MISSION

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

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

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

PURPOSES

To accomplish our mission, Rasmussen College established these purposes:

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

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

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

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

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

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

- **Winter Quarter**
  January 7 – March 24
- **Early Spring Quarter**
  February 11 – March 24
- **Spring Quarter**
  April 8 – June 23
- **Early Summer Quarter**
  May 13 – June 23
- **Summer Quarter**
  July 8 – September 22
- **Early Fall Quarter**
  August 12 – September 22
- **Fall Quarter**
  October 7 – December 22
- **Early Winter Quarter**
  November 12 – December 22

## 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

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

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

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

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

Sincerely,

Kristi A. Waite
President, Rasmussen College
LEARN WITH SUPPORT
GRADUATE WITH CONFIDENCE

SUPPORT+, our comprehensive network of student services, provides a customized level of support to help you earn your degree and succeed in your chosen career.

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

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

PROGRAM MANAGER
- Helps you determine the degree that is right for you
- Assists you in completing your application
- Provides you with guidance throughout your college career

STUDENT FINANCIAL SERVICES ADVISOR
- Helps you navigate the financial aid and FAFSA application process
- Answers questions about your award letter and the GI Bill
- Guides you to available scholarship, loan, and grant opportunities

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

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

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

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

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

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

REGISTRAR
- Evaluates your transcripts for transfer credit
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements

STUDENT ACCOUNT MANAGER
- Processes tuition payments and obtains account statements
- Answers questions about the online bookstore ordering process
- Assists with the use of personal checks
## Certificate

**Career Opportunities:**
- Accounting Clerk
- Bookkeeper

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

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

**Certificate Courses**

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 1022</td>
<td>Financial Accounting I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ACG 1033</td>
<td>Financial Accounting II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ACG 2062C</td>
<td>Computer Focused Principles</td>
<td>3</td>
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<tr>
<td>APA 1500</td>
<td>Payroll Accounting</td>
<td>4</td>
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<tr>
<td>GGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>COM 1007</td>
<td>Professional Communication</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CTS 2151</td>
<td>Excel</td>
<td>3</td>
<td></td>
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<tr>
<td>E 242</td>
<td>Career Development</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TAX 2002</td>
<td>Income Tax</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Total Certificate Credits**: 39*

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

**General Education Courses**

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2680</td>
<td>Financial Accounting</td>
<td>4</td>
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<tr>
<td>ACG 2930</td>
<td>Accounting Capstone</td>
<td>2</td>
<td></td>
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<tr>
<td>BUL 2241</td>
<td>Business Law</td>
<td>4</td>
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<td>FIN 1202</td>
<td>Financial Markets and Institutions</td>
<td>4</td>
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<td>MAN 2062</td>
<td>Business Ethics</td>
<td>2</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>4</td>
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</tr>
</tbody>
</table>

**Total Diploma Credits**: 73*

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

**Associate’s Degree**

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

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

**General Education Courses**

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Required courses)</td>
<td></td>
<td></td>
<td>8</td>
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<tr>
<td>ECO 2013 Microeconomics</td>
<td></td>
<td></td>
<td>4</td>
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<tr>
<td>ECO 2023 Macroeconomics</td>
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<td></td>
<td>4</td>
</tr>
<tr>
<td>Total Associate’s Degree Credits</td>
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<td>93*</td>
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</tbody>
</table>

**Total AS Degree Credits**: 93*

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

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**School of Business Mission Statement**

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

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rasmussen.edu
### Bachelor’s Degree

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

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

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

#### General Education Courses

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

#### Major and Core Courses

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

Total Bachelor's Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 61
- Upper Division Major and Core Credits 64

**Total BS Degree Credits** 181

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### Public Accounting Bachelor’s Degree

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

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

#### In Addition to All Accounting BS Degree Courses

#### CPA Courses

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

Total Public Accounting Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 61
- Upper Division Major and Core Credits 114

**Total Public Accounting BS Degree Credits** 231

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

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES
LOWER DIVISION
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
COM 1007  Professional Communication  4
E242  Career Development  2

TOTAL CERTIFICATE CREDITS  37*

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

Total Diploma Credits
General Education Credits  12
Major and Core Credits  47
TOTAL DIPLOMA CREDITS  59*

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

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

BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • AS DEGREE • BS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES
LOWER DIVISION
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
COM 1007  Professional Communication  4
E242  Career Development  2

TOTAL CERTIFICATE CREDITS  37*

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

Total Diploma Credits
General Education Credits  12
Major and Core Credits  47
TOTAL DIPLOMA CREDITS  59*

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

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

BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • AS DEGREE • BS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES
LOWER DIVISION
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
COM 1007  Professional Communication  4
E242  Career Development  2

TOTAL CERTIFICATE CREDITS  37*

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

Total Diploma Credits
General Education Credits  12
Major and Core Credits  47
TOTAL DIPLOMA CREDITS  59*

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

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

BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • AS DEGREE • BS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES
LOWER DIVISION
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
COM 1007  Professional Communication  4
E242  Career Development  2

TOTAL CERTIFICATE CREDITS  37*

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4
Social Sciences (Required courses) 8
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
Business Administration Specialization
ACG 2062C Computer Focused Principles 3
APA 1500 Payroll Accounting 4
MNA 1161 Customer Service 4

Call Center Management Specialization
MNA 2134 Call Center Customer Service Representative Skills 4
MNA 2138 Call Center Operations Management 4
MNA 2139 Call Center Labor Force Management 4

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

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

Human Resources Specialization
GEB 2060 Compensation and Benefits Management 4
LBS 2030 Training and Development 4
PLA 2476 Employment Law 4

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

Marketing and Sales Specialization
GEB 2444 Internet Business Models and E-Commerce 4
MAR 1410 Sales Techniques 4
MAR 2873 Public Relations and Advertising 4

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58-59
TOTAL AS DEGREE CREDITS 90-91*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

BUSINESS MANAGEMENT BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Sales Worker Supervisor
• Human Resource Manager
• Marketing Manager
• E-Retail Manager
• Computer and Information Systems Manager
• Operations Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Business Management Specialization
MAN 3040  Principles of Management II  4
MAN 3504  Operations Management  4
MAN 4441  Negotiation and Conflict Management  4
RMI 4020  Risk Management  4

Human Resources Specialization
MAN 3210  Advanced Human Resource Management  4
MAN 3322  Human Resource Information Systems  4
MAN 4320  Human Resource Recruitment and Selection  4
MAN 4330  Compensation Administration  4

Information Technology Specialization
CNT 2020  Network Fundamentals for Business Professionals  3
GEB 1014  Project Planning and Documentation  4
ISM 3005  MIS Techniques  3
ISM 3314  Information Technology Project Management  4
ISM 4212C  Database Management and Administration  3

Internet Marketing Specialization
MAR 3295  Internet Marketing, Public Relations and Social Media  4
MAR 4355  Web Analytics  4
MAR 4582  Internet Law  4
MAR 4721  Advanced Search Engine Marketing Strategies  4

Total Bachelor’s Degree Credits
32  
24  
47  
11-12  
51  
16-17  

TOTAL BS DEGREE CREDITS 181-183*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

rasmussen.edu
HEALTHCARE MANAGEMENT BS DEGREE

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses,
including at least 1 Math course; College Algebra recommended) 8
Social Sciences (Required courses) 8
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

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

MAJOR AND CORE COURSES
LOWER DIVISION
ACG 1022 Financial Accounting I 4
ACG 1033 Financial Accounting II 4
CGS 1240 Computer Applications and Business Systems Concepts 3
COMM 1007 Professional Communication 4
E242 Career Development 2
FIN 1000 Principles of Finance 4
GEB 1011 Introduction to Business 4
MAN 1300 Introduction to Human Resource Management 4
HSA 2010 Marketing and Communications in Healthcare 4
HSA 2117 U.S. Healthcare Systems 4
HSA 2537 Electronic Health Records and Medical Office Procedures 4
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MAN 2021 Principles of Management 4
PLA 2476 Employment Law 4
PSY 1012 General Psychology 4

UPPER DIVISION
GEB 3110 Research and Report Writing 4
GEB 4220 Managing a Diverse Workforce 4
HSA 3109 Foundations of Managed Care 4
HSA 3110 Introduction to Healthcare Administration 4
HSA 3170 Financial Management of Healthcare Organizations 4
HSA 3383 Quality Improvement in Healthcare 4
HSA 3422 Regulation and Compliance in Healthcare 4
HSA 3751 Healthcare Statistics 4
HSA 4100 Healthcare Operations Management 4
HSA 4124 International Healthcare 4
HSA 4150 Healthcare Planning and Policy Management 4
HSA 4191 Healthcare Information Systems 4
HSA 4210 Advanced Healthcare Law and Ethics 4
HSA 4922 Healthcare Management Capstone 3
HSC 4500 Epidemiology 4
MAN 4143 Contemporary Leadership Challenges 4

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

TOTAL BS DEGREE CREDITS 180 *

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

Students have the opportunity to participate in an optional internship/externship project.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
CERTIFICATE • DIPLOMA • AS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS 37*

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Diploma Credits
General Education Credits 8
Major and Core Credits 53

TOTAL DIPLOMA CREDITS 61*

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

SCHOOL OF BUSINESS

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

rasmussen.edu
HUMAN RESOURCES AND ORGANIZATIONAL LEadership AssoCiATE’S DEGREe

CAREER OPPORTUNITIES:
- Compensation, Benefits, and Job Analysis Specialist
- Training and Development Specialist
- Human Resources, Training, and Labor Relations Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required courses) 8
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
FIN 1000 Principles of Finance 4
GEB 2930 Business Capstone 2
Total Associate’s Degree Credits 32

Total Associate’s Degree Credits 91*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS  37*

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

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
General Education Credits  8
Major and Core Credits  49

TOTAL DIPLOMA CREDITS  57*

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

MISSION STATEMENT

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required courses) 8
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
FIN 1000 Principles of Finance 4
GEB 2930 Business Capstone 2
MAN 1300 Introduction to Human Resource Management 4
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 59
TOTAL AS DEGREE CREDITS 91*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

DIGITAL DESIGN AND ANIMATION

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

OBJECTIVE:
Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value 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 1 course)** 4

MAJOR AND CORE COURSES

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

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

Total Diploma Credits
General Education Credits 12
Major and Core Credits 59
TOTAL DIPLOMA CREDITS 71*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** To earn an AS degree in Multimedia Technologies, student must successfully complete at least one Math course.

WEB DESIGN

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

OBJECTIVE:
Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create web-based projects involving video and audio assets. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

Total Diploma Credits
General Education Credits 12
Major and Core Credits 59
TOTAL DIPLOMA CREDITS 71*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** To earn an AS degree in Multimedia Technologies, student must successfully complete at least one Math course.
MULTIMEDIA TECHNOLOGIES ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Art Director
• Website Designer
• Multimedia Artist and Animator

OBJECTIVE:
Graduates of this program know intermediate theories of visual and interactive media design, project management, and portfolio development. They understand business needs and can apply this understanding to develop complimentary multimedia projects. They can create and enhance multimedia projects involving traditional art techniques, video, and audio assets. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
Digital Design and Animation Specialization
DIG 2950  Multimedia Portfolio Development 2
Web Design Specialization
DIG 2950  Multimedia Portfolio Development 2

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 61

TOTAL AS DEGREE CREDITS 93*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** To earn an AS degree in Multimedia Technologies, student must successfully complete at least one Math course.

