Globe 40 hours, 4 credits
This course is a study of various and common ethical principles around the world and their relationships to morality and professional responsibility. Emphasis is placed on the application of ethical theories to problems faced in increasingly globalizing business and society.
Prerequisites: None
PHA 2103 Introduction to Critical Thinking 40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisites: English Composition
PLA 1013 Introduction to Law and the Legal System 40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal issues. Students will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisites: none
PLA 1203 Civil Litigation and Procedure I 40 hours, 4 credits
Students will examine the lawyers and paralegals' roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: Introduction to Law and the Legal System or enrolled in Certificate
PLA 1573 Contracts: Managing Legal Relationships 40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.
Prerequisites: 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.
Prerequisites: Introduction to Law and the Legal System
PLA 2320 Legal Research 40 hours, 4 credits
This course introduces the student to the 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 their interests. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.
Prerequisites: Introduction to Law and the Legal System or enrolled in Certificate
PLA 2330 Legal Writing 40 hours, 4 credits
Students will become familiar with mortgage foreclosures, title searches and a thorough understanding of the structure of the federal and state court systems, students will be introduced to case and statutory analysis and the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize legal cases and statutes. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memorandums of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items necessary in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
Prerequisites: Legal Research; English Composition
PLA 2435 Corporate Law 40 hours, 4 credits
This course will provide students an overview of the corporate structure of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisites: Introduction to Law and the Legal System
PLA 2476 Employment Law 40 hours, 4 credits
Students will develop an understanding of the legal and ethical 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.
Prerequisites: Introduction to Human Resource Management
PLA 2587 Torts: Auto Accidents and Other Legal Injuries 40 hours, 4 credits
This course examines 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.
Prerequisites: Introduction to Law and the Legal System
PLA 2610 Real Estate Law 40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the general principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and the principles of tort law.
Prerequisites: Introduction to Law and the Legal System
PLA 2610 Real Estate Law 40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perorations and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisites: Introduction to Law and the Legal System
PLA 2800 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
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 the individual as a patient and understanding the healthcare setting, and basic knowledge in wellness and disease throughout the lifespan. Topics will include therapeutic communication, ethics, patient care, cultural competence, and identifies nursing strategies to meet the global and diverse patient and community.
Co-requisites: Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

PRN 1011LL Fundamentals of Practical Nursing Clinical
60 hours, 2 credits
This course presents students with hands on skills needed to provide introductory nursing care to patients. Emphasis is placed on patient safety and nursing skills needed to care for 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 Fundamentals of Practical Nursing and Fundamentals of Practical Nursing Laboratory courses.
Co-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory

PRN 1075 Medical Surgical Nursing I
40 hours, 4 credits
This course provides students with the skills needed to provide nursing care to patients. Emphasis is placed on patient safety and nursing skills needed to care for patients in the healthcare setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing I course.
Co-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory

PRN 1075L Medical Surgical Nursing I Laboratory
20 hours, 1 credit
This course provides students with the skills needed to provide nursing care to patients. Emphasis is placed on patient safety and nursing skills needed to care for patients in the healthcare setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing I course.
Co-requisites: Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

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

PRN 1128LL Mental Health Nursing Clinical
30 hours, 1 credit
This course provides students with experiences and opportunities to integrate learning, skills, and attitudes in providing, safe, quality care for a diverse set of clients across the lifespan. Special emphasis is placed on teamwork, communication, and nursing informatics as they pertain to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.
Prerequisite: Admission to the Practical Nursing Program
Pre or Co-requisite: Introduction to Practical Nursing

PRN 1245 Medical Surgical Nursing II
40 hours, 4 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 II course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Medical Surgical Nursing I Clinical

PRN 1279 Medical Surgical Nursing II
40 hours, 4 credits
This course provides students with an introduction to medical surgical nursing. Emphasis is placed on patient safety and nursing skills needed to care for 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 Mental Health Nursing course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Medical Surgical Nursing I Clinical

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

PRN 1279 Medical Surgical Nursing II
40 hours, 4 credits
This course provides students 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 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 II course.
Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

PRN 1279LL Medical Surgical Nursing II Clinical
90 hours, 3 credits
This course provides students with hands on skills needed to provide nursing care to patients in the 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 II course.
Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

PRN 1304 Gerontological Nursing
30 hours, 4 credits
This course explores care for the older adult. The content builds on previous learning experiences to incorporate a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult patient. Content will address the psychological, cultural, spiritual, legal, and ethical aspects related to geriatric nursing care.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

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 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 Gerontological Nursing course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

PRN 1304L Gerontological Nursing Clinical
90 hours, 4 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 Gerontological Nursing course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

Co-requisite: Gerontological Nursing
PRN 1356: Basic Pharmacology 40 hours, 3 credits
PRN 1356 Lecture (20 hours, 2 credits) PRN 1356 Lab (20 hours, 1 credit)
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Theoretical Emphasis is placed on patient safety and nursing skills related to disorders of the integumentary, immune, gastrointestinal, and neurological systems. Prerequisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical

PRN 1495LL Medical Surgical Nursing III 90 hours, 3 credits
This course provides students with hands-on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing III and Medical Surgical Nursing III Laboratory courses. Prerequisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical

PRN 1555: Psychosocial Nursing 55 hours, 4 credits
This course is comprised of a theory component that focuses on the care of clients with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Motivational Wellness, Psychosocial Integrity, Addiction, and Violence. Special emphasis will be placed on Nursing Judgment related to Patient-Centered Care, Teamwork, and Communication when approaching this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, as it applies to pharmacologic therapies in this setting, will be introduced. The student must demonstrate proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course. Prerequisite: Practical Nursing I

PRN 1570: Family Nursing 20 hours, 2 credits
This course provides students with an introduction to maternal child nursing. Content includes concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as issues. Emphasis is placed on family centered care. This course incorporates nutritional requirements and pharmacological knowledge and skills.

PRN 1648: Medical Surgical Nursing IV 55 hours, 2.5 credits
This course continues to build upon critical thinking concepts and nursing judgment to ensure basic safety in the administration of medications at a beginning Practical Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.

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

PRN 1417: Practical Nursing II 110 hours, 6 credits
PRN 1417 Lecture (32.5 hours, 1 credit) PRN 1417L Lab (10 hours, 1 credit) PRN 1417LL Lecture/Lab (62.5 hours, 2 credits)
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Practical Nursing I. Theoretical content is placed on concepts such as Surgical Integrity, Pain Management, and Glucose Regulation. This course will continue to build on previous concepts with a special emphasis on Fluid/ Electrolyte and Acid/Base Balance, Elimination, Mobility, and Infection Control. The theoretical basis for Nursing Judgment, Communication and Teamwork in the Clinical Setting, is required for successful completion of this course. The student must also demonstrate increasing proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Practical Nursing I

PRN 1486: Gerontologic Nursing 30 hours, 2 credits
This course is comprised of a theory component where students acquire knowledge, skills, and attitudes to safely and effectively support the Functional ability of the aging adult. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Neurological Adaptation, and End-of-Life Integrity. This course will continue to build on concepts required to meet basic health and wellness needs that are specific to the aging adult. Communication, Critical Thought and Clinical Judgment, as well as Placebo Use and Ethics and Law as it applies to this specific population. Students are expected to apply Nursing Judgment and Critical Thought to principles presented in this course throughout concurrent and future Nursing Lab and Clinical Experiences.

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

PRN 1495: Medical Surgical Nursing III 40 hours, 2 credits
This course provides the student with a continuation of medical surgical nursing. Emphasis is placed on nursing care along the health illness continuum for patients with disorders of the integumentary, immune, gastrointestinal, and neurological systems.

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

PRN 1495L Lecture 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 III and Medical Surgical Nursing III Laboratory courses. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse; Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.

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

PRN 1616: Practical Nursing Seminar 20 hours, 1 credit
This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and patient role. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse; Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.

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

PRN 1648: Practical Nursing III 115 hours, 6 credits
PRN 1648 Lecture (70 hours, 3 credits) PRN 1648L Lab (10 hours, 0.5 credit) PRN 1648LL Clinical (75 hours, 2.5 credits)
This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and nursing abilities required for the Practical Nursing Role. Emphasis is placed on concepts such as Neurological Adaptation, Cellular Regulation, Holistic Therapy, and Crisis/Disaster Nursing. This course will continue to build upon critical thinking concepts and nursing judgment to ensure basic safety in the administration of medications at a rn. 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 demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete the course.