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Senior Art Director
• Visual Media Producer
• Website Designer
• Multimedia Artist and Animator
• Web Operations Manager

OBJECTIVE:
Graduates of this program know basic theories of visual design, object modeling, project management, and portfolio development. They understand business strategies and can apply this understanding to drive multimedia projects. Graduates can develop and guide visual designs and digital projects from concept to final production using techniques from both traditional art and multimedia design, using industry-standard software tools and applications. They can apply, analyze, and evaluate theories and techniques of design and animation. Graduates understand how to enhance business and user needs with value-added elements such as communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways, and collaborative project development.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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
ART 3332  Figure Drawing 4
DIG 3316  The Study of Animation 4
DIG 3318  Flash Animation 4
DIG 3323  Polygon Modeling 4
DIG 3330  Advanced Methods of Computer Graphics 4
DIG 3333  Digital Photography 4
DIG 3512  Advanced HTML Coding with CSS 4
DIG 3552  Concept Development for Digital Media 4
DIG 4323  3D Game Character Creation 4
DIG 4330  Advanced Applications of Digital and Experimental Art 4
DIG 4355  Digital Effects Creation 4
DIG 4432  Storyboard Development for Digital Media 4
DIG 4933  Digital Video/Audio Project 4
DIG 4934  Web Design Project 4
DIG 4935  Animation Graphics Project 4
GEB 3051  The Business of Digital Media 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

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

CERTIFICATE COURSES

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

Choose either Track I ** or Track II

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

Track II
EEC1863  Teacher Reflection I: Early Childhood Education as a Profession  6
EEC1864  Teacher Reflection II: Morality and Ethics in Early Childhood Education  6
EEC1865  Teacher Reflection III: The Intentional Teacher  6

TOTAL CERTIFICATE CREDITS  36*

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

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

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

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

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

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

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

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

**CAREER OPPORTUNITIES:**
- Early Childhood Teacher’s Aide

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

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

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
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<tr>
<td>E170</td>
<td>Introduction to Undergraduate Research</td>
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<td>Child and Family Studies Specialization</td>
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<tr>
<td>EEC 2225</td>
<td>Guiding Children’s Behavior</td>
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<td>EEC 2329</td>
<td>Parent Education and Support</td>
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<td>Emerging Literacy Through Children’s Literature</td>
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<td>Dynamics of the Family</td>
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<td>EEC 2500</td>
<td>Infant and Toddler Development</td>
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<td>EEX 2010</td>
<td>The Exceptional Child</td>
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<td>EEC 2213</td>
<td>Language and Literacy Acquisition</td>
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<td>EEC 2220</td>
<td>Curriculum and Instruction for English Language Learners</td>
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<td>EEC 2270</td>
<td>Introduction to English Language Learners</td>
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<td>EEC 2412</td>
<td>Involving Parents of English Language Learners</td>
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<td>Child with Special Needs Specialization</td>
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<td>EEC 2271</td>
<td>Curriculum and Instruction for Children with Special Needs</td>
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<td>EEC 2272</td>
<td>The Inclusive Classroom</td>
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<td>EEC 2403</td>
<td>Advocating for Children with Special Needs</td>
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<td>TOTAL DIPLOMA CREDITS</td>
<td>69*</td>
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</tbody>
</table>

**SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

### ASSOCIATE’S DEGREE

**CAREER OPPORTUNITIES:**
- 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**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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<tr>
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<td>Math/Natural Sciences (Select 1 course)</td>
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<tr>
<td>Social Sciences (Select 2 courses)</td>
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**MAJOR AND CORE COURSES**

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Child and Family Studies Specialization</td>
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<tr>
<td>EEC 2935</td>
<td>Summative Project for Early Childhood Education</td>
<td>2</td>
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<td>Child Development Specialization</td>
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<tr>
<td>EEC 2935</td>
<td>Summative Project for Early Childhood Education</td>
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<tr>
<td>EEC 2935</td>
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<tr>
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<td>Major and Core Credits</td>
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<td>TOTAL AS DEGREE CREDITS</td>
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</tbody>
</table>

**SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

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.
**MEDICAL BILLING AND CODING • CERTIFICATE • DIPLOMA**

**HEALTH INFORMATION TECHNICIAN AS DEGREE**

**HEALTH INFORMATION MANAGEMENT BS DEGREE**

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### MEDICAL BILLING AND CODING CERTIFICATE

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

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

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- CGS 1240 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- HIM 1110 Anatomy and Pharmacology for Coders 3
- HIM 1125 ICD-CM Coding 4
- HIM 1126C ICD-PCS Coding 4
- HIM 1258C Ambulatory Care Coding 3
- HIM 2272C Medical Insurance and Billing 3
- HIM 2410 Health Information Law and Ethics 4
- HIM 2940 Medical Coding Practicum 3
- HSC 1531 Medical Terminology 4
- MEA 2203 Pathophysiology 5

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

**TOTAL CERTIFICATE CREDITS 40**

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

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

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

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### MEDICAL BILLING AND CODING DIPLOMA

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

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required course) 4
- ENC 1101 English Composition
- Communication (Select 1 course) 4
- Math/Natural Sciences (Select 1 course other than PHA 1500) 4

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- HIM 2000 Introduction to Health Information Management 4
- Total Diploma Credits
- General Education Credits 16
- Major and Core Credits 40

**TOTAL DIPLOMA CREDITS 56**

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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**RASMUSSEN COLLEGE FLORIDA**

**SCHOOL OF HEALTH SCIENCES**

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rasmussen.edu
HEALTH INFORMATION TECHNOLOGIST ASSOCIATE’S DEGREE

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

OBJECTIVE:
Grads 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. Grads can perform medical coding and billing, analyze data, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. Grads will write and present individual or 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 2941 Health Information Practicum 2
- HSA 2117 US Healthcare Systems 4

Total Associate’s Degree Credits
- General Education Credits 32
- Major and Core Credits 58
- TOTAL AS DEGREE CREDITS 90*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

The Health Information Technician Associate Degree Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). This program may require specific immunizations prior to professional practice experience.

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

HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
- HIM 3001 Information and Communication Technologies 4
- HIM 3105 Health Information Management Systems 4
- HIM 3202 Data, Information, and File Structures 4
- HIM 3304 Financial Management of Health Information Services 4
- HIM 3412 Project Management 4
- HIM 3522 Electronic Health Record Application 4
- HIM 3644 Reimbursement Methodologies 4
- HIM 4003 Electronic Data Security 3
- HIM 4115 Applied Research in Health Information Management 4
- HIM 4276 Health Information Management Professional Practice Experience 4
- HIM 4354 Strategic Planning and Development 4
- HIM 4360 Health Data Management 2
- HIM 4537 Health Information Management Alternative Facility Professional Practice Experience 1
- HSA 3383 Quality Improvement in Healthcare 4
- HSA 3422 Regulation and Compliance in Healthcare 4
- HSA 3751 Healthcare Statistics 4
- HSA 4210 Advanced Healthcare Law and Ethics 4
- MAN 3210 Advanced Human Resource Management 4

Total Bachelor’s Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 58
- Upper Division Major and Core Credits 66
- TOTAL BS DEGREE CREDITS 180*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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 from a CAHIIM accredited program earned within the past five years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and approval by the Program Coordinator.

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

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

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
HIM 1258C Ambulatory Care Coding 3
HIM 1311 ICD Coding 3
HIM 2272C Medical Insurance and Billing 3
HSA 1050 Customer Service in Healthcare 1
HSA 2537 Electronic Health Records and Medical Office Procedures 4
HSC 1410 Medical Writing, Style, and Grammar 3
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MEA 1243 Pharmacology for the Allied Health Professional 4
MEA 2203 Pathophysiology 5
MTS 2005 Introduction to Medical Transcription 4
OST 1100C Keyboarding I 3
OST 2240 Medical Transcription 3
OST 2465 Medical Administration Capstone 1

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

TOTAL DIPLOMA CREDITS 58*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
ACG 1022 Financial Accounting I 4
HSA 2117 US Healthcare Systems 4

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

TOTAL AS DEGREE CREDITS 90*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
HSA 1040 Customer Service in Healthcare 1
HSA 2537 Electronic Health Records and Medical Office Procedures 4
HSC 1151 Medical Terminology 4
HSC 2642 Medical Law and Ethics 4
MEA 1102 Introduction to Medical Assisting 3
MEA 1206 Clinical Skills I 3
MEA 1207 Clinical Skills II 4
MEA 1243 Pharmacology for the Allied Health Professional 4
MEA 2203 Pathophysiology 5
MEA 2267 Laboratory Skills for Medical Assisting 4
MEA 2290 Radiography Skills 3
MEA 2804 Medical Assistant Internship 8
MEA 2820 Medical Assisting Capstone 2
PHA 1500 Structure and Function of the Human Body 4

Total Diploma Credits
General Education Credits 4
Major and Core Credits 52

TOTAL DIPLOMA CREDITS 60*

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (“Required, Select 1 additional course) 8
PSY 1012 General Psychology

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

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

TOTAL AS DEGREE CREDITS 91*

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

This program requires specific immunizations prior to professional practice experience.

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

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala, and New Port Richey/ West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

In addition to meeting all other admissions requirements, applicants to this program must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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

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

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
Math/Natural Sciences  8
("Required, select 1 additional course")

PHA 1500  "Structure and Function of the Human Body"

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
HSC 1531  Medical Terminology  4
HSC 2641  Medical Law and Ethics  4
MEA 1243  Pharmacology for the Allied Health Professional  4
MEA 2203  Pathophysiology  5
PTN 1001  Introduction to Pharmacy  4
PTN 2017  Pharmacy Math and Dosages  4
PTN 2220  Pharmacy Software/Automation/Insurance Billing  3
PTN 2340  Unit Dose and Medication Preparation  3

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

TOTAL CERTIFICATE CREDITS  44*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

DIPLOMA

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

OBJECTIVE:
Graduates of this program know medical terminology, medical law and ethics, and pharmacy math. They understand the theory of pharmacy practice. Graduates can receive, interpret, input, and fill prescriptions, and can use software programs to complete these tasks. They can perform pharmacy tasks in retail and hospital pharmacy settings. Graduates value 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 CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
Communication (Select 1 course)  4
MAJOR AND CORE COURSES
LOWER DIVISION
COM 1007  Professional Communication  4
HSA 2117  U.S. Healthcare Systems  4
MNA 1161  Customer Service  4
OST 1100C  Keyboarding I  3
PTN 2050  Pharmacy Technician Capstone  3

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

TOTAL DIPLOMA CREDITS  70*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

ASSOCIATE’S DEGREE

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

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

TOTAL AS DEGREE CREDITS  90*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

rasmussen.edu
CAREER OPPORTUNITIES: **
• Corrections Officer
• Peace Officer
• Probation Support Specialist
• Court Clerk
• Security Professional
• Juvenile Specialist
• Homeland Security Specialist
• Law Enforcement Officer
• Probation Assistant
• Juvenile Justice Assistant

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (Required courses) 8
PSY 1012 General Psychology 4
SYG 1000 Introduction to Sociology 4

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

Corrections Specialization
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CJC 1245 Case Management: Strategies for Rehabilitation 4
CJC 2300 Legal Principles in Corrections 4
CJC 2400 Counseling Clients 4

Homeland Security Specialization
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
DSC 1003 Introduction to Homeland Security 4
DSC 2005 Terrorism 4
DSC 2011 Security Challenges 4

Law Enforcement Specialization
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CJE 1251 Crime Scene to Conviction: Critical Skills in Documentation 4
CJE 2380 Legal Code for Law Enforcement 4
CJE 2702 Practical Psychology for Law Enforcement 4

Psychology Specialization
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
HUS 2520 Abnormal Psychology 4
HUS 2540 Community Psychology 4

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

TOTAL AS DEGREE CREDITS 91*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** 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.
CRIMINAL JUSTICE BS DEGREE

CLIENT SERVICES/CORRECTIONS • CRIMINAL OFFENDERS • HOMELAND SECURITY

INVESTIGATION/LAW ENFORCEMENT

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

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (Required courses) 8
PSY 1012 General Psychology 4
SYG 1000 Introduction to Sociology 4

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

MAJOR AND CORE COURSES

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

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

Choose either Track I or Track II 8

Track I**
CCJ 4392 Criminal Justice Internship 9

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

UNRESTRICTED ELECTIVE CREDITS **** 12

Client Services/Corrections Specialization
CCJ 3670 Women and Criminal Justice 4
CCJ 4695 Special Populations in Criminal Justice 4
CJC 3415 Diversion and Rehabilitation 4
CJC 4164 Community Corrections 4

Criminal Offenders Specialization
CCJ 3641 Organized Criminal Syndicates 4
CCJ 4603 Forensic Psychology 4
CCJ 4627 Special Offenders: SerialKillers 4
CCJ 4690 Special Offenders: Sex Offenders 4

Homeland Security Specialization ***
CJE 4176 Crimes Across Borders 4
DSC 3016 Homeland Security Policy 4
DSC 3057 Risk Analysis 4
DSC 4214 Emergency Management 4

Investigation/Law Enforcement Specialization
CCJ 4603 Forensic Psychology 4
CJE 3610 Criminal Investigations 4
CJE 3674 Examination of Forensic Science 4
CJL 3113 Criminal Evidence 4

Total Bachelor’s Degree Credits
Upper Division General Education Credits 24
Lower Division General Education Credits 47
Upper Division Major and Core Credits 65
Unrestricted Elective Credits 12

TOTAL BS DEGREE CREDITS 180*

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

** Additional training may be required.

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


In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
## HUMAN SERVICES • CERTIFICATE • DIPLOMA • AS DEGREE

### CERTIFICATE

**CAREER OPPORTUNITIES:**  
• Program Assistant Specialist

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

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

### GENERAL EDUCATION COURSES

**LOWER DIVISION**

- Social Sciences (Required course)  
- General Psychology  

**MAJOR AND CORE COURSES**

- HUS 1551 Cultural Diversity in Human Services  
- HUS 1001 Introduction to Human Services  
- CJC 2400 Counseling Clients  
- E242 Career Development  
- HUS 2712 Organization and Leadership  
- HUS 2540 Community Psychology  
- CJC 1245 Case Management: Systems Concepts  
- CGS 1240 Computer Applications and Business Systems  
- ENC 1101 English Composition  
- PSY 1012 General Psychology  
- ENC 1101 English Composition  
- Communication (Select 1 course)  
- Math/Natural Sciences (Select 1 course)  
- MAJOR AND CORE COURSES  
- CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion  
- MNA 1161 Customer Service  
- HUS 2955 Human Services Capstone  
- HUS 2937 Internship for Human Services  
- COM 1007 Professional Communication  
- HUS 2955 Human Services Capstone  
- General Education Credits  
- Major and Core Credits  

**TOTAL CERTIFICATE CREDITS**  
38*

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

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

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

### DIPLOMA

**CAREER OPPORTUNITIES:**  
• 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, 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**

- Humanities (Select 2 courses)  
- Math/Natural Sciences (Select 1 course)  
- Social Sciences (Required course)  
- Total Associate's Degree Credits  
- General Education Credits  
- Major and Core Credits  

**TOTAL AS DEGREE CREDITS**  
90*

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

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

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

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

### ASSOCIATE’S DEGREE

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

**OBJECTIVE:**  
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, 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, self-development, facilitation of services, advocacy, organizational participation, and community living skills and supports. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

### IN ADDITION TO ALL DIPLOMA COURSES

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

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

**TOTAL AS DEGREE CREDITS**  
90*

**SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

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

**CAREER OPPORTUNITIES:**
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Officer

**OBJECTIVE:**
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required course)
- ENC 1101 English Composition
- Communication (Select 1 course)
- Humanities (Select 2 courses)
- Math/Natural Sciences (Select 2 courses)
- Social Sciences (Required courses)
- PSY 1012 General Psychology
- SYG 1000 Introduction to Sociology

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- CGS 1240 Computer Applications and Business Systems Concepts 3
- CJI 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 1310 Paralegal Ethics 4
- PLA 1573 Contracts: Managing Legal Relationships 4
- PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession 4
- PLA 2320 Legal Research 4
- PLA 2330 Legal Writing 4
- PLA 2435 Corporate Law 4
- PLA 2587 Torts: Auto Accidents and Other Legal Injuries 4
- PLA 2610 Real Estate Law 4
- PLA 2800 Family Law 4
- Chose either Track I or Track II
  - Track I**
    - PLA 2940 Paralegal Internship 5
  - Track II
    - PLA 2816 Paralegal Capstone 5

**Total Associate’s Degree Credits**
- 32

**General Education Credits**
- 32

**Major and Core Credits**
- 62

**TOTAL AS DEGREE CREDITS**
**94***

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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### Paralegal Certificate

**CAREER OPPORTUNITIES:**
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Officer

**OBJECTIVE:**
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required course)
- ENC 1101 English Composition
- Math/Natural Sciences (Select 1 course)
- General Education Elective**

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- PLA 1013 Introduction to Law and the Legal System 4
- PLA 1203 Civil Litigation and Procedure I 4
- PLA 1223 Civil Litigation and Procedure II 4
- PLA 1310 Paralegal Ethics 4
- PLA 1573 Contracts: Managing Legal Relationships 4
- PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession 4
- PLA 2320 Legal Research 4
- PLA 2330 Legal Writing 4
- PLA 2435 Corporate Law 4
- PLA 2587 Torts: Auto Accidents and Other Legal Injuries 4
- PLA 2800 Family Law 4
- Electives (choose 1 course, for 4 credits)
- PLA 2435 Corporate Law 4
- PLA 2626 Paralegal Capstone 5

**Total Certificate Credits**
- 49

**TOTAL CERTIFICATE CREDITS**
**61***

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.
RN TO BSN PROGRAM/NURSING 
BS DEGREE
ONLINE ONLY

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

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

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

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
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses) 8
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
BSC 2087C Human Anatomy and Physiology I 5
BSC 2089C Human Anatomy and Physiology II 5
HUN 2202 Human Nutrition 4
MCB 2010C Introduction to Microbiology 5
NUR 1020C Fundamentals of Nursing 13
NUR 1144 Comprehensive Pharmacology 4
NUR 1144L Comprehensive Pharmacology Lab 2
NUR 1211C Adult Nursing I 13
NUR 1460C Maternal-Child Nursing 12
NUR 2711C Adult Nursing II 13
NUR 2712C Adult Nursing Ill 3
NUR 2820 Nursing Role and Scope 2

UPPER DIVISION
NUR 3177 Health Assessment 4
NUR 3205 Applied Pathophysiology 4
NUR 3418 Introduction to Alternative and Complementary Therapies 4
NUR 3508 Quality and Safety in Nursing 4
NUR 3655 Transcultural Nursing 4
NUR 3816 Dimensions of Professional Nursing 4
NUR 4165 Nursing Research 4
NUR 4529 Public Health and Community Nursing 4
NUR 4773 Leadership and Management in Nursing 4
NUR 4870 Nursing Informatics 4
NUR 4909 Nursing Capstone 4
Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 81
Upper Division Major and Core Credits 44
TOTAL BS DEGREE CREDITS 181*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. This program is not available online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment.

SCHOOL OF NURSING
MISSION STATEMENT
In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking and educates students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the communities we serve.
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
English Composition (Required course) 4
ENG 1101 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Required courses) 8
MAT 1031 College Algebra 4
BSC 2020C Introduction to Human Biology 4
Social Sciences (“Required, select 1 additional course”) 8
DEP 2004 “Human Growth and Development” 8

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

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 81

TOTAL AS DEGREE CREDITS 113
SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

PROFESSIONAL NURSING AS DEGREE
MOBILITY ENTRANCE OPTION

CAREER OPPORTUNITIES:
• Hospitals
• Clinics
• Rehabilitation Centers
• Long-Term Care Facilities

OBJECTIVE:
Students in this program will have successfully passed the NCLEX-PN and will hold a current license as a practical nurse. The objective of the bridge from a Practical Nursing to a 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.

This program is offered at the Fort Myers, New Port Richey/West Pasco, Ocala School of Nursing, and Tampa/Brandon campuses.

PRACTICAL NURSING BLOCK TRANSFER
Courses — 36 Credits
Students who have successfully completed a practical nursing program and hold a current FL practical nursing license will receive credit for the following courses through block transfer.

HUN 2202 Human Nutrition 4
NUR 1020C Fundamentals of Nursing 13
NUR 1144 Comprehensive Pharmacology 4
NUR 1144L Comprehensive Pharmacology Lab 2
NUR 1211C Adult Nursing I 13

ANTICIPATED PROGRAM TRANSFER
Courses — 42 Credits
Rasmussen College expects that students will have completed the following courses prior to entering this program. If this is not the case, students will need to complete these courses prior to graduation.

Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
BSC 2020C Introduction to Human Biology 4
BSC 2087C Human Anatomy and Physiology I 5
BSC 2089C Human Anatomy and Physiology II 5
ENC 1101 English Composition 4
MAT 1031 College Algebra 4
PSY 1012 General Psychology 4
SYG 1000 Introduction to Sociology 4

MAJOR AND CORE COURSES
38 Credits
MCB 2010C Introduction to Microbiology 5
NUR 1327 Transitions in Nursing 3
NUR 1460C Maternal-Child Nursing 12
NUR 2711C Adult Nursing II 13
NUR 2712C Adult Nursing III 3
NUR 2820 Nursing Role and Scope 2

TOTAL AS DEGREE CREDITS 116
SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.
CAREER OPPORTUNITIES IN:
• Hospitals
• Clinics
• Rehabilitation Centers
• Nursing Homes

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

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
English Composition (Required course)  4
ENC 1101  English Composition
Math/Natural Sciences (Required course)  4
MAT 1031  College Algebra

MAJOR AND CORE COURSES
PHA 1500  Structure and Function of the Human Body  4
PRN 1011  Fundamentals of Practical Nursing  6
PRN 1011L  Fundamentals of Practical Nursing Lab  2
PRN 1011LL  Fundamentals of Practical Nursing Clinical  2
PRN 1075  Medical Surgical Nursing I  4
PRN 1075L  Medical Surgical Nursing I Lab  1
PRN 1075LL  Medical Surgical Nursing I Clinical  3
PRN 1128  Mental Health Nursing  3
PRN 1128L  Mental Health Nursing Clinical  1
PRN 1279  Medical Surgical Nursing II  4
PRN 1279L  Medical Surgical Nursing II Lab  1
PRN 1279LL  Medical Surgical Nursing II Clinical  3
PRN 1304  Gerontological Nursing  3
PRN 1304LL  Gerontological Nursing Clinical  3
PRN 1495  Medical Surgical Nursing III  4
PRN 1495L  Medical Surgical Nursing III Lab  1
PRN 1495LL  Medical Surgical Nursing III Clinical  3
PRN 1570  Family Nursing  2
PRN 1570L  Family Nursing Clinical  2
PRN 1616  Practical Nursing Seminar  2

Total Diploma Credits
General Education Credits  8
Major and Core Credits  54
TOTAL DIPLOMA CREDITS  62

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

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

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.

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

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

COMPUTER SCIENCE BS DEGREE

SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE

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

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

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

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

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

SOFTWARE APPLICATION DEVELOPMENT
ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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.

APPENDIX

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

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

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

TOTAL BS DEGREE CREDITS 180

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

INFORMATION TECHNOLOGY MANAGEMENT
BS DEGREE

INFORMATION SYSTEMS MANAGEMENT
DIPLOMA – NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:
• Network System Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and network engineering add value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. They understand network administrators are accountable for a business’s network uptime. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and maintain a high level of network integrity.