Prerequisite: Practical Nursing II

PRN 1932: Family Nursing 60 hours, 4 credits
PRN 1932 Lecture (30 hours, 3 credits) PRN 1932L Lab (10 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 III and Medical Surgical Nursing III Laboratory courses. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse; Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.

Prerequisite: Practical Nursing I

PRN 1971: Practical Nursing Capstone 20 hours, 2 credits
This course reflects on the student's journey through the Practical Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Quality Improvement, Professionalism, and Leadership. Students will gain knowledge and skills, and attitudes needed to successfully complete the NCLEX-PN and safely transition to a beginning Graduate Practical Nurse role.

Prerequisite: Practical Nursing III

PRN 1010: General Psychology 40 hours, 4 credits
This course provides students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.

Prerequisite: none

PRN 2420: Abnormal Psychology 40 hours, 4 credits
This course teaches students the applied discipline of abnormal psychology. Students will explore abnormal behavior in disparate societies and cultures. Applications include individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables which may affect a person's ability to adapt and function in a community will be considered, such as genetic makeup, physical condition, reason, and socialization.

Prerequisite: General Psychology

PTN 1001: Introduction to Pharmacy 40 hours, 4 credits
An introduction to the technician's role in pharmacy practice. The student will gain a basic knowledge of chemistry and become familiar with pharmaceutical terminology. Emphasis will be placed on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.

Prerequisite: none

PTN 2017: Pharmacy Math and Dosages 40 hours, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosages, conversions, and solutions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.

Prerequisite: Introduction to Pharmacy

PTN 2050: Pharmacy Technician Capstone 30 hours, 3 credits
This course is an overview of all pharmacy technician courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

Prerequisite: Pharmacy Technician student in last or second-to-last quarter.

PTN 2220: Pharmacy Software, Automation/Insurance Billing 40 hours, 4 credits
Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Students will gain understanding of various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.

Prerequisite: Pharmacy Math and Dosages
PTN 2340 Unit Dose and Medication Preparation
40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. 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: none
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 1528 Scientific Literacy
40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuses of science.
Prerequisite: none
SYO 4180 Work and Family
40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals’ work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none
TAX 2002 Income Tax
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.
Prerequisite: Financial Accounting II
TAX 3010 Taxation of Individuals
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.
Prerequisite: Financial Accounting II
TAX 4011 Advanced Federal Tax Theory
40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals
WST 4350 Gender in Math and Science
40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none
SYG 1000 Introduction to Sociology
40 hours, 3 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
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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
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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.
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This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
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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.
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Prerequisite: none
ADMISSIONS AND ENROLLMENT PROCEDURES

Congratulations on taking the first steps toward earning a college degree. 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 paperwork requirements are complete, submitted, and verified
• Criminal background check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  – TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  – Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that:
    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 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 invalidated 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 in English and/or mathematics and will not require remedial coursework in this area. Students providing a transcript with a conferred Associate’s degree or higher and indicating a passing grade in college-level mathematics are not required to complete the College entrance placement examination 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 Course three months after the start of the first attempt. The student may be allowed to retake earlier than the three months upon a granted appeal. A third and final attempt may be granted based on two conditions: 1) one year has passed since the original first attempt; 2) with 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 Nursing Law Enforcement AAS, Nursing, Flex Choice or AcceleratedED 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 Nursing 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.

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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.

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

Academic Information and College Policies
ADMISSIONS REQUIREMENTS

Background Checks
For some programs, Rasmussen College requires applicants to pass a background check prior to admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or acquire unnecessary student loan debt.

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 in addition to 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

In Minnesota, the following programs require a Minnesota Bureau of Criminal Apprehension background check in addition to the general background check for admission:
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

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

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

General Criminal and FDLE Background Check Process:
A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Check Form, as well as a Background Check Attestation. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. A student enrolling in a program that requires a background check before applying must have his/her background check before applying. If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course resources.

If a student chooses to appeal his/her termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process may delay a student’s funding until the background check process is complete.

The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in the background check may prevent the student from completing practicum activities, field trip experiences, and/or finding employment in field after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter the student may contact the background check firm directly to discuss issues contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide additional information or documentation in support of such a request for reconsideration.

Minnesota Department of Human Services Background Check Process:
A student enrolling in any of the MDHS designated background check programs must complete a Background Release Form, as well as a Background Check Attestation. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a criminal background check before applying must have his/her background check completed before applying. If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course resources. If a student chooses to appeal his/her termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student who receives a MDHS yellow letter may attend class for one quarter while the background check process is complete. A student who receives a MDHS blue letter or denied letter may not continue to the next quarter. A student who receives a MDHS yellow letter may attend class for one quarter while the background check process is complete. A student who receives a MDHS blue letter or denied letter may not continue to the next quarter.

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Applying for Admission into the School of Nursing Practical Nursing 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 to 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 score above or transferred a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

2. 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 admission:
   - Rasmussen College Application
   - Health Physical and proof of vaccinations
   - The student will be required to have current Basic Life Support and/or Current Provider Card in Pediatry
   - Current CPR and/or AED certification
   - Certified driving record documentation
   - Criminal Background Screening
   - Any additional program specific requirements as specified at the time of enrollment.

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 successfully completed College entrance placement requirements above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.

2. Applicants must achieve a score on the School of Health Sciences Entrance Exam which is acceptable for admission 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 Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
   - Application
   - Background screening
   - Any additional program specific requirements as specified at the time of enrollment.

Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake the Entrance Exam according to test/re-test limitations and must meet the following composite score threshold(s):

- TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Mobility Bridge Entrance Exam. Opt: 65 or higher composite score
- TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55% or higher composite score
- TEAS Scores for eligibility for MLT or ST programs: 55% or higher composite score

Applying for Admission to the School of Health Sciences Associate’s Phlebotomy Specialization Degree or Certificate

In addition to the College entrance requirements, applicants pursuing admittance into the Phlebotomy Certificate or Health Sciences Associate’s degree programs must complete the following prior to being deemed eligible for admission:

- The applicant will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The course must have been issued by either the American Heart Association Healthcare Professionals or American Heart Association Professional/Residential Rescuers.
- Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.
- Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed.

Applying for Admission into the School of Nursing RN to BSN Program

Complete Application Requirements:

- Applicants to this program must have a current unencumbered Registered Nurse license, which will be verified.
- Applicants to this program are exempt from the Entrance Placement Exam requirements.
- 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 into Law Enforcement Programs

Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require developmental coursework. 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. Applicants with lower than admissible scores may choose to repeat the application process once an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors with College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

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

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

Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator/Director.

Following this interview, applicants can continue with the necessary steps to proceed, which include:

- Application
- Provide official high school and college transcripts
- Rasmussen College background check
- Any additional program-specific requirements as specified at the time of enrollment
Upon completing the application process, the completed file will be reviewed by 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 and online based on space available.

**Rasmussen College Early Honors Program Terms and Conditions**

Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

- Applicants must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Applicants must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Applicants must submit a signed Early Honors High School Approval Form.
- Applicants must be high school juniors or seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Applicants must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- Enrollment in the Program is limited to 20 students per quarter, per campus.
- Early Honors students may enter the Early Honors Program in the fall quarter of their junior year.
- The Early Honors program ends with the completion of spring quarter of the student’s senior year.
- A maximum of 24 credits per student can be taken in the Early Honors Program.
- Early Honors students may take up to 8 credits per quarter without a tuition charge.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Early Honors students may take one course in their first quarter of enrollment. Upon receiving a grade of B or higher in their first course, students can request to be scheduled for the second quarter.
- Students must maintain a cumulative grade point average of 3.0 in order to take two courses per quarter.
- Early Honors Applicants must meet with the Director of Admissions and Dean before being accepted to the Early Honors Program to ensure they meet all criteria and requirements, and to approve their schedule.
- Early Honors students will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog.
- Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students.
- Early Honors students are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students enrolling 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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,730</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>
<td></td>
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</tr>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td><strong>FEDERAL LOAN PROGRAMS</strong></td>
<td></td>
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</tr>
<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 &amp; above - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000, 3rd Year &amp; above $7,000</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td><strong>VETERANS’ BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>

Gift aid and work study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.
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 (of $500 per quarter) while attending as a full-time student ($2,800 more). Recipients can use these funds toward the cost of tuition and fees for one course each quarter. When you accumulate a total of 30 credit hours, you may receive additional funds. Rasmussen College will extend the discount to employees. Contact your campus for details.