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
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
CET 2629 Cisco Networking Fundamentals and Routing 3
CET 2810C Microsoft Exchange Server 3
CGS 1240 Computer Applications and Business Systems Concepts 3
CIS 1308 Logic and Troubleshooting 4
CIS 2911 Information Technology Capstone 2
CNT 1000C Networking Fundamentals 3
COM 1007 Professional Communication 4
COT 1438 Technology’s Role in the 21st Century 2
CTS 1300C Microsoft Windows Workstations 3
CTS 1776 Fundamentals of PC Hardware and Software 4
CTS 2302C Windows Active Directory 3
CTS 2321 Linux Administration 3
CTS 2383C Microsoft Windows Server 3
E242 Career Development 2
GE1 1011 Introduction to Business 4
GEB 1014 Project Planning and Documentation 4
MAN 2062 Business Ethics 4
MNA 1161 Customer Service 4

Total Diploma Credits
General Education Credits 8
Major and Core Credits 58
TOTAL DIPLOMA CREDITS 66*

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 32
Major and Core Credits 58
TOTAL AS DEGREE CREDITS 90*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

EARN AS YOU LEARN
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INFORMATION TECHNOLOGY MANAGEMENT
BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Network and Computer Systems 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 3055 Principles of Network Security  3
CNT 3003 Advanced Network Security  4
CNT 3126 Advanced Networking  4
CNT 3229 Asset Management  3
CNT 3348 Infrastructure Hardware  4
CNT 3473 Scripting  4
CNT 3569 Support Management  4
CNT 3619 Technical Writing  2
CNT 3777 Virtualization  4
CNT 4016 Cloud Computing  4
CNT 4152 Disaster Recovery  4
CNT 4283 Enterprise Application Support  4
CNT 4361 Information Technology Management
Capstone  2
CNT 4437 Service Management  4
CNT 4520 Systems Monitoring  4
CNT 4692 Unified Communications and Mobile Computing  4
ISM 3015 Management of Information Systems  4
MAN 4240 Organizational Behavior Analysis  4
Total Bachelor’s Degree Credits
Lower Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  58
Upper Division Major and Core Credits  66
TOTAL BS DEGREE CREDITS  180*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

**DIPLOMA • AS DEGREE**

**NETWORK SECURITY**

**CYBER SECURITY**

**INFORMATION SYSTEMS MANAGEMENT**

**DIPLOMA – NETWORK SECURITY**

**CAREER OPPORTUNITIES:**
- Network Security Specialist

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know techniques and software used by industry leading professionals to keep a network secure. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in network security practices.

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

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

Total Diploma Credits
- General Education Credits 8
- Major and Core Credits 58
- **TOTAL DIPLOMA CREDITS 66**

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

**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 32
- Major and Core Credits 58
- **TOTAL AS DEGREE CREDITS 90**

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Network Security Analyst
• Security Consultant
• Information Security Analyst
• 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
CCJ 3164 Criminal Behavior: Profiling Violent Offenders  4
CCJ 4690 Special Offenders: Sex Offenders  4
CIS 3192 Introduction to Information Systems Security  3
CIS 3257 Legal and Security Issues  4
CIS 3318 Managing Risk for Information Systems  4
CIS 3471 Security Policies and Implementation  4
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 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
CJE 3610 Criminal Investigations  4
CJL 3113 Criminal Evidence  4
CJL 3297 Constitutional Law  4
Total Bachelor’s Degree Credits
Lower Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  58
Upper Division Major and Core Credits  67
TOTAL BS DEGREE CREDITS  181*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

#### CERTIFICATE • DIPLOMA • AS DEGREE

### INFORMATION SYSTEMS MANAGEMENT CERTIFICATE
– COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**
- Computer Support Specialist
- Computer Application Support Specialist

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities, and how to engage in IT support practices.

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

**CERTIFICATE COURSES**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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<tbody>
<tr>
<td>CGS 1240 Computer Applications and Business Systems Concepts</td>
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<td>CGS 1821 Introduction to Website Design</td>
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<tr>
<td>CIS 1308 Logic and Troubleshooting</td>
<td>4</td>
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<tr>
<td>CIS 1217C Professional Presentations</td>
<td>3</td>
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<tr>
<td>CTS 2401C Access</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2511 Excel</td>
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<tr>
<td>E242 Career Development</td>
<td>2</td>
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<tr>
<td>GEB 1011 Introduction to Business</td>
<td>4</td>
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<tr>
<td>GEB 2444 Internet Business Models and E-Commerce</td>
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<td>MNA 1161 Customer Service</td>
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<tr>
<td>OST 1764C Word for Windows</td>
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</table>

**TOTAL CERTIFICATE CREDITS** 36*

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

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

### INFORMATION SYSTEMS MANAGEMENT DIPLOMA
– COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**
- Computer Support Specialist
- Computer Application Support Specialist

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They know how efficiencies gained from appropriate application of technology can directly affect business performance. 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.

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

<table>
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<th>LOWER DIVISION</th>
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<tr>
<td>English Composition (Required course)</td>
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<td>ENC 1101 English Composition</td>
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<tr>
<td>Communication (Select 1 course)</td>
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<td>Math/Natural Sciences (Select 1 course)</td>
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**MAJOR AND CORE COURSES**

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<th>LOWER DIVISION</th>
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<tr>
<td>CIS 2911 Information Technology Capstone</td>
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<td>CNT 1000C Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>COM 1007 Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>CIS 1500C Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1776 Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2383C Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2062 Business Ethics</td>
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<td>General Education Credits</td>
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<tr>
<td>Major and Core Credits</td>
<td>59</td>
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</table>

**TOTAL DIPLOMA CREDITS** 71*

See page 42 for General Education course selections.

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

### INFORMATION SYSTEMS MANAGEMENT ASSOCIATE’S DEGREE
– COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**
- Computer Support Specialist
- Computer Application Support Specialist

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates are proficient in support and usage of computer hardware and software applications used in business environments. 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**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
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<td>Math/Natural Sciences (Select 1 course)</td>
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<td>Social Sciences (Select 2 courses)</td>
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<tr>
<td>General Education Credits</td>
<td>8</td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td>59</td>
</tr>
</tbody>
</table>

**TOTAL AS DEGREE CREDITS** 91*

See page 42 for General Education course selections.

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

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**Certification Ladder**

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION SYSTEMS MANAGEMENT
DATABASE ADMINISTRATION
DIPLOMA • AS DEGREE

INFORMATION SYSTEMS MANAGEMENT
DATABASE ADMINISTRATION
DIPLOMA – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and what needs to be done to secure sensitive information within a database. 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
Math/Natural Sciences (Select 1 course)  4

MAJOR AND CORE COURSES
LOWER DIVISION
CAP 2134  Database Security  4
CGS 1240  Computer Applications and Business Systems Concepts  3
CGS 1545  Relational Databases  3
CIS 1110  Operating Systems Fundamentals  4
CIS 1308  Logic and Troubleshooting  4
CIS 2911  Information Technology Capstone  2
COM 1007  Professional Communication  4
COP1000  Fundamentals of Programming  3
COP 1176  Introduction to Visual Basic  3
COP 2610  PHP/MySQL Administration  4
CTS 2811C  SQL Server Administration  3
E242  Career Development  2
GEN 1011  Introduction to Business  4
GEN 1014  Project Planning and Documentation  4
ISM 2202C  Business Intelligence Reporting  3
MAN 2062  Business Ethics  4
MNA 1161  Customer Service  4

Total Diploma Credits
General Education Credits  8
Major and Core Credits  58
TOTAL DIPLOMA CREDITS  66*

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

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

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator
• Database Architect

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and data organization add value to the business process. Graduates know how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and ensure the security of sensitive information within a database. They also understand how programming languages can be utilized to gain efficiencies within database management. 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  32
Major and Core Credits  58
TOTAL AS DEGREE CREDITS  90*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

888-5-RASMUSSEN
INFORMATION SYSTEMS MANAGEMENT WEB PROGRAMMING
DIPLOMA • AS DEGREE

INFORMATION SYSTEMS MANAGEMENT
DIPLOMA — WEB PROGRAMMING

CAREER OPPORTUNITIES:
• Web Developer

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
ENC 1101  English Composition  4
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
COM 1007  Professional Communication  4
COP 1000  Fundamentals of Programming  3
COP 1176  Introduction to Visual Basic  3
COP 1801  JavaScript  3
COP 2004  PERL/CGI  3
COP 2250  Java I  3
COP 2323  Object-Oriented Programming  3
COP 2333  Advanced Visual Basic  3
COP 2842  PHP/MySQL  3
COP 2890  Web Programming Capstone  2
E242  Career Development  2
GEB 1011  Introduction to Business  4
GRA 1722C  Introduction to Web Design & Software  3
MAN 2062  Business Ethics  4
MNA 1161  Customer Service  4
Total Diploma Credits
General Education Credits  8
Major and Core Credits  60
TOTAL DIPLOMA CREDITS  68*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE — WEB PROGRAMMING

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  32
Major and Core Credits  60
TOTAL AS DEGREE CREDITS  92*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
## Game and Simulation Programming BS Degree

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

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

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

### General Education Courses

#### Lower Division
- English Composition (Required course) 4
- ENC 1101 English Composition Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 courses, including at least one Math course) 8
- 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
- CAP 2104 Platform Design and Human-Computer Interaction 4
- CAP 2105 Applied Game and Simulation Theory 4
- CEN 1400 Mobile Application Development 3
- CGS 1240 Computer Applications and Business Systems Concepts 3
- COP 1000 Fundamentals of Programming 3
- COP 1224 Programming I 4
- COP 2224 Programming II 4
- COP 2250 Java I 3
- COP 2323 Object-Oriented Programming 3
- COP 2535 Data Structures 4
- COT 1438 Technology's Role in the 21st Century 2
- DIG 1710 Game Preproduction 4
- DIG 1711 Game Design Theory I 4
- DIG 2563 Interactive Storytelling 3
- DIG 2718 Console Development 4
- E170 Introduction to Undergraduate Research 2
- E242 Career Development 2
- MTB 1381 Math for Game and Simulation Production I 4
- MTB 2381 Math for Game and Simulation Production II 4

#### Upper Division
- CAP 3051 Graphics Development with OpenGL 4
- CAP 3052 Game and Simulation Lighting Techniques 4
- CAP 4620 Artificial Intelligence 4
- CEN 4090 Software Engineering for Game and Simulation Production 4
- CEN 4190 Engineering Virtual Worlds 4
- COP 4848 Multiplayer Game Programming 4
- DIG 3457 Portfolio, Package and Publish 4
- DIG 3790 Practical Game Development 4
- DIG 3792 Game Planning and Development Strategies 4
- DIG 3794 Mobile Platform Development 4
- DIG 4791 Game Assets 4
- DIG 4792 Game Audio Assets 4
- DIG 4794 Applications of Physics for Game and Simulation Production 4
- DIG 4931 Industrial Simulation Production 4
- DIG 4932 Video Game Production Project 4

### Total Bachelor's Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 64
- Upper Division Major and Core Credits 60
- TOTAL BS DEGREE CREDITS 180*  

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

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

### SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.
GENERAL EDUCATION COURSE SELECTIONS

ALL BS AND AS DEGREE PROGRAMS
(Except Computer Science BS, Software Application Development AS, and Professional Nursing AS Program)

LOWER DIVISION

English Composition
ENC 1101 English Composition 4

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

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

Math/Natural Sciences
AST 2002 Introduction to Astronomy 4
MAT 1402 General Education Mathematics 4
PHA 1500 Structure and Function of the Human Body 4

Social Sciences
GEO 3372 Conservation of Resources 4

PhA 1500 Structure and Function of the Human Body 4

Development as, and professional nursing as program)

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

UPPER DIVISION

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

Humanities
AML 3041 American Literature 4
AML 4680 Literature of American Minorities 4
LIT 3191 Contemporary World Literature: 1900 to the Present 4
POT 4001 Political Thought 4

Math/Natural Sciences
EVR 3410 Human Uses of the Environment 4
GEO 3204 Physical Geography 4
GEO 3372 Conservation of Resources 4
WST 4350 Gender in Math and Science 4

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

See specific course requirements on program pages.

GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete an additional twenty-four (24) upper-division general education credits beyond the lower-division credits required in an Associate's degree. These credits should be distributed across the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences.

AS degree candidates in the Software

Application Development program must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

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

NURSING PROGRAMS

English Composition
ENC 1101 English Composition 4

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

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

Math/Natural Sciences
BSC 2020C Introduction to Human Biology 4

SYG 1000 Introduction to Sociology 4

See specific course requirements on program pages.

GENERAL EDUCATION PHILOSOPHY

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

General education concepts and skills are integrated across the curriculum in a number of programmatic courses to prepare students to:

1. Effectively communicate, either orally or in writing, in the workplace, in the community, and interpersonally.

2. Analyze, evaluate, and solve problems that arise in employment and life.

3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.

4. Recognize and value the diverse needs and perspectives of individuals.

In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and content areas.

In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, thesis statements, effective organization, and the use of adequate and relevant evidence.

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

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

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

**BACHELOR OF SCIENCE DEGREE PROGRAMS**

**(FOR ARKANSAS RESIDENTS ONLY)**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Writing</strong></td>
<td>ENC 1101 English Composition</td>
<td>4</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>MAT 1031 College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>
| **Science**          | Baccalaureate students must transfer in two science courses and accompanying laboratories. Science note:  
- Students enrolled in Health Information Management BS must transfer two science courses and accompanying laboratories, including a science course and laboratory that is equivalent to PHA 1500 Structure and Function of the Human Body. |         |
| **Fine Arts/Humanities** | AML 3041 American Literature                                         | 4       |
| **Social Sciences**  | Select four courses, at least one of which must be a U.S. History/Government course (indicated by *)  
- AMH 2030 United States History: 1900 to the Present *  
- AMH 3304 Visions of America Since 1945  
- CPO 4003 Comparative Politics  
- ECO 2013 Macroeconomics  
- ECO 2023 Microeconomics  
- GEA 1000 Human Geography  
- POS 2020 American/U.S. National Government *  
- PSY 1012 General Psychology  
- REL 3131 American Religious History  
- SSE 1495 Technology and Society  
- SSE 2003 Understanding Cultures  
- SYG 1000 Introduction to Sociology  
- SYO 4180 Work and Family | 4       |

**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

**(FOR ARKANSAS RESIDENTS ONLY)**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Writing</strong></td>
<td>ENC 1101 English Composition</td>
<td>4</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>MAT 1031 College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>
| **Science**          | Baccalaureate students must transfer in two science courses and accompanying laboratories. Science note:  
- Students enrolled in Health Information Management BS must transfer two science courses and accompanying laboratories, including a science course and laboratory that is equivalent to PHA 1500 Structure and Function of the Human Body. |         |
| **Mathematics**      | MAT 1031 College Algebra                                               | 4       |
| **Natural Sciences** | Students enrolled in associate’s degree programs must either select one course below, or transfer in a total of 5 credits, of which 4 credits must be science coursework and 1 credit must be an accompanying laboratory.  
- AST 2002 Introduction to Astronomy  
- BSC 2020C Introduction to Human Biology  
- GLY 1000 Introduction to Geology  
- PHA 1500 Structure and Function of the Human Body  
- TRANSFER (Science course with lab) | 4       |

**Total Credits:** 58

### TOTAL BS GENERAL EDUCATION CREDITS: 58

Students enrolled in Computer Science BS will complete 71 general education credits due to program-specific Speech/Communication, Mathematics, and Fine Arts/Humanities requirements.

**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

**(FOR ARKANSAS RESIDENTS ONLY)**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mathematics</strong></td>
<td>MAT 1031 College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>
| **Social Sciences**  | Select two courses, at least one of which must be a U.S. History/Government course (indicated by *)  
- AMH 2030 United States History: 1900 to the Present *  
- AMH 3304 Visions of America Since 1945  
- CPO 4003 Comparative Politics  
- ECO 2013 Macroeconomics  
- ECO 2023 Microeconomics  
- GEA 1000 Human Geography  
- POS 2020 American/U.S. National Government *  
- PSY 1012 General Psychology  
- REL 3131 American Religious History  
- SSE 1495 Technology and Society  
- SSE 2003 Understanding Cultures  
- SYG 1000 Introduction to Sociology  
- SYO 4180 Work and Family | 4       |

**Total Credits:** 32-33

Students who transfer in 5 credits of science (including lab) will take 33 credits of general education, those who do not will take 32 credits of general education.

Students enrolled in Software Application Development AAS will complete 45-46 general education credits due to program-specific English/Writing, Humanities, and Mathematics requirements.

Arkansas general education requirements for Associate of Applied Science (AAS) degree programs include the completion of one course in Computer Applications, Fundamentals. The AAS degrees listed on this page contain a course that satisfies this requirement.
Florida's Statewide Course Numbering System

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

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

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

**Example of Course Identifier**

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

**General Rule for Course Equivalencies**

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course. The prefix "ENC" represents "English Composition," the century digit "1" represents "Freshman Composition," and the unit digit "1" represents "English Composition Skills." In the example, "5" indicates that this course is from the Medical discipline.

NOT: Course equivalents are listed alphabetically by the prefix of the course and then by the last three digits. Courses with the same prefix and the same last three digits are comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

**Exceptions to the General Rule for Equivalency**

The following courses are exceptions to the general rule for course equivalencies and may not transfer.

A. Courses not offered by the receiving institution.

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

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

D. College preparatory and vocational preparatory courses.

E. Graduate courses.

F. Internships, practica, clinical experiences and study-abroad courses with numbers other than those ranging from 300-999.

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

Questions about the Statewide Course Numbering System and appeals regarding course transfer decisions should be directed to the Campus Director or the Florida Department of Education, Office of Articulation, Tallahassee. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427, or via the Internet at scns.fldoe.org.

**Courses at Nonregionally Accredited Institutions**

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

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

Rasmussen College Course Numbering System

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

IMT 151 Introduction to Medical Theories and Techniques

The first three characters of the code are an alphanumeric 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, the "5" indicates that this course is from the Medical discipline.

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

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

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

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

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

E170 Introduction to Undergraduate Research / E242 Career Development

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

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

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

**College Experience Course, 0 credits**

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

Prerequisite: none
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.

Program Length

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

Course Descriptions

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

Prerequisite: none

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

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting I

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

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

ACG 3050 Governmental and Not-for-Profit Accounting
40 hours, 4 credits
This course is a study of governmental principles as they apply to governmental organizations. This course will introduce students to the accounting and reporting of not-for-profit entities.

Prerequisite: Financial Accounting II

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

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

ACG 4507 Accounting Fraud Investigation
40 hours, 4 credits
This course is a course of the internal audit principles, techniques, and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.

Prerequisite: Advanced Auditing Concepts and Standards

ACG 4931 Accounting Capstone II
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentations. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Intended for student’s last quarter

AMH 2030 United States History: 1500 to the Present
40 hours, 4 credits
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultures, values, and perspectives within the United States.

Prerequisite: none

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

Prerequisite: none

AMH 3304 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.

Prerequisite: none

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

Prerequisites: English Composition; Introduction to Literature
A ML 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 is to teach a literary response to social marginalization based on race/ethnicity, gender, national origin, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ perceptions and literary representations of their situations, contexts, and identities. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class.
Prerequisite: English Composition

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

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

ART 1309C Drawing Design and Art Theory
40 hours, 4 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: Color Theory and Techniques

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

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

BIO 207 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 development. This course is a corequisite of AST 2002 (six-week sessions).
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

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 be required to work jointly to create different types of simulations as they learn to apply software to create short simulations.
Prerequisite: Platform Design and Implementation

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

CAP 3051 Graphics Development with OpenGL
60 hours, 4 credits
The goal of this course is to teach fundamental principles and techniques for using computer graphics rendered in relation to video game and simulations. The focus is on graphics methods used to render realistic imagery and scenes applied to the OpenGL system. Much of this involves solving problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render their reflections on surfaces with pixels. We will also consider photometric problems, such as how we represent light, the way objects reflect light, and the path that light takes as it reflects through the scene.
Prerequisite: Programming II

CAP 3052 Game and Simulation Lighting Techniques
60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and shadows are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

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

CCJ 1153 Criminology
40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included in this examination of what crime is, what causes crime, and the various techniques for measuring the amounts and changes in the incidence of crime and criminals.
Prerequisite: none

CCJ 2033 Social Psychology
40 hours, 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand the social interaction functioning in 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. 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 addressing ethical issues in law enforcement. 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.
Prerequisite: Policing in America: Criminal Law and Procedures: Crime and the Courtroom

CCJ 2658 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 services and social work roles, and responses when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

CCJ 2890 Contemporary Issues in Criminal Justice Capstone
40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The course introduces students to the cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political implications expected at that time.
This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice; Students must be enrolled in the Criminal Justice program and in their last or second to last quarter

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

CCJ 3641 Organized Criminal Syndicates
40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the causes of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.
Prerequisite: Criminology: Motives for Criminal Deviance (except for students enrolling in the Criminal Security Program)
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 methods and legislative initiatives to protect victims' interest in judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none

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

CCJ 3678 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics in Criminal Justice

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

CCJ 3710 Criminal Justice Internship
40 hours, 4 credits
Students will learn to understand 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 UCIS and NVS data sets.
Prerequisite: College-level Math course

CCJ 4297 Criminal Justice Senior Thesis
40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.
Prerequisite: Criminal Justice Seminar; Students should be in their last or second-to-last quarter

CCJ 4392 Criminal Justice Internship
250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internships experiences.
Prerequisite: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter

CCJ 4450 Criminal Justice Leadership and Management
40 hours, 4 credits
This course will familiarize students with contemporary theories and methods of management in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.
Prerequisite: Ethics in Criminal Justice

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

CCJ 4601 Research Methods in Criminal Justice
40 hours, 4 credits
This course will explore 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.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

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

CCJ 4690 Special Offenders: Sex Offenders
40 hours, 4 credits
This course will examine the causes of sexual offenses and treatment of offenders. Laws and policies pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.
Prerequisites: Introduction to Criminal Justice (except for students enrolled in the Cyber Security Program)

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

CCJ 4931 Critical Issues in Criminal Justice
40 hours, 4 credits
This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will engage in group exercises related to the course, and will create a project focused on the concept of “interface” to one of “location.”

Prerequisites: Criminal Behavior: Profiling Violent Offenders

CCJ 4932 Foundations of Software Design
40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it relates to proper software design concepts. Students will understand the use and application of software design concepts. A comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system will be explored. The role of female criminality and criminal-justice professionals will be examined and will be analyzed.
Prerequisite: none

CDA 2120 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 I/O bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural language 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 work. The kernel is an integral 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 processor, memory, and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.

Prerequisites: Software System Principles

CDA 4210 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.

Prerequisites: Software System Principles

CEN 3210 Database Systems Design
50 hours, 4 credits
In this course, students will learn how to design and develop a relational database management system (RDBMS) for 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. Additionally, they 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
40 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system architecture capabilities, and hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis

CEN 3410 Software Systems Principles
40 hours, 3 credits
This course provides a historical perspective of programming languages and their development and evolution. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and semaphore 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. Students will learn how to incorporate problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.
Prerequisite: Java II

CEN 4190 Engineering Virtual Worlds
50 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.”

The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.