For a complete list of terms and conditions, visit rasmussen.edu/achievescholarship.

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 tuition rate at the time of enrollment.

In order to be eligible for the scholarship, new students must enroll at Rasmussen College in one of the select programs or the designated start date. Students must be continuously enrolled and maintain a minimum GPA 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/realchange.

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 offer an enrollment discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

Corporate Discount

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

Restrictions

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

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

Students can combine any of the above with the Real/Change Scholarship, if they are eligible. The Real/Change Scholarship cannot be combined after the primary scholarship or grant has been applied.

Employer Tuition Reimbursement

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

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

High School Professional Program

Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who work 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 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. Each technology course requires access to specialized hardware and software, which are available to students at all Rasmussen campuses. High School Professional Program participants electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course. Grades will be recorded as audit grades with the student classified as an audit student. Rasmussen College Academic Policies apply to participants in the High School Professional program.

AcaDeMIC PoLiCIES

Class Content

The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any class or program where enrollment is under 12 students.

Class Standing

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

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

Some 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
• Graphic Design
• Health Information Technician
• Human Resources and Organizational Leadership
• Human Services
• Information Technology Management
• Marketing
• Medical Administration
• Paralegal
• Pharmacy Technician
• Software Application Development
• Web Programming

Diplomas

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

Individual Progress

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The Rasmussen College entrance placement exam is not required for individual progress 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 awarded 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 “ZC”, “W”, “NU”, “NUR”, “PN”, “PT”, “ML”, and “MW.” 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. To complete a course, “Audit” assessment is required upon completion of the course. Students may choose to convert the Audit grade to a letter grade and earn credit for an additional fee. An audit student is not 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 Education and Rasmussen College Entrance Placement Exam Policy

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation coursework reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher or a grade of Pass in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement exam. Placement into Foundation coursework is the completed college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the college entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of “S” in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and 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 8080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Student who place below the level of 8080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

* These include official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning, as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA).
Foundation Courses Timeframe
To help ensure student success, students requiring 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 (B068) in their first quarter of enrollment and the second course, Combined Basic and Intermediate Algebra (B095) in either the lecture or lab component, each component of the course. If a student withdraws from or does not pass a Foundation course, the student must successfully complete the course in the subsequent full quarter of enrollment or the student will be dismissed from the College. As such, any required Foundations courses must be completed no later than 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 (B068) and one additional course in their program of enrollment prior to enrolling in the foundation math course. Upon successful completion of the first foundation course, Reading and Writing Strategies, and at least three credits of coursework in their program with a grade of C or higher, the student will be allowed to take a full-time credit load, if desired.

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

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

Seminar Course Grading
1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/UX courses). The following grading scale is then used to determine if students have passed the courses:

SX 73% or higher UX Below 73%

2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar course designated for each program.

3. If a student does not successfully submit an assigned GAP general education assessment piece in the appropriate seminar course, then he or she will be unable to earn enough points to pass that seminar course. E185, E270, E320, and E410 Seminars
SX 73% or higher UX Below 73%

Common Grading System Percentage Scale
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- 0.75
F 0.00 Failure
AUDIT NA Audit
NA NA
Course Waiver
NA NA Failure Dropped
Incomplete
NA NA
Pending Transfer Credit
NA NA Unsatisfactory
S/SX NA Satisfactory
TO NA Test-Out
TR NA Official Transfer Credit
UX/UX NA Unsatisfactory
UXD/UXD NA Unsatisfactory Drop
NA NA Withdrawal Fail
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. Completing the competency demonstrates 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 an self-paced, self-directed format. Demonstrated 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 College 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 not be allowed to attempt the equivalent competency course. A student may attempt a competency course and later enroll in an equivalent instructor-led course, as long as the competency transfer credit has not been awarded.
- Competency courses will not count as credits for financial aid eligibility.
- Students have 60 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.
- Competency courses must be completed prior to or concurrently with the final instructor-led courses in the program.

Health Sciences Programs Grade Scale
The following grade scale applies to all BMS, CVT, EK, HH, HIM, HSA, HSC, M, MA, MEA, ML, MTS, OST, PB, PC, PT, PDN, 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%
F Below 73%

School of Health Sciences may contain a co-requisite lab component, co-requisite externship and/or practicum learning component, or both in addition to the lecture 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 lecture, lab, 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 the 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, PN, and PRN course work 000 through 4999.
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 lecture 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 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 do not successfully complete their Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second or third time may count the credits for the course toward the student’s GPA calculation only if they earned an “F/FA” in all previous attempts of that course. If a student elects to repeat a course for a second or third time, the course grade earned the first time (“F/FA” was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered “passing” than what the student has previously earned. In this case if the student fails the previously passed course all future eligibility to receive financial aid toward that course is discontinued. The credits for all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA. The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher or a grade of PASS and transferring it back in to Rasmussen College, in accordance with the transfer of credit manual that discusses the expectations, and procedures for accepting credits. In this case, an “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 who fail a required Foundation course a third time, are not eligible to enroll in any Rasmussen College course, in accordance with the transfer of credit manual that discusses the expectations, and procedures for accepting credits. In this case, an “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 who fail a required Foundation course a third time, are not eligible to enroll in any Rasmussen College course, in accordance with the transfer of credit manual that discusses the expectations, and procedures for accepting credits. In this case, an “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 who fail a required Foundation course a third time, are not eligible to enroll in any Rasmussen College course, in accordance with the transfer of credit manual that discusses the expectations, and procedures for accepting credits. In this case, an “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).
Late Assignment Submission Policy

Students may submit work up to seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% penalty is assessed for each additional day late. In certain cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Online discussions conclude at the end of the current week/module. Discussion posts made after the end of the current week/module will not be accepted.

Incomplete Grade Policy

An ‘I/N’ indicates an incomplete grade, and is a temporary grade for a course in which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the term. An incomplete in good standing may be granted to students in good academic standing at the end of the term. An incomplete grade not completed by the last day of the academic term unless an incomplete has been requested and granted beforehand.

Incomplete Grade Policy

An ‘I/N’ indicates an incomplete grade, and is a temporary grade for a course in which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the term. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed by the instructor which includes:
   a. The work to be completed.
   b. Qualifications for acceptable work.
   c. The deadline for completing the work (within two weeks of the end of the term).
   d. The grade to be entered should the student not complete the work by the deadline (the calculated grade).
   e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

2. Incomplete records will be maintained in the student file.

3. The student’s Dean must be informed of all incompletes granted by instructor. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the stated deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.

4. By completing the work, one of the following will apply:
   a. The student will learn substantive information by completing the work.
   b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

5. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.).

6. Credits for all incomplete courses will be counted as earned if the student has not earned the grade in the quarter of enrollment. Incomplete grades must be completed within two weeks of the end of the term. An incomplete grade not completed by the student may be changed by the instructor in accordance with 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 an ‘I/N’ 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 the 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, misapplied assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grades changes must be consistent with course policies 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 for grading change grades. Instructors will have one week from the time they are contacted by students to consider any request for grade changes. Incomplete 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 under which 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 who has no longer been 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 passing grade in the programmatic coursework delivering two proctored NCLEX Clinical Competency 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 on their second attempt will receive an incomplete grade for the course and be scheduled for remediation through the campus and/or ATI services during the subsequent quarter. Upon completion of remediation, the student must attempt a third ATI Comprehensive Predictor Exam or its equivalent. Students who achieve a score of 95% (ADN) or higher or 92% (PN) or higher or an equivalent measurement deemed by the College will receive a grade change.

Students who score below 95% (ADN) or 92% (PN) or higher on their second or third attempt will fail the course and be scheduled to repeat the course required in the following academic quarter and complete remediation. The remediation process includes an initial evaluation that includes opportunities for individualized remediation.

Program Changes

A student in good academic standing at the end of the current quarter will be allowed to change programs at the start of the next quarter as long as the request has been received prior to Friday of the first week of a quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeal process is required. The request is a program change and 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 and 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 for program change appeals are available through the Campus Manager of Student Records. A clear background check is required for enrollment in certain programs as determined in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs. If a student chooses to change his/her academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may no longer be included in his/her initial catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy

Independent study applies when a student contracts with an adjunct instructor no longer employed at the College, with the following exceptions:

When and where they will meet each week.
- Standards of academic quality for study, the student and instructor must study under the following conditions:
- Miscalculation of the final grade by the instructor.
- Emergency situations that prevent a student from attending class and will meet the standard for completing the course work.
- The need for the course in the quarter in question.
- The role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to printers, additional software packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College campus.

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 Technology programs must complete no less than 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Professional Nursing Associate’s degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the RN to Bachelor of Science Nursing program may transfer a maximum of 75% of total program credits into the program.

Clock hours listed in the synopsis of subjects are estimated hours of clock work necessary to complete the requirements. Course waivers, credit by examination, and other means must be submitted as a condition of graduation. The College will reimburse students for the mandatory certification, as well as up to two additional required certifications. Certification requirements must be submitted as a condition of graduation. 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 20 credits per quarter. 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 be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of 2.75 or above. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

Academic Overload Policy for Five and Six Week Courses

An academic or credit overload occurs when a student registers for more than 10 credits per six week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as 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 be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of 2.75 or above. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course.

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 fourth Friday of the term, students will receive a WF/WXF 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/UI for any courses 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.
4. Following the fourth week of the five or six week term and on or before the third Friday of the term, students will receive an FD/UXD/UI 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.

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. A new student 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.

Graduation Honors

Rasmussen College recognizes outstanding academic achievement by awarding academic honors to students who graduate at the time of graduation with a grade point average of 3.50 or higher. Graduates with a cumulative grade point average of 3.50 or higher will graduate with honors and 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.

RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progress toward completion of an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standard will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the first Friday of the quarter.

Failure to complete the course may result in administrative withdrawal from the College.

SAP Components: All students must meet all three of the components that are used to measure a student’s Satisfactory Academic Progress (SAP) towards the completion of an academic program. The three components are as follows:

1. GPA: Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.

2. Pace/Cumulative Completion Rate (CCR): This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

<table>
<thead>
<tr>
<th>Percentage of Credits Attempted Towards Maximum Time Frame</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>67%</td>
</tr>
</tbody>
</table>

3. Duration of Eligibility: This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 x 1.50%, or 135 credits). Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/F/A/F, U/UD/UN, W/WD/WF/WP/WX, I/N. In addition, Foundation courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of the Financial Aid Warning period, and who does not appeal the determination, is not eligible for further financial aid.

Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be 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 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 for the subsequent quarter. A student who fails to meet the minimum SAP requirements at the end of the Financial Aid Probation period is no longer eligible for financial aid.

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later re-enroll are treated as continuing students and must meet program requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. If a student terminates their enrollment, they may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.
Transfer of Previously Earned College Credit and Law Enforcement Association for Collge Recognized Institutions

General Transfer Credit Policy
- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for which credit is requested be sent directly to Rasmussen College.
- It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official and unofficial transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA), or recognized by the American Council on Education, will be considered for college transfer.
- Students must complete 55% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means, except as noted below.
  1. Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technologist programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technologist and Medical Assisting Associate’s degree programs.
  2. Students in the Professional Nursing Associate’s degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.
  3. Students eligible and approved for the Surgical Technologist Associate’s Degree Completor Block Transfer must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
  4. Students in the Nursing Bachelor’s degree program must complete at least 25% of their program requirements at Rasmussen College, and no more than 33% may be completed via transfer credits, course waivers, credit by examination, or other means.

- Rasmussen College awards quarter credits. In computing transfer coursework, one quarter credit is equivalent to 1.5 quarter credits.
- Grade points from institutions other than Rasmussen College will not be calculated in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.
- Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
- Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
- Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.
- When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
  2. The information will be reviewed by the Associate College Registrars.
  3. The student will receive written notice of the decision.

Course By Course Transfer
- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content to that of Rasmussen College.
- Must have the minimum number of credits to that of the Rasmussen College course.
- Only courses completed with a grade of C or higher, or a grade of Pass (in a Pass/Fail grading system), will be eligible for transfer credit.
- Credit received from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade-point average.
- General education credits may be considered for transfer regardless of completion date.

- Credits in Major and Core Courses in the School of Technology must have been earned within the previous three (3) years of the assessment date. Prefixes included in Florida and Kansas: OAP, CDA, CEN, CET, CDL, CPR, COT, CN, CTS, CPR, ISM, MA, and MAT. Prefixes included in Illinois, Minnesota, North Dakota, Wisconsin: N, SD, and W. This excludes the following courses, which do not have exceptions:
  1. Computer Applications and Business Systems Concepts
  2. Excel
- Credits in Major and Core Courses in the School of Design must have been earned within the previous five (5) years and specialization courses within the previous three (3) years of the assessment date, excluding Drawing from Observation and Figure Drawing courses, which do not expire.
- Nursing Programs will not accept any core course transfers (prefixes NUR/PRN) except for Nursing Education Accreditation Commission on Education (ACE) will appear as a transfer of credit (TR) on a transcript.
- The decision to accept transfer credits is always at the discretion of the receiving institution.
- Credits earned through competency courses cannot be transferred. Credits earned through a competency course will count toward earned credits.
- Matriculation for Baccalaureate Candidates

For students who have completed an Associate’s degree in a similar major (i.e., business degrees are required for business, accounting for accounting, criminal justice/Arrest Management for Criminal Justice), they will receive immediate junior-level standing.
- Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (79 in Illinois). A block of up to 92 quarter credits for graduates from outside institutions will be awarded.
- If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. 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 unrestricted electives.
- Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
- For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course equivalent to C-language and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.
- For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIMM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and approved by the Program Coordinator. The student may also enroll if he/she has an RHT credential and an earned Associate degree in any field. If so, the student needs to submit his/her 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 Technology Associate’s Degree AAS/AS, Medical Administration Associate’s Degree 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 9 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures.
    c) The remaining core content necessary for the Healthcare Management Bachelor’s degree will be provided in the 300 and 400 level core courses.

Rasmussen College ACADEMIC INFORMATION AND COLLEGE POLICIES
General Education Block Transfer for Baccalaureate Candidates

For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

- All required general education courses must be met due to accreditation requirements.
- Confirmed Associate’s degrees may be posted as a block of up to 40-credits (up to 42-credits in Illinois), depending upon the Program. Confirmed Bachelor’s degree may be posted as a block of up to 64-credit block (up to 66-credit block in Illinois), depending upon the program, comprised of up to 40-lower level and 24-upper level credits (up to 42-lower level and 24-upper level credits in Illinois).
- For those students without an earned degree, successfully completed general education credits will be applied.

Medical Assisting Associate’s Degree Complete Block Transfer Policy

A block transfer of 51 core credits may be allowed into the Medical Assistant Associate’s Degree program if one of the following criteria is met:

1. Graduated from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.
2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but has worked as a MA within for the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/MEA 2290 (Radiography Sociology) and/or the following limited scope operator's certificate. Students will need to complete 32 general education credits and E242 (Career Development), unless transferred in.

When applying this policy, the transfer maximum is 62%.

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 Science 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, a total block transfer of 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 Associate’s 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 51 credits for their general education, nursing core and licensure. Students who have met the acceptance for admission 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 need to have previously completed 15 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 required to complete a Division General Education, 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 Course 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 practical nursing program and hold a current unencumbered practical nursing license will receive a transfer of NU117/NUR117 to Principles in Nursing (4 credits) and NU211/NUR2115 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. The student 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 form is signed.

School of Education Transfers

- Students who have a current and valid CDA Credential, certified by the CDA Foundation, or for the distinction of SPHR 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 Education Curriculum and Instruction; 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 form is signed.

School of Justice Studies Transfers

- 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 related to the certification.
- Certifications must be current.

School of Business Transfers

- 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 School of Business related to the certification.
- Certifications must be current.

School of Technology Transfers

- 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; EMC²; Oracle; + Institute.
- Course waivers will be considered for specific courses within the School of Technology related to the certification.
- 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.

School of Design Transfers

- Course Waivers will be considered for students who have select professional certifications from Adobe (Certified Associate, Certified Expert) and Autodesk.
- Course waivers will be considered for specific courses within the School of Design related to the certification.
- 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.

School of Health Sciences Transfers

- Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or Certified Professional Coder (CPC) from AHIMA. In addition, an X-ray operator license may be considered.
- Course waivers will be considered for specific courses related to the certification.
• The student’s credential will be reviewed, and if the criteria are met, 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 AAS program and have a practical nursing license that is current and unencumbered on the date their program starts at Rasmussen College, will request a waiver from UN117/MA1172 Nutritional Principles in Nursing and NU203/NUR2034 Fundamentals of Professional Nursing.