Prerequisite: Programming II

CEN 4411 Advanced Mobile Application Development
40 hours, 3 credits
Building upon the topics covered in Mobile Application Development, this course provides students with instruction in the creation of more complex applications and programs. Students will learn how to use the Dalvik virtual machine as a platform to develop Android applications. Additionally, students will explore the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment.
Prerequisite: Mobile Application Development
CET 2629 Cisco Networking Fundamentals, 40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communication using firewalls, access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course includes an introduction to security, basic concepts and structures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Network+ exam.
Prerequisite: Networking Fundamentals
Microsoft Windows Server
CET 2660C Networking Security 40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communication using firewalls, access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course includes an introduction to security, basic concepts and structures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Network+ exam.
Prerequisite: Networking Fundamentals
CET 2810C Microsoft Exchange Server 40 hours, 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified: Exchange Server Specialist exam.
Prerequisite: Windows Active Directory
CGS 1240 Computer Applications and Business Systems Concepts 40 hours, 3 credits
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and E-Commerce tools, and creating presentations with enhanced features and web tools.
Prerequisite: none
CGS 1945 Relational Databases 40 hours, 3 credits
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R concept, and transaction management. The use of Structured Query Language (SQL) will be emphasized.
Prerequisite: Fundamentals of Programming
CGS 1586C Introduction to Computer Graphics 40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: none
CGS 1820C Introduction to HTML 40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course provides a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.
Prerequisite: none
CGS 1821 Introduction to Website Design 40 hours, 3 credits
Intended for beginning-to-intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.
Prerequisite: Computer Applications and Business Systems Concepts
CGS 1883C Fundamentals of Web Authoring and Design 40 hours, 3 credits
This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating webpages. HTML and supplemental client side scripting are the primary focus of the course. In addition, providing graphics and multimedia content, adding interactivity, color use, file management and formats, testing, publishing, and publicizing are added. Students use interactive and multimedia elements to enhance their site design.
Prerequisite: Introduction to Multimedia Design
CIS 1110 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially as related to database resource management. Emphasis is placed on how the user, hardware, and software interact with the operating system. 
Prerequisite: none
CIS 1308 Logic and Troubleshooting 40 hours, 4 credits
This course provides students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logic, students will complete puzzle-solving exercises and activities that help in effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technical problems, and apply lessons learned in order to anticipate potential failure concerns. By the end of the course, students will be prepared to evaluate actual issues, use logic to identify the variables contributing to failure, and finally determine the proper course of action to correct the failure issue(s) at hand.
Prerequisite: none
CIS 2911 Information Technology Capstone 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in last quarter of Diploma
CIS 3055 Principles of Network Security 40 hours, 3 credits
This course brings to light the concepts needed for network defense in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).
Prerequisite: none
CIS 3100 Introduction to Information Systems Security 40 hours, 3 credits
This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics covered include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, confidentiality and access control. 
Prerequisite: none
CIS 3257 Legal and Security Issues 40 hours, 4 credits
This course addresses the legal processes involved in implementing and maintaining an e-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet Internet site and potentials for misuse.
Prerequisite: none
CIS 3318 Managing Risk for Information Systems, 40 hours, 4 credits
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.
Prerequisite: none
CIS 3471 Security Policies and Implementation 40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: none
CIS 3664 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information, students can teach others, develop enterprise plans, and develop websites and web applications along with analyzing access control, authentication, and authorization strategies.
Prerequisite: none
CIS 4010 Senior Computer Science Capstone 30 hours, 3 credits
This course provides a culminating and integrative learning 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 IT environment 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 include tokens, biometrics, and use of public key infrastructures (PKI) will be covered.
Prerequisite: none
CIS 4215 Windows Security Strategies 40 hours, 4 credits
This course discusses security implementations for various Windows platforms and applications. Areas of study include identifying and examining security risks, solutions for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, and analysis of security vulnerabilities of network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisite: Computer Applications and Business Systems Concepts; Networking Fundamentals
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 files, file systems are examined for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisite: Computer Applications and Business Systems Concepts
CIS 4385C Computer Forensics 40 hours, 3 credits
This course examines computer forensic and legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular files, 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 an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.
Prerequisite: none
CIS 4581 IS 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
Directed Patrol. In investigating these topics, Policing, Problem Oriented Policing, and agencies. They will also cover contemporary citizens, patrol officers, administrators, and will explore the problems and solutions facing civilians, patrol officers, administrators, and agencies. They will also cover contemporary practices 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 and environmental prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

Prerequisite: Policing in America

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

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

CJE 2280 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.

Prerequisite: Policing in America

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

Prerequisite: Policing in America

CJE 3510 Criminal Investigations 40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques and domestic and criminal cases, and prepare for interviewing and interrogating crime suspects and victims. 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 criministics, 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 environmental and crime, neighborhood prevention, 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 3131 Criminal Law and Procedures: Crime and the Courthouse 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 3113 Criminal Evidence 40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the rules of criminal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.

Prerequisite: Criminal Law and Procedures: Crime and the Courthouse (except for students enrolled in the Cyber Security Program)

CJL 3297 Constitutional Law 40 hours, 4 credits
This course introduces 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 Courthouse (except for students enrolled in the Cyber Security Program)

CJT 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 covers design of virtual networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce concepts 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+ examination.

Prerequisite: Fundamentals of PC Hardware and Software

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

Prerequisite: Computer Applications and Business Systems Concepts

CJT 3003 Advanced Network Security 50 hours, 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement 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 computing, incident response, and firewalls.

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

CJT 3126 Advanced Networking 50 hours, 4 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPLS, MPLS, and hybrid networks), Wireless and QoS.

Prerequisite: Virtualization

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

Prerequisite: Project Planning and Documentation

CJT 3348 Infrastructure Hardware 50 hours, 4 credits
This course covers hardware design and planning for large medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage arrays (RAID, fiber channel), IISCS, ENS, and DATA. Students will be able to design a data center for both operational efficiency and IT, and to provide adequate fault tolerance to support business-critical applications.

Prerequisite: Networking Fundamentals

CJT 3473 Scripting 50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be applied 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 cases involving Linux, Windows and Mac operating system scripting.

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

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

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

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

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

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

CNT 4203 Enterprise Application Support
40 hours, 4 credits
This course introduces students to the challenges of supporting complex enterprise applications and end user computing and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring tools and techniques, security, support and maintenance, and disaster recovery.
Prerequisites: Advanced Networking; Disaster Recovery

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

CNT 4437 Service Management
40 hours, 4 credits
This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management, service level management, incident response time, availability, and capacity/infrastructure performance.
Prerequisite: Support Management

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

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

COM 1002 Introduction to Communication
40 hours, 4 credits
The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include: perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

COM 1007 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presence and for audiences from different cultural communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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

COP 1176 Introduction to Visual Basic
40 hours, 3 credits
This course is designed to teach students to learn and practice how to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.
Prerequisite: Fundamentals of Programming

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

COP 1801 JavaScript
40 hours, 4 credits
In this course students learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.
Prerequisites: Introduction to HTML; Fundamentals of Programming

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

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

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

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

COP 2333 Advanced Visual Basic
40 hours, 3 credits
The students taking this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.

COP 2535 Data Structures
60 hours, 4 credits
This course is designed to be an introduction to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion.
Prerequisite: Programming I

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

COP 2795C SQL Server Development
40 hours, 3 credits
This course seeks to prepare the students for programming in the SQL Server environment. Students will learn how to manipulate and work with database objects through T-SQL to create and alter tables as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server Administration

COP 2842 PHP/MySQL
40 hours, 3 credits
This course covers the use of PHP scripting language and the MySQL database to create dynamic web pages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQL database within a PHP program; creating HTML forms, and generating secure PHP programs.
Prerequisite: Java I
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COURSE DESCRIPTIONS

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

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

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

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: Fundamentals of Programming

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

Prerequisite: none

CPO 4003 Comparative Politics 40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: American/US National Government

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

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 create print and/or create virtual presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.
Prerequisite: Computer Applications and Business Systems Concepts

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

CTS 1400C Dynamic Content Management 40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as reporting and database design. In addition, Structured Query Language is utilized to obtain dynamic content 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 personal computer 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. Further, this course helps prepare students to take both parts of the 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 for introduction of the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of Linux operating system. Students will learn how download and install source application from the Internet, running, troubleshooting, and the role of Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course material.
Prerequisite: Fundamentals of PC Hardware and Software

CTS 2383C Microsoft Windows Server 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Server and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Fundamentals of PC Hardware and Software

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

CTS 2511 Excel 40 hours, 3 credits
This course is designed to investigate advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

CTS 2804C Networking and Internet Technologies 40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as IP address models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none

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

CTS 2857C Server Side Scripting 40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.
Prerequisites: Dynamic Content Management; Fundamentals of Web Authoring and Design

CTS 2858C client Side Scripting 40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.
Prerequisites: Dynamic Content Management; Fundamentals of Web Authoring and Design
DIG 1520C Digital Media Production
40 hours, 4 credits
This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software to create and deliver interactive content. This will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Introduction to Multimedia Design

DIG 1710 Game Preproduction
40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product. Prerequisite: Game Design Theory I

DIG 2620C Multimedia Technologies
40 hours, 3 credits
This course introduces the non-technical study of game design, 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 cultural, technical, and social aspects of games. Prerequisite: none

DIG2563 Interactive Storytelling
40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of game design to the integration of game technology, students will write and build worlds where story interacts with game play. Subjects will include linear narrative, myths and the hero’s journey, chatteringbots and MUDs, exposition and dialog trees, spatial narratives and storylines, and a range of interactive story forms, and topics from campfires to LARPs and text adventures. Prerequisite: Game Preproduction

DIG 2620C Multimedia Technologies
40 hours, 3 credits
In this course students will learn elements of advanced programming languages that allow for scripting of complex interactive applications on the Internet and other devices. Students will also explore the newest technologies and their impact on multimedia and visual design. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Digital Media Production

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

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

DIG 3316 The Study of Animation
60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure. Prerequisite: none

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

DIG 3323 Polygon Modeling
60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons. Students will utilize techniques to approximate curved surfaces with multiple polygons. Industry-standard software such as Autodesk 3ds Max, Zbrush, and MudBox will be discussed, and students will have the opportunity within an actual software modeling environment to create 3D forms. Prerequisite: 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 beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and other advanced Photoshop programs. Students will study the elements, formal structure, plot and interactive appreciation. The next step is a study of complex software modeling, rendering, animation, post-production level. Learn professional methods of effects in film and video at an advanced design. Prerequisites: Introduction to Computer Graphics and Camera

DIG 3333 Digital Photography
60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and traditional effects, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, motion, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters. Prerequisite: Polygon Modeling

DIG 3432 Storyboard Development
40 hours, 4 credits
This course introduces the student to utilizing storyboards to visually represent staging and camera movement. Students will learn how to create professional storyboards and prepare for the production of their own storyboards. They will then use these storyboards to design and develop their own storyboards. Prerequisite: Digital Media Production

DIG 3437 Digital Animation
40 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between different components, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques. Prerequisite: Applied Game and Simulation Theory

DIG 3492 Game Audio Assets
60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between different components, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques. Prerequisite: Applied Game and Simulation Theory

DIG 3497 Mobile Platform Development
60 hours, 4 credits
This course will focus on the development of visual elements and programming used in the development of a mobile game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between different components, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques. Prerequisite: Applied Game and Simulation Theory

DIG 3520 Mobile Game Character Creation
60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course, students will be exposed to the advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the game environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling and animation will also be explored. Students will engage in the study of character rigging and animating for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters. Prerequisite: Polygon Modeling

DIG 3530 Advanced Applications of Digital and Experimental Art
60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the principles of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different aesthetics and techniques, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze narrative and cinematic techniques in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual skills learned in previous courses to design innovative simulations to solve digital problems. Prerequisite: Advanced Methods of Computer Graphics

DIG 3555 Digital Effects Creation
60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and traditional effects, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, motion, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters. Prerequisite: Polygon Modeling

DIG 3700 Game Planning and Development Strategies
60 hours, 4 credits
This course caters to professional game planning and design strategies. The focus is on the development of quality games and to develop their own original game ideas. Students will analyze existing game projects as guides and objectives for game planning and development strategies. Students will identify their own goals and analyze existing game projects as guides and objectives for game planning and development strategies. Prerequisite: Digital Media Production

DIG 3791 Game Art
60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course, students will be exposed to the advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the game environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling and animation will also be explored. Students will engage in the study of character rigging and animating for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters. Prerequisite: Polygon Modeling
DIG 4794 Applications of Physics for Game and Simulation Production 60 hours, 4 credits

An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and concepts of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.