• The student’s license status, as recorded on the state’s licensing website will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as Course Waiver (CW) once the course waiver request form is signed.

• This does not apply to the Illinois Professional Nursing AAS program.

College Equivalency Credit
Credits earned through college equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades. Students are required to complete a requested number of practicum hours for the course.

Transcripts
Transcripts for graduates and students who would like to transfer credits is always at the discretion of the receiving institution. Please see the Manager of Students Records with questions about transfer to other colleges.

Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $5.00 is charged for all other transcripts.

TRANSCRIPTS, PRACTICUMS, AND CLINICALS
Health Sciences Externships, Practicums, and Clinicals
Externships, clinicals, and practicums for Health Sciences programs are to be conducted in Rasmussen approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel outside 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 a required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course. All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will the student be substituted for his/her staff personnel within the clinical institution.

Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

POLICIES AND GRIEVANCES
Accommodations Policy
The Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the college 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 occupation that is regulated and on-the-job attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette often requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent due to a personal injury. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments.

Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and tests in a timely manner. Discussion posts in the student learning area of the classroom are encouraged but do not count as attendance at the College. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to use a different grading system) to key attendance records which are submitted to the student records. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled course within seven days of the start of a term may be administratively withdrawn from the College.

Course Attendance: A student has not been in attendance in a course within 14 days of their last date of attendance in that course and may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last date of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College Catalog and will be assigned grades according to the Rasmussen College academic grading system. Practicums/Externships in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Rasmussen College Academic Integrity Policy
Introduction
As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. As part of this commitment, students, faculty, and staff of Rasmussen College are expected to uphold the very highest standards of personal and professional ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions go against the College’s expectations.

Definitions
a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any other act perpetrated to give unfair advantage to the student.

b) Cheating: Distributing or receiving answers to any test, exam, or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include: (i) copying answers, data, or information from any academic exercise for another student in which the student is not expressly permitted to work jointly with others.

iii. Using or attempting to use unauthorized materials, information or aid in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs),

iv. Collaboration: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in the College to commit misconduct.

v. Deception, Theft, Obstruction

‘Deception’ seeking to gain unfair advantages, 'obstruction' deceiving, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor’s materials or another student’s academic work.

vi. Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.

vii. Plagiarism is the act of representing an individual’s organization, words, thoughts, or ideas as one’s own. Examples include:

• Using information (a paraphrase or quotation, in whole or in part) from a source without attributing to the author or source.

• Using charts, illustrations, images, figures, equations, etc., without citing the source.

• Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.

• Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

• Submitting work previously graded in another course without prior approval by the course instructor, or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.

Violations
A student who violates the Academic Integrity Policy faces severe penalty from the College. Violations may occur in one or more quarters and may accumulate for all quarters in which the student is enrolled. Upon conclusion by the student’s instructor and the student’s Dean that the student has committed Academic Misconduct, the following penalties will be applied:

a) First Offense. The student will receive no credit on the assignment in question and will not be allowed to redo the work.

b) Second Offense. The student will be expelled from the course, and the final grade assigned for the course will be an ‘FD’. The student may re-take the course, but the ‘TD’ will remain on the transcript even if the student re-takes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

Students who commit Academic Misconduct also risk the risk of losing any future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for information about a student’s ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.
IV. Concurrent Offenses: A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to the Academic Integrity Committee, which will respond within the time frame that they received the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereafter. Response will be given within 30 days.

Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community 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 enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic handbook or 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 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 restriction 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 prevent any action or situation by recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation 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 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, technology 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

These 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.

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 server. Cookies are a very common Internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies or not. Since cookies are so common, your browser probably already has cookies enabled. If you are unsure whether your browser is set up properly, please call the Personal Support Center.

3. Required Plug-ins

Flash
Your courses may include images or animations that require the Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here: get.adobe.com/flashplayer/ Shockwave
Your courses may include images or animations that require the Shockwave plug-in. If you do not have Shockwave installed, or have difficulty viewing the animations, you may load the most current version of the Shockwave plug-in here: get.adobe.com/shockwave/ Acrobat Reader
Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat Reader is not installed on your computer, please download the free Adobe Acrobat Reader: get.adobe.com/reader/.

Microsoft PowerPoint
Your courses may include Microsoft PowerPoint presentations. If you do not have PowerPoint installed on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here: microsoft-com/en-us/download/details.aspx?id=13.

Microsoft Word
Your courses require the use of Microsoft Word to turn in written assignments. If you do not have Word, please contact your instructor.

Microsoft Excel
Your courses may require Microsoft Excel spreadsheet software. If you do not have Excel, please contact your instructor.

ZIP File Compression Utility
Your courses may require the use of a compression utility, like 7-Zip, to create a “zipped” file (i.e. filename.zip). If you do not have a compression utility installed on your computer, you may download a free copy of 7-Zip here: 7-zip.org.

If your computer is running Windows XP, or newer, there is a compression utility already built in. For help “zipping” and “unzipping” files using the Windows compression tools, please view the demonstrations at content.learntoday.info/course/files/techinfo_ols.html.

Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be added to 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 Advisor, and then the Student Financial Services Office. Academic and financial aid files are not complete until an exit interview has been completed. All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their benefits, including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms. The Student Financial Services Office is available for your assistance for the duration of your student loan.

Rasmussen College reserves the right to withhold the release of academic information, and transcripts, pending settlement of any amount due to the College.

Circulation Policy

Library Mission and 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 traditional student communities.

In support of this mission, we:
- Extend our resources and personalized services to all students and employees of the College;
- Empower students to access information independently in the changing world of technology;
- Support faculty by providing professional development and instructional partnerships;
- Engage in responsive collection development and resource sharing; and
- Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission by ensuring that library materials and resources are available to all Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good standing with the College
- Community, consortia, and interlibrary loan patrons.

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward deferral of the most 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 items on the material.

Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period (5 days for circulating items), or 24 hours for special items, the items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge $55.00 or the cost of replacing the item plus a $5.00 processing fee.

In the event that an irreplaceable item is damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreplaceable item is damaged, the library will assess a $55.00 fee.
RASMUSSEN COLLEGE

ACADEMIC INFORMATION AND COLLEGE POLICIES

2. Writing a letter to the person or talking to the harassing situation are very important. Early efforts to control a potentially Informal Resolution he/she is or has been the object of such a complaint. member of the College community merely because he/she is or has been the object of such a complaint. Security Department, Regional Director or 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 initiate. The expressed wishes of the victim. Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and the person whom the complaint is made against will be kept confident as to great a degree as legally possible. No specific circumstances, including the names of the people involved, will be reported to anyone else. The Regional Vice President and the Human Resources Director have the authority to grant exceptions to the confidentiality. The College will make record of the circumstances involved. If the person who discusses an informal complaint or against any member of the College community. No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and President. No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President or President. All allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation. It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment. This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with Rasmussen. Informal and Formal Complaints Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may make a request for assistance to the Campus Director, Regional Vice President, Executive Vice President or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below. No retaliatory actions may be taken against any person because he/she has made a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint. Informal Resolution Early efforts to control a potentially harassing situation are very important. 1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his/her behavior and would like it to stop. 2. Writing a letter to the person or talking to the person’s supervisor can also be effective. 3. Go to a sexual harassment/violence information center or discuss the matter with a friend. 4. Talk to others who might also be victims of harassment.

5. Any employee, faculty member, staff member or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President. A Campus Director contacted by a person who may have been subjected to Sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to the great a degree as legally possible. The College reserves the right to override fines or any other penalties levied by a student if the College finds the circumstances warrant the override. The College cannot override fines or any other penalties levied by a student if the College finds the circumstances warrant the override.

2. Unwanted sexual advances;
3. Offering employment benefits in exchange for sexual favors;
4. Making or threatening reprisals after a negative response to sexual advances;
5. Verbal sexual advances or propositions;
6. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
7. Sexual offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements;
8. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others. Normal, respectful, mutually respectful, non-coercive interactions between employees, men and women, that is acceptable and welcomed by both parties, are not considered to be sexual harassment. There are basically two types of sexual harassment:

1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.
   - Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances.
   - Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: a supervisor promising an employee a promotion if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
2. “Hostile work environment,” where the harassing work environment is offensive and unpleasant working environment.
   - Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbal harassment, sexual unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.
   - Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC’s website at: eeoc.gov or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-300-3302 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is severe, pervasive, or persistent and is so offensive that it has the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superiors and subordinates: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by virtue of the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s or employee’s ability to make informed decisions about the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations with regard to the over the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky when a basis for an employee’s decisions is created or overseen by a person who is of a relationship. Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a physical or emotional anguish upon the victim/survivor. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a relationships where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat or use of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual assault.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor, is not an accepted defense for sexual assault. The victim/survivor does not need to prove that he/she resisted and another witness is not needed to prosecute the case.