Prerequisite: Programming II

DIG 4931 Industrial Simulation Project 60 hours, 4 credits

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

Prerequisite: Multiplayer Game Programming

DIG 4932 Video Game Production Project 70 hours, 4 credits

This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behavior, building structures for interactive system, solving multiplier interface and social issues are covered in the course. Students will utilize skills to produce a final project, demonstrating comprehension of the process of professional game creation.

Prerequisite: Multiplayer Game Programming

DIG 4933 Digital Video/Audio Project 60 hours, 4 credits

This advanced course in Audio/Video production is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound forge and Director. Audio/Video editing 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 also apply to do an internship on this project.

Prerequisites: Audio/Video Editing; Digital Media Assembly

DIG 4934 Web Design Project 60 hours, 4 credits

The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.

Prerequisite: Multimedia Technologies

DIG 4935 Animation Graphics Project 60 hours, 4 credits

This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge and skills based on a professional 3D Animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D Animation project.

Prerequisite: The Study of Animation

DSC 1003 Introduction to Homeland Security 40 hours, 4 credits

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

Prerequisite: Introduction to Criminal Justice

DSC 2005 Terrorism 40 hours, 4 credits

Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.

Prerequisite: Introduction to Criminal Justice

DSC 2011 Security Challenges 40 hours, 4 credits

This course is an examination of the field of security and the security challenges 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 risk perceptions. They will also explore the coordination of strategy and policy across national homeland security disciplines, including law enforcement, public education, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.

Prerequisite: Terrorism

DSC 3057 Risk Analysis 40 hours, 4 credits

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

Prerequisites: Introduction to Homeland Security; Security Challenges

DSC 4214 Emergency Management 40 hours, 4 credits

This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.

Prerequisites: Introduction to Homeland Security; Security Challenges

E170 Introduction to Undergraduate Research 20 hours, 2 credits

This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and using information, a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the development 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 appreciation 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 take the Diploma course requirements.

E320 Junior Seminar 0 credits

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

E410 Senior Seminar 0 credits

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

ECO 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: employment, 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 demand, supply and elasticity, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and competition in economic systems.

Prerequisite: none

EEC 1202 Early Childhood Education Curriculum and Instruction 40 hours, 4 credits

This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.

Prerequisite: Foundations of Child Development

EEC 1700 Foundations of Child Development 40 hours, 4 credits

This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to children, individuals, families, and self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.

Prerequisite: none

EEC 1735 Health, Safety, and Nutrition/CDA Application 40 hours, 4 credits

This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry a 2-hour observation in the field of education.

Prerequisite: Early Childhood Education Curriculum and Instruction

EEC 1860 Knowledge: Externship I 180 hours, 6 credits

Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.

Prerequisite: none

EEC 1861 Application: Externship II 180 hours, 6 credits

Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Knowledge: Externship I

EEC 1862 Reflection Externship III 180 hours, 6 credits

Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Application: Externship II

EEC 1863 Teacher Reflection I 60 hours, 4 credits

Early Childhood Education as a Profession

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

Prerequisite: none
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2120</td>
<td>Introduction to English Language Learners</td>
<td>4, 4</td>
<td>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.</td>
</tr>
<tr>
<td>EEC 2272</td>
<td>The Inclusive Classroom</td>
<td>4, 4</td>
<td>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.</td>
</tr>
<tr>
<td>EEC 2229</td>
<td>Parent Education and Support</td>
<td>4, 4</td>
<td>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.</td>
</tr>
<tr>
<td>EEC 2401</td>
<td>Dynamics of the Family</td>
<td>4, 4</td>
<td>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.</td>
</tr>
<tr>
<td>EEC 2403</td>
<td>Advocating for Children with Special Needs</td>
<td>4, 4</td>
<td>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.</td>
</tr>
<tr>
<td>EEC 2493</td>
<td>Summative Project for Early Childhood Education</td>
<td>20, 2</td>
<td>The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children.</td>
</tr>
<tr>
<td>EEC 2500</td>
<td>Infant and Toddler Development</td>
<td>40, 4</td>
<td>This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.</td>
</tr>
<tr>
<td>EEC 2613</td>
<td>Observation and Assessment in Early Childhood Education</td>
<td>40, 4</td>
<td>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.</td>
</tr>
<tr>
<td>EEC 2930</td>
<td>Early Childhood Education Capstone</td>
<td>20, 2</td>
<td>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.</td>
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<tr>
<td>EEC 2935</td>
<td>Summative Project for Early Childhood Education</td>
<td>20, 2</td>
<td>The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children.</td>
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<tr>
<td>EEX 2010</td>
<td>The Exceptional Child</td>
<td>40, 4</td>
<td>This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of young children and families.</td>
</tr>
<tr>
<td>ENC 1121</td>
<td>English Composition 2</td>
<td>40, 4</td>
<td>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 learn practice effective writing and apply course concepts.</td>
</tr>
<tr>
<td>ENC 3311</td>
<td>Advanced Composition</td>
<td>40, 4</td>
<td>This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present views in an organized, unified, and coherent manner to diverse audiences.</td>
</tr>
<tr>
<td>EVR 3410</td>
<td>Human Uses of the Environment</td>
<td>40, 4</td>
<td>This course will provide an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of population to human uses of the environment; and human uses of the environment.</td>
</tr>
<tr>
<td>EEX 2410</td>
<td>Child and Family Advocacy</td>
<td>40, 4</td>
<td>Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.</td>
</tr>
<tr>
<td>EEC 2529</td>
<td>Curriculum and Instruction for Children with Special Needs</td>
<td>40, 4</td>
<td>Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application</td>
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<tr>
<td>EEC 2550</td>
<td>Infant and Toddler Development</td>
<td>40, 4</td>
<td>Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application</td>
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<td>EEC 2613</td>
<td>Observation and Assessment in Early Childhood Education</td>
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<tr>
<td>EEC 2717</td>
<td>Emerging Literacy Through Children's Literature</td>
<td>40, 4</td>
<td>Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application</td>
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<td>EEC 2220</td>
<td>Curriculum and Instruction for English Language Learners</td>
<td>40, 4</td>
<td>Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application</td>
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<td>EEC 2225</td>
<td>Guiding Children's Behavior</td>
<td>40, 4</td>
<td>Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application</td>
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<td>EEC 2123</td>
<td>Language and Literacy Acquisition</td>
<td>40, 4</td>
<td>Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application</td>
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<td>EEC 2329</td>
<td>Parent Education and Support</td>
<td>40, 4</td>
<td>Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application</td>
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<td>EEC 2329</td>
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<td>EEC 2212</td>
<td>Emergent Literacy Through Children's Literature</td>
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<td>Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application</td>
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<td>EEC 2211</td>
<td>Curriculum and Instruction for English Language Learners</td>
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</table>
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 1102 Financial Markets and Institutions 40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Prerequisite: none

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

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

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

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

GEB 2240 Entrepreneurial Product and Service Planning 40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a business product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the customer. Students will also examine the lifecycle of products and services once they are launched. This course includes educational resources from Harvard Business Publishing. Prerequisite: Introduction to Entrepreneurship

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

GEB 2444 Internet Business Models and E-Commerce 40 hours, 4 credits
This course is designed to introduce students to new models of 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 through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone Project. Students have the opportunity to participate in an optional internship/externship project. Prerequisite: Intended of last quarter of student’s program

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

GEB 3051 The Business of Digital Media 40 hours, 4 credits
This course is designed to prepare students for multimedia projects and complete them across the broad spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce assets of information technology are introduced in small creative teams, management of timelines and deadlines, and effective leadership are explored as they pertain to the multimedia development pipeline. Prerequisite: Introduction to Business

GEB 3110 Research and Report Writing 40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methods, literature review, format, citation, introduction, literature, and academic report writing. Prerequisite: English Composition or Professional Communication

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

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

GEB 4310 Statistics for Business 40 hours, 4 credits
This course introduces basic statistical literacy along with the ability to analyze and interpret real-life business problems using applied 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, and continuous and probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression. Prerequisite: none

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

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

GEB 4520 Legal and Ethical Environment of Business 40 hours, 4 credits
This course presents an overview of the law, business, and social issues that 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: Business Ethics 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. Interactions between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them. Prerequisite: none

GEO 3372 Conservation of Resources 40 hours, 4 credits
The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, regional, and global scale and possible solutions to these problems. Prerequisite: none

GLY 1000 Introduction to Geology 40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; major rock types; and the use of maps and geographic data to locate and evaluate the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere. Prerequisite: none

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

GRA 1206C Typography 40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students will become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Typography

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

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

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, analyzing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; medications 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 valid and accurate coding. Students will complete laboratory exercises coordinated with course content. Prerequisites: Structure and Function of the Human Body, Medical Terminology
HIM 1125 ICD-CM Coding 40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases—Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover 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 Physiology

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 utilized as well as the use of registries and indices.
Prerequisite: ICD-CM Coding

HIM 1222 Basic ICD-9-CM Coding 40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology
Pre- or Co-requisite: Pathophysiology

HIM 1234C Intermediate ICD-9-CM Coding 40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM Coding with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines for all body systems. Use of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding

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

HIM 1311 ICD Coding 30 hours, 3 credits
This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology
Prerequisite or Co-requisite: Pathophysiology

HIM 2000 Introduction to Health Information Management 40 hours, 4 credits
This course introduces the student to the theory of the health information management field and the personnel who practice in the area. Students will be taught the fundamental skills of the health information management profession. Students will be taught the basic knowledge of the organization and storage of health information. Prerequisite: none

HIM 2272C Medical Insurance and Billing 40 hours, 3 credits
This course will provide students with an introduction to the concepts of medical insurance and billing. Students will learn the process of insurance claims processing, including verification of insurance eligibility, submission of insurance claims, and coding and modifiers. Prerequisite: none

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

HIM 2410 Health Information Law and Ethics 40 hours, 4 credits
A study of the impact of the U.S. legal system and various healthcare regulations and ethics on the health information management environment. Students will study the legal aspects of patient privacy, confidentiality, data protection, information release, and professional practice law and ethics will be explored.
Prerequisite: none

HIM 2510 Quality Analysis and Management 40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of an organization.
Prerequisite: none

HIM 2652 Healthcare Information Technologies 40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore electronic health record technologies and implementation in healthcare facilities.
Prerequisite: 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
This course introduces the concept of a simulated practical experience involving the collection and analysis of health information as a professional health information technician in a simulated healthcare setting. Prerequisite: none

HIM 3001 Information and Communication Technologies 40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware, software to ensure data collection, storage, analysis and reporting of information. Students will explore the use of networking technology, including intranet and Internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of health information systems will be explored.
Prerequisite: Program Admission

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

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

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

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

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

HIM 3644 Reimbursement Methodologies 40 hours, 4 credits
A study on managing the use of clinical data in prospective payment systems and other reimbursement methods. Students will learn how to utilize payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

HIM 4003 Electronic Data Security 40 hours, 3 credits
This course will cover data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control procedures, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health record system integrity and validation.
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 in a peer-reviewed journal article in a journal submission environment. Data analysis and presentation techniques will be used. Topics explored will be related to current Health Information Management processes and policies, research design and methodology, knowledge-based research techniques, research protocol data management, and national guidelines. A student will complete a research project.
Prerequisite: Healthcare Statistics

HIM 4276 Health Information Management Professional Practice Experience 120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter

HIM 4354 Strategic Planning and Development 40 hours, 4 credits
An exploration of the principles of developing 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 in today’s healthcare facilities. This course introduces students to the practice of health information management focusing on the content and structure of patient-identifiable data and information. This covers management issues related to paper-based record systems, including clinical documentation issues, medical record regulations, word processing as a tool for documentation, forms design, storage and retrieval systems, and archiving, secretarial 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 Facility Professional Practice Experience 30 hours, 1 credit
This 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 that may be appropriate to the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter
COURSE DESCRIPTIONS

HUS 2712 Organization and Leadership in Human Services
40 hours, 4 credits
Working and managing within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will plan and propose ethical reasoning techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn how to build a strong ethical organization through culture, climate, and structure.
Prerequisites: Case Management; Strategies for Rehabilitation; Counseling Clients

HUS 2595 Human Services Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services program in the form of a Capstone Project. Contemporary issues and future trends will also be analyzed.
Prerequisites: Students must be in their last or second-to-last quarter before graduation Co-requisite: Sophomore Seminar

ISM 2202C Business Intelligence Reporting
40 hours, 4 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.
Prerequisite: Students must be in their last or second-to-last quarter

HUS 2955 Human Services Capstone
50 hours, 5 credits
This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transaction management, storage management, data administration, security and database tuning issues. The course also covers distributed and client/server environments.
Prerequisites: MIS Techniques; Management of Information Systems

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

LDR 2439 Introduction to Organizational Leadership
40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the choices and consistency in 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

MATH 3000 Calculus I
40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numerical, graphic, and symbolic approaches to problem-solving for real-world scenarios. This course will introduce students to the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.
Prerequisite: none

MAN 3040 Principles of management II
40 hours, 4 credits
This course is an introduction to the management of personnel. This course examines the role of different disciplines and the analysis of the main theories of moral obligation, right and wrong action, and good and bad values.
Prerequisite: Principles of Management; Human Resource Management; Management of Information Systems

MAN 3210 Advanced Human Resource Management
40 hours, 4 credits
This course is designed to enable the student to develop a broad exposure to new approaches and career trends in the management of personnel. This course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating ethical team building; and leading change. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Principles of Management

MATH 3060 Calculus III
40 hours, 4 credits
This course covers the basis for proper mathematical reasoning in a computer science framework. Students explore propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.
Prerequisites: Calculus I; Discrete Structures for Computer Science

MAN 3313 Applied Discrete Mathematics
40 hours, 4 credits
This course covers several topics in Discrete Mathematics that will be used in computer science. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.
Prerequisite: Introduction to Discrete Mathematics; Calculus II

MAN 3300 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization's human resources. It addresses the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include recruitment, selection, training, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course is also an educational resource from Harvard Business Publishing.
Prerequisite: none

MAN 2062 Business Ethics
40 hours, 4 credits
This course presents an examination of current moral and ethical issues that arise in the workplace. Topics include an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.
Prerequisite: none

MAN 3040 Principles of management II
40 hours, 4 credits
This course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating ethical team building; and leading change. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Principles of Management

MAN 3210 Advanced Human Resource Management
40 hours, 4 credits
This course is an introduction to the management of personnel. This course examines the role of different disciplines and the analysis of the main theories of moral obligation, right and wrong action, and good and bad values.
Prerequisite: Principles of Management; Human Resource Management; Management of Information Systems
MAN 4143 Contemporary Leadership Challenges 40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students will become active and effective members of a professional learning community.
Prerequisite: none

MAN 4240 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: none

MAN 4320 Human Resource Recruitment and Selection 40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staff planning, recruiting, and selection and performance assessment. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management, Introduction to Human Resource Management

MAN 4330 Compensation Administration 40 hours, 4 credits
This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management, Introduction to Human Resource Management

MAN 4441 Negotiation and Conflict Management 40 hours, 4 credits
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: Organizational Behavior Analysis

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

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

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

MAP 3101 Probability and Statistics 40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moments, generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics

MAR 1410 Sales Techniques 40 hours, 4 credits
An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today’s marketplace.
Prerequisite: none

MAR 2011 Principles of Marketing 40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none

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

MAR 2578 Search Engine Marketing 40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.
Prerequisite: Internet Business Models and E-Commerce

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

MAR 3205 Internet Marketing, Public Relations and Social Media 40 hours, 4 credits
This course is designed to give students an in depth understanding of E-Marketing strategies and tactics and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce

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

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

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

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

MAT 1601 General Education Mathematics 40 hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

MCR 2010C Introduction to Microbiology 70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism, organisms and the effects of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminths; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

MEL 4102 Introduction to Medical Assisting 40 hours, 4 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and become familiar with basic medical terminology, such as professionalism, vital signs and CPR/First Aid.
Prerequisite: none

MEC 1206 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including patient examination and access, medical terminology, medical charting, charting, medical nomenclature, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives.
Prerequisites: Introduction to Medical Assisting; Medical Terminology

MEC 1207 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and access, medical terminology, medical charting, charting, medical nomenclature, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives.
Prerequisite: Clinical Skills I

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

MEC 1243 Pharmacology for the Allied Health Professional 40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to 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.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MEC 2023 Pathophysiology 50 Hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on understanding the causes, diagnostic procedures, pharmacology and treatment of common diseases selected of human body systems.
Prerequisites: Human Anatomy and Physiology I or Structure and Function of the Human Body

MEC 2257 Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study laboratory medical procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills II
ME 2290 Radiography Skills
40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, equipment production and evaluation, and patient care and education, along with radiographic procedure modules that will cover each comprehensive course. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an X-ray operator.
Prerequisite: none

RASMUSSEN COLLEGE FLORIDA
Course Descriptions

MEA 2804 Medical Assistant Externship
240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students complete 240 hours of Externship training under the supervision of a medical assistant in a physician's office, clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office and administrative areas as well as develop the skills necessary to work effectively in multiple roles.
Prerequisite: none

MTB 1381 Math for Game and Simulation Production I
40 hours, 4 credits
This course introduces the student to the concepts and principles of mathematics as applied in the simulation and game production industry. Topics covered include algebra, geometry, trigonometry, and vectors. Special emphasis is placed on the evaluation of equality and inequalities.
Prerequisite: College Algebra

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

MNA 2134 Call Center Customer Service/Receivables Skills
40 hours, 4 credits
This course is designed to prepare students for careers as call center representatives. The course will cover the skills necessary to provide quality customer service in a fast-paced environment.
Prerequisites: MNA 1161

NUR 1020F Fundamentals of Nursing
230 hours, 13 credits
This course covers the foundational knowledge and skills necessary for entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.
Prerequisite: Adult Nursing I

NUR 1144 Comprehensive Pharmacology Lab
40 hours, 2 credits
This course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of clients and includes an overview of drug classifications, drug actions/interactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency with the use of problem-solving skills and mathematical calculations necessary to manage the nursing role. This course provides the foundation for subsequent coursework.
Prerequisite: none

NUR 1144L Comprehensive Pharmacology Lab
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, students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult health: medical-surgical, behavioral, and psychiatric settings. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the client and the health care environment. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisites: Fundamentals of Nursing; Comprehensive Pharmacology; Adult Nursing I

NUR 1211C Adult Nursing III
220 hours, 13 credits
This is the third of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status in acute care and psychiatric settings. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Pathophysiologic mechanisms of diseases are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, 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; Maternal-Child Nursing
NUR 2820 Nursing Role and Scope 40 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 I Co-requisite: Action Nursing I

NUR 3177 Health Assessment 40 hours, 4 credits This course provides an opportunity for students to develop proficiency in comprehensive health assessment as viewed through the lens of holistic, patient-centered care. Assignments designed to develop knowledge and skills for obtaining and recording a 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. Collaboration with interprofessional teams, utilizing evidence-based treatment guidelines, and additional updated information needed to promote personal and family health, caring for patients in the nursing setting will be utilized to gather and analyze data relevant to common health problems. Prerequisite: Quality and Safety in Nursing Practice Co-requisite: Applied Pathophysiology

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

NUR 3418 Introduction to Alternative and Complementary Therapies 40 hours, 4 credits This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is to provide the student with knowledge and experience of mind/body self-healing skills, multi-cultural and alternative medicine theories, practice environments and interventions that can be integrated safely into nursing and/or the nurse’s personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined through the application of critical thinking and the scientific evidence body of knowledge. Prerequisite: Advanced Pathophysiology Co-requisite: Transcultural Nursing

NUR 3508 Quality and Safety in Nursing Practice 40 hours, 4 credits This course focuses on the critical review of current quality and safety issues in healthcare and nursing. “Quality & Safety Education for Nurses” (QSEN), “Institute of Medicine” (IOM) reports, regulatory bodies, and international nursing standards are identified and examined within the course. Students will increase their understanding of best practices, safety standards, and quality initiatives in the healthcare setting. Emphasized within this course is the Quality and Safety for Education for Nurses (QSEN) Competencies. These courses examine QSEN as a conceptual framework of integrating Quality and Safety in Nursing Practice 40 hours, 4 credits This course explores leadership theories and concepts that impact the professional role of nursing. Emphasis will be placed on nursing leadership roles that create a climate of trust, safety, and quality care through individual and team performance. The student will develop knowledge related to improvement priorities in the work environment that will contribute organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation. Prerequisites: Successful completion of all other BSN courses Co-requisite: Public Health and Community Nursing

NUR 4870 Nursing Informatics 40 hours, 4 credits This course integrates nursing science, information science, computer science and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by health care professionals to support the delivery of health care. Students will discuss the impact informatics has on the delivery of care including: efficiency and productivity, patient safety, confidentiality, and healthcare outcomes. With innovations in healthcare technology, unique opportunities and challenges for the nurse will be considered and addressed in this course. Prerequisites: Quality and Safety in Nursing Practice Co-requisite: Research

NUR 4909 Nursing Capstone 40 hours, 4 credits This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate the theoretical and clinical experiences from previous nursing courses into a capstone experience. Students will use critical thinking skills and evidence-based practice to promote patient centered nursing care that encompasses quality and safety. Students will demonstrate effective communication skills and the ability to complete the findings obtained in the comprehensive health assessment. The capstone preceptorship supports the role transformation of students and promotes clinical competence at the BSN preparation level. Prerequisites: Successful completion of all other BSN courses Co-requisite: Leadership and Management in Nursing

OST 1100C Keyboarding I 40 hours, 3 credits This course is designed to help prepare students for the transcription and editing of medical records. Students will learn to read, comprehend, analyze, and utilize research from various specialties, and apply and integrate theoretical and clinical knowledge and understanding of pathophysiological and clinical diagnosis of selected illness and disease. Prerequisite: Successful completion of all other BSN courses

OST 2240 Medical Transcription 40 hours, 3 credits This course is designed to help prepare students for the transcription and editing of medical records. Students will learn to read, comprehend, analyze, and utilize research from various specialties, and apply and integrate theoretical and clinical knowledge and understanding of pathophysiological and clinical diagnosis of selected illness and disease. Prerequisite: Successful completion of all other BSN courses

OST 2465 Medical Administration Capstone 80 hours, 4 credits This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills. Prerequisite: Medical Administration student in last or second-to-last quarter

PHA 1500 Structure and Function of the Human Body 40 hours, 4 credits This course will provide a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: none

PLA 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 in the symbolic centers of thought. Logical analysis of formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis to solve concrete problems dealing with our knowledge of reality. Prerequisite: 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 concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system’s impact on their disciplines. Students will prepare a resume as part of this course. Prerequisite: none

PLA 1203 Civil Litigation and Procedure I 40 hours, 4 credits Students will analyze the lawyers and paralegals’ roles in handling civil cases and the means by which the objectives of litigation may be achieved. Students will gain a thorough understanding of the American judicial system, its structure and function, and the legal system’s impact on society. Students will also be introduced to the entire process of civil litigation. Prerequisite: Introduction to Law

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 preparation, trial procedure, post-trial procedure, and initial appellate documents. Prerequisite: Civil Litigation