The relative age of the persons involved, the victim’s/survivor’s fear of bodily self and the threat are not defenses. The use of force, threat or manipulation of the weapon, of the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Complaints by Employees and Students a. formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment and the statements prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the appropriate manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel. The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director or other manager will formally investigate the complaint and present the findings to the appropriate Executive Vice President or President.

b. The College will investigate formal complaints in the following manner:
   1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant an investigation of the complaint.
   2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to interview any other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

Rasmussen College cannot override fines or any other penalties levied by a student if the College finds the circumstances warrant the override. The College cannot override fines or any other penalties levied by a student if the College finds the circumstances warrant the override.
Drugs and alcohol are highly addictive and injurious to the health of the consumer, having effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death. People who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover or a feeling of being “burnt out,” being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- uncharacteristic temper flare-ups
- increased “secret” type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a “slump” at work or school
- increased borrowing of money
- a complete set of new friends

We recommend that any person observing any of these changes in any student at Rasmussen College immediately notify the Academic Dean or Campus Director.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees, based on our concern for the safety, health and welfare of our students and their families, as well as our employees and the community. The organization also wishes to protect its business from unnecessary financial loss due to drug or other illegal activity among its students and employees.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus activities sponsored by the College, while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, purchasing, or trafficking of drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College property or off campus at a university or other institution.

Rasmussen College has the right to:

1. Disciplinary action against students who violate this policy. Students may also be suspended pending outcome of an investigation regarding compliance with this policy.
2. Take disciplinary action against students who violate this policy. Students may also be suspended pending outcome of an investigation regarding compliance with this policy.

Tobacco Use Policy

Smoking and tobacco use is prohibited at all facilities owned, leased and/or controlled by Rasmussen College, including campuses, office buildings and grounds. This includes, but is not limited to, common work areas, classrooms, labs, elevators, hallways, restrooms, employees lounges, student lounges, library, parking lots, plazas, courtyards, entrance and exit ways, and any other areas of the campuses. This policy applies to all faculty, staff, students and visitors.

This policy does not apply to areas of multi-tenant buildings owned or leased by the proprietor for a public area for smoking. Similarily, this policy does not apply to off-site events controlled or sponsored by the College where an area in management had designated an area for smoking.

For purposes of this policy, “tobacco use” means the personal consumption of tobacco products, whether or not, including the use and display of an electronic cigarette or other device intended to simulate smoking. Prohibited tobacco products include cigarette tobacco, smokeless tobacco, smokeless pouches, or any other form of loose-leaf smokeless tobacco; and the use of unintegrated, cigarette tobacco, for all uses excepting inhaling, exhaling, or carrying in hand any lit tobacco product, including cigarettes, pipe tobacco, and any other tobacco products.

Personal possession of tobacco products inside a pocket, handbag or other storage container where the product is not visible is allowed. Anyone found to be in violation of the Tobacco Use Policy will be subject to discipline in accordance with the applicable conduct and discipline policy. Visitors may be asked to leave the premises.

Weapons Policy

Rasmussen College prohibits the possession of weapons on any of its properties. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows, swords and knives other than cooking utensils and utility pocket knives with blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non- functioning, that are carried as a weapon, including toys and weapons used for decorative, display and/or simulation purposes.

This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons pertaining to the operation of a School of Justice Studies program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and experiential 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 College prohibits the possession of weapons on property that could be received as a weapon, including toys and weapons used for decorative, display and/or simulation purposes.

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 within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate office, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. The student should write the Registrar, Business Office, or other appropriate official, request that the record be amended and specify what it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information concerning the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is that the institution may release the student’s education records to school officials with legitimate educational interests.

4. The right to inspect and review the student’s education records and, within a reasonable time, the right to request the correction of records the student believes are inaccurate, misleading, or otherwise inappropriate.

5. The right to a hearing regarding any disciplinary action resulting in the exclusion of the student from the educational program, or a suspension of or other disciplinary action curtailing the student’s participation in the program.

6. The right to request that the education records of the student be held as confidential and not released to unauthorized persons.

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.

FERPA also gives students the right to file a complaint with the U.S. Department of Education concerning a decision by the institution to comply with the requirements of FERPA. The name and address of that office 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, 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 records that such releases may be made concern the student’s name, address, date and place of birth, major field of study, and, if the student is a dependent, the parents’ names.

Confidential Educational Records
Confidential educational records are education records containing information directly related to the student and maintained by the Institution. Access is restricted to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Record Keeping
The Institution will record all requests for information from a student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order issued by a court without prior notification of the request or the contents of the subpoena or the institution’s response.

Grievance Policy
It is the policy of Rasmussen College that when a student has an opportunity to present school-related complaints through grievance procedures. The College will attempt to resolve promptly all grievances appropriate for handling under this policy.

A student may appeal the decision of a complaint to the Dean. The Dean will have one week from the time that the complaint is received to notify the student of the decision. If the student is not satisfied with the decision made by the Dean, the student may appeal the decision to the President of Rasmussen College. The complaint must be filed within fifteen (15) days after the student starts classes.

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

To appeal a decision or request the Campus Director to hear their appeal.

Arbitration
Arbitration shall be the sole remedy for resolution of any Controversy in which one side or the other is not satisfied or is incapable of resolution in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim or of against more than one Student regardless of whether or how many other similar arbitrations have been entered in. The Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as provided in this section or in the order of the arbitrator, no party may disclose the existence, content, or result of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Parental Notice
It is the responsibility of the institution to notify the parent or eligible student if the student is eighteen (18) years of age or older or if the student is over the age of nineteen (19) years and is a dependent child of the parent or guardian.

No Action
If the grievance is still not resolved, the student shall file a complaint with the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Consent or Knowledge of the Student or Parent – Personally
A school official is a person employed by the school or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Confidentiality
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Disclosure Without Consent
The institution is necessary to protect the health and safety of school officials with legitimate educational interests if the student or others must be present.

Information in Education Records to the Attorney General of the United States or to his/her designee in response to an ex parte order issued by a court without prior notice of the request or the contents of the subpoena or the institution’s response.

Disclosure Without Consent
The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena in connection with an investigation or prosecution of terrorism crimes specified in sections 2332b(g)(15) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the belief that it is necessary to protect the health and safety of any person for the disclosure of this information.

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Arkansas State Board of Private Career Education
511 Woodlawn, Suite 3125
Little Rock, AR 72201
sbpce@arkansas.gov
sbpce.arkansas.gov/students/Pages/complaintProcess.aspx

CALIFORNIA
Approved Institutions:
California Bureau of Private Postsecondary Education
P.O. Box 980618, West Sacramento, CA 95798
bope.ca.gov/forms_pub/complaint.pdf
Exempt Institutions:
Attorney General’s Office
California Department of Justice
Attn: Public Inquiry Unit
P.O. Box 904425
Sacramento, CA 94244
ag.ca.gov/contact/complaint_form.pdf?cmpt=PL

COLORADO
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80203
highered.colorado.gov/Academics/Complaints/default.html
highered.colorado.gov/DOPS/Students/complaint.html

CONNECTICUT
Connecticut Office of Financial and Academic Affairs for Higher Education
61 Woodland Street
Hartford, CT 06106
860-547-1800
info@ctdoe.org
Non-degree institutions: ctde.org/
PSSA/priv128/ComplaintForm.pdf
Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 110
Hartford, CT 06106
trade.practices@ct.gov
Consumer Complaint Hotline: 800-842-2649

DELWARE
Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 North French Street
Wilmington, DE 19801
dheo@doe.k12.de.us
Delaware Attorney General
Consumer Protection Wilmington:
820 North French Street 5th floor
Wilmington, DE 19801
delawareattorneygeneral.de.us

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education
Education Licensure Commission
810 First Street, NE, 9th Floor
Washington, DC 20002
osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/complaint_form_4_11.pdf

FLORIDA
Florida Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
fioe.org/ce/complaint.asp

GEORGIA
Georgia Nonpublic Postsecondary Education Commission
2082 Easy Exchange Pl. #220
Tucker, GA 30084
rules.gso.state.ga.us/docs/392/5/06.pdf

HAWAII
Hawaii State Board of Education
P.O. Box 2360
Honolulu, HI 96804
ccep@hawaii.gov
hawaii.gov/dcca/ocp/consumer_complaint

IDAHO
Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary Schools
650 West State Street
P.O. Box 85720
Boise, ID 83720-0037

ILLINOIS
Board of Higher Education
Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701
info@che.org
Institutional Complaint Hotline: 217-782-2551

INDIANA
Board of Governor for Proprietary Education
Att: Director of Regulatory Compliance
302 West Washington Street, Room E201
Indianapolis, IN 46204
in.gov/che/274.htm
Department of Workforce Development, Office of Career and Technical Schools
Complaint Adjudicator
DWD/Office of Career and Technical Schools
10 North Senate Avenue, Suite 203
Indianapolis, IN 46204
in.gov/wdf/files/StudenComplaintForm.pdf

IOWA
Iowa Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
info@ioawac.org
apps.iowacollegeaid.org/marketing/docs/constituentrequestform.pdf

KANSAS
Kansas Board of Regents
100 SW Jackson Street, Suite 520
Topeka, KS 66612
kansasregents.org/resources/PDF/524-ComplaintProcedureandForm.pdf

KENTUCKY
Kentucky Board of Postsecondary Education
1024 Capital Center Dr. #320
Frankfort, KY 40601
saralievigky.gov
Kentucky Commission on Proprietary Education
911 Leawood Drive
Frankfort, KY 40601
bpe.ky.gov/Applications%20and%20Forms/ Form%20B2%20File%20A%20Complaint.pdf
Office of the Attorney General
Capitol Suite 118, 700 Capitol Avenue, Frankfort, KY 40601
consumer.protection@ag.ky.gov
ag.ky.gov/cev/consumer/complaints/Laws/consumer_complaint_form.aspx

LOUISIANA
Louisiana Attorney General Office
Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804
Consumerinfo@ag.state.la.us
1-800-351-4889, 225-326-6465
ag.state.la.us/Complaint.aspx?articleID=16&catID=15
Secondarily, complaints may also be sent to:
Louisiana Board of Regents
Attn: Nancy Beall or Dr. Larry Trembly
P.O. Box 9677
Batson, LA 70421
regents.louisiana.gov/assets/docs/ProprietarySchools/StudentComplaintProcedure.pdf

MAINE
Maine Department of Education
Harry Osgood - Complaints
23 State House Station
Augusta, ME 04333
harry osgood@maine.gov

MASSACHUSETTS
Massachusetts Board of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108
mass.edu/forstudents/complaints/complaintprocess.asp

Massachusetts Division of Professional Licensure, Office of Private Occupational School Education
1000 Washington Street
Boston, MA 02118
mass.gov/abrod/docs/plt/complaint.pdf

MICHIGAN
Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services, Licensing Division
Proprietary School Staff Unit
201 North Washington Square
Lansing, MI 48913
michigans.net/complaint.aspx

MINNESOTA
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55102
chie.state.mn.us/mfl/cmg/pageId=1078

MISSISSIPPI
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453
mississippi.edu/mcca/downloads/students/complaintform.pdf
Mississippi Commission of Proprietary Schools and College Registration
3825 Ridgewood Road
Jackson, MS 39211-6453
sbcc.ms.cc.us/psdf/pSComplaintForm.pdf
Consumer Protection Division, Office of the Attorney General
P.O. Box 22947
Jackson, MS 39225-2947
ag.state.ms.us/index.php/contact/email
ag.state.ms.us/images/docs/forms/MSAGO_Complaint_Form.pdf

MISSOURI
Missouri Department of Higher Education
205 Johnson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
Phone: (573) 751-2381
http://dhe.mo.gov

MONTANA
Montana Board of Regents
Office of Commissioner of Higher Education
2500 Broadway Street
P.O. Box 20301
Helena, MT 59620-3021
Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151
contactocp@mt.gov
och.state.mt.us/complaint/uploads/2011/05/complaintform3.pdf

NEBRASKA
Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68505-5005

Nebraska Attorney General, Consumer Protection Division
2118 State Capitol
Lincoln, NE 68505
ago.state.ne.us/consumer/emailForms/consumer_complaint.htm
Consumer Protection Hotline: 800-727-6432

Nebraska Department of Education, Private Postsecondary Career Schools
Investigations Office
301 Centennial Mall South
Lincoln, NE 68508
nebraska.gov/education/noPCC/PS/PS%20Forms/ComplaintForm.pdf

NEVADA
Nevada Commission on Postsecondary Education
3663 East Sunset Road, Suite 202
Las Vegas, NV 89120
ncec@nche.org

NEW HAMPSHIRE
New Hampshire Department of Education
Stephen Berwick, Coordinator, Dispute Resolution, and Consumer Complaints
101 Pleasant Street
Concord, NH 03301
603-271-2299
stephen.berwick@des.nh.gov

NEW JERSEY
Secretary of Higher Education
New Jersey Higher Education
P.O. Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us

New Jersey Division of Consumer Affairs
10 Bay Saley Street
Newark, NJ 07102
njago/con/calcomplaint/ocp.pdf

New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza, P.O. Box 110
Trenton, NJ 08646
schoolsupervision@dol.state.nj.us

NEW MEXICO
New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe, NM 87505
hed.state.nm.us/Complaint_3.aspx

NEW YORK
Office of College and University Evaluation
New York Office of College and University Evaluation
New York State Education Department
500 Delaware Avenue
Albany, NY 12234
oucemailinfo@mail.nysed.gov

New York State Education Department
99 Washington Avenue, Room 1613 OCA Administration, Albany, NY 12234
access.nysed.gov/bps_s/dstudents/Documents/ComplaintForm.pdf
access.nysed.gov/governor/students/docs.htm

NORTH CAROLINA
Board of Governors for the University of North Carolina
Postsecondary Education Complaints to Assistant Director of License and
Workforce
University of North Carolina General Administration
910 Raleigh Drive
Chapel Hill, NC 27514
studentcomplaints@unc.edu
ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-34ebd25523cd0/ComplaintForm.pdf
See also: northcarolina.edu/ua_planning/licensure/resources.htm

North Carolina Community College System Office of Proprietary Schools
Community College System Office of Proprietary Schools
200 West Jones St., Raleigh, NC 27613
nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdtCompltForm.pdf

OHIO
North Dakota University System
1050 East Interstate Avenue Suite 200
North Dakota, ND 58304
schoolapprovalunit@dol.state.nj.us

North Dakota Consumer Protection Division
Office of Attorney General
Stephen Grossman, Coordinator, Consumer Protection Division
701-328-5570

North Dakota University System Office of College Planning and Workforce Development
Stephen Berwick, Coordinator, Dispute Resolution, and Consumer Complaints
101 Pleasant Street
Concord, NH 03301
603-271-2299
stephen.berwick@des.nh.gov

2014-2015 CATALOG AND STUDENT HANDBOOK

488-5-RASMUSSEN

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Cancellation, Termination, Refund Policy (Alabama Resident Students Only)

Students may cancel enrollment at any time, complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees and other charges shall be delivered, a refund shall be made of all money paid, except the registration fee.

If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or after shipment of correspondence materials, a pro rata refund will be made.

Refund Policy for Iowa Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Idaho Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Illinois Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Kentucky Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Maryland Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Michigan Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Missouri Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Nebraska Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for New Hampshire Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for New Jersey Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for New Mexico Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for New York Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Ohio Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Oklahoma Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Oregon Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Pennsylvania Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Rhode Island Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for South Carolina Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Tennessee Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Texas Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Utah Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Virginia Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Washington Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for West Virginia Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Wisconsin Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Wyoming Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Alabama Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Arizona Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for California Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.

Refund Policy for Colorado Residents:

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 delivered, a refund shall be made of all money paid, except the registration fee.
The student must commit to returning on the mid-quarter break week (or at the end of the quarter if the student is a medical, parenting or military withdrawal) and the student will be withdrawn from Rasmussen College. The student must meet with his or her Student Advisor to obtain a Stop Out Request. The Student Advisor will inform the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed by the student, accepted by the first day of the quarter for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this time. Students who are approved to go on a Stop Out are eligible to receive aid only on the mid-quarter of the course the term the student returns. A Stop Out request is permitted in consecutive terms.

Military Leave and Refund
Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal reasons, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to the applicable laws and institutional Title IV financial aid programs and allocation or refund as required under those programs. The student will receive a grade of “WX” and will be withdrawn from all classes, which funds must be repaid to the Title IV programs. If no response is received within the 14 days, the letter explains the type and amount of fund that the student withdrew. Rasmussen College is responsible for repaying Title IV funds to the federal government by the school and the student.

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 financial aid the student earned prior to the date withdrawal was made. In addition, loan 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 90 days of the school’s determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer letter will be sent to the student. The letter will consist of an official notice of withdrawal (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding remaining funds first to Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College includes the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Stop Out Policy
Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College understands that occasionally a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extraordinary circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out term.

Policy Regarding Grades in the Event of a Medical, Parenting or Military Withdrawal
1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/ add period the course(s) will be dropped without being reported on the student’s transcript and tuition will not be charged.

2. A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal. The student can continue from the College at any time following the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

All academic probations, warnings and dismissals taken due to poor academic standing will be calculated according to federal guidelines, and any probations, warnings or dismissals taken prior to the date withdrawal was made shall be considered as if the student was still enrolled at the time of the withdrawal. The appeal should be made in writing (letter sent to student) within 30 days of the withdrawal date. The College President (or their designee) will review the appeal. The decision of the College President (or their designee) may be appealed to the Student Financial Services Office and Campus Director. Re-enrollment will require a completed re-admission application from the student for the current quarter along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the student meets the medical criteria for Medical Leave and/or Medical Withdrawal.

When a Student Wants to Return After a Stop Out
When a Student Wants to Return After a Medical Leave or Medical Withdrawal on or before the close of the drop/ add period the course(s) will be dropped without being reported on the student’s transcript and tuition will not be charged.

When a Student Wants to Return After a Parenting Leave
When a Student Wants to Return After a Parenting Leave on or before the close of the drop/ add period the course(s) will be dropped without being reported on the student’s transcript and tuition will not be charged.

When a Student Wants to Return After a Military Leave
When a Student Wants to Return After a Military Leave on or before the close of the drop/ add period the course(s) will be dropped without being reported on the student’s transcript and tuition will not be charged.

When a Student Wants to Return After a Military Withdrawal
When a Student Wants to Return After a Military Withdrawal on or before the close of the drop/ add period the course(s) will be dropped without being reported on the student’s transcript and tuition will not be charged.
ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association, 30 E. Jackson Blvd., Chicago, IL 60604.

- The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota is accredited by the Commission on Accreditation for Clinical Laboratory Sciences (NACLS), 5600 North River Road, Rosemont, IL 60018.
- The National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road Rosemont, IL 60018.
- The National Commission for the Accreditation of Allied Health Education Programs, 600 E. boulevard Ave., Dept. 215, Madison, WI 53703.
- The National Commission for the Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350.
- The Accrediting Bureau of Health Education Schools (ABHES), 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

The Accrediting Bureau of Health Education Schools (ABHES) is the only nationally recognized accrediting agency in the United States for Allied Health Education Programs.

- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

- Accreditation by the Commission on Accreditation of Allied Health Education Programs (cahee.org) upon the recommendation of the Accrediting Bureau.

- Commission on Accreditation for Allied Health Education Programs (CAHEP) 1361 Park Street Clearwater, FL 33756 727-210-2350.

- The Medical Assisting Diploma program at the Green Bay, Lake Elmo/Woodbury, and St. Cloud Campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

- Accrediting Bureau of Health Education Schools (ABHES).

- Accreditation by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

- Accrediting Bureau of Health Education Schools (ABHES). The American Medical Association, 515 N. Dearborn St., Chicago, IL 60610, 312-233-1000.

- The Health Information Management BS Degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Medical Assisting Diploma program at the Green Bay, Lake Elmo/Woodbury, and St. Cloud campuses is accredited by the Commission on Accreditation for Allied Health Education Programs (cahee.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

- Accrediting Bureau of Health Education Schools (CAHEP) 1361 Park Street Clearwater, FL 33756 727-210-2350.

- 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, and Port Richey campuses in Florida, and the Tampa/Brandon campuses in Florida, the Appleton and Wausau campuses in Wisconsin, and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

- Accrediting Bureau of Health Education Schools (CAHEP) 1361 Park Street Clearwater, FL 727-210-2350 cahep.org.

- The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NACLS), 5600 North River Road, Rosemont, IL 60018, 713-714-8880.

- The American Medical Association, 515 N. Dearborn St., Chicago, IL 60610, 312-233-1000.

- Commission on Accreditation in Health Informatics and Information Management Education (CAHIIM).

- The American Medical Association, 515 N. Dearborn St., Chicago, IL 60610, 312-233-1000.

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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>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>School of Design</td>
<td>$395 per credit</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>School of Education</td>
<td>$310 per credit</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$299 per credit</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>School of Justice Studies</td>
<td>$150 per credit</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>School of Technology</td>
<td>$150 per credit</td>
<td>$395 per credit</td>
</tr>
</tbody>
</table>

School of Nursing:

- Professional Nursing: $395 per credit
- RN to BSN: $310 per credit
- 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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B.A., University of Iowa  
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Twin Cities

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B.S., Rasmussen College  
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B.S., University of Louisville  
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Twin Cities

Kevin Roberts  
Senior Director of Admissions  
M.B.A., University of South Dakota  
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Twin Cities

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  - Aurora, IL 60506
  - 630-888-3500
- **Mokena/Tinley Park**
  - 8650 West Spring Lake Road
  - Mokena, IL 60448
  - 815-534-3300
- **Rockford**
  - 6000 East State Street
  - Rockford, IL 61108
  - 815-316-4800
- **Romeoville/Joliet**
  - 1400 West Normantown Road
  - Romeoville, IL 60446
  - 815-306-2600

## Florida
- **Fort Myers**
  - 9160 Forum Corporate Parkway
  - Fort Myers, FL 33905
  - 239-477-2100
- **Land O’Lakes/East Pasco**
  - 18600 Fernview Street
  - Land O’Lakes, FL 34638
  - 813-435-3601
- **New Port Richey/West Pasco**
  - 8661 Citizens Drive
  - New Port Richey, FL 34654
  - 727-942-0069
- **Ocala**
  - 4755 Southwest 46th Court
  - Ocala, FL 34474
  - 352-629-1941
- **Tampa/Brandon**
  - 4042 Park Oaks Boulevard
  - Tampa, FL 33610
  - 813-246-7600

## Kansas
- **Kansas City/Overland Park**
  - 11600 College Boulevard
  - Overland Park, KS 66210
  - 913-491-7870
- **Topeka**
  - 620 Southwest Governor View
  - Topeka, KS 66606
  - 785-228-7320

## Minnesota
- **Blaine**
  - 3629 95th Avenue Northeast
  - Blaine, MN 55434
  - 763-795-4720
- **Bloomington**
  - 4400 West 78th Street
  - Bloomington, MN 55435
  - 952-545-2000
- **Brooklyn Park/Maple Grove**
  - 8301 93rd Avenue North
  - Brooklyn Park, MN 55445
  - 763-493-4500
- **Brooklyn Park Technology and Design Center**
  - 8245 93rd Avenue North
  - Brooklyn Park, MN 55445
  - 763-493-4500
- **Eagan**
  - 3500 Federal Drive
  - Eagan, MN 55122
  - 651-687-9000
- **Lake Elmo/Woodbury**
  - 8565 Eagle Point Circle
  - Lake Elmo, MN 55042
  - 651-259-6600
- **Mankato**
  - 130 Saint Andrews Drive
  - Mankato, MN 56001
  - 507-625-6556
- **Moorhead**
  - 1250 29th Avenue South
  - Moorhead, MN 56560
  - 218-304-6200
- **St. Cloud**
  - 226 Park Avenue South
  - St. Cloud, MN 56301
  - 320-251-5600

## North Dakota
- **Bismarck**
  - 1701 East Century Avenue
  - Bismarck, ND 58503
  - 701-530-9600
- **Fargo**
  - 4012 19th Avenue Southwest
  - Fargo, ND 58103
  - 701-277-3889

## Wisconsin
- **Appleton**
  - 3500 East Destination Drive
  - Appleton, WI 54915
  - 920-750-5900
- **Green Bay**
  - 904 South Taylor Street
  - Green Bay, WI 54303
  - 920-593-8400
- **Wausau**
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  - Wausau, WI 54401
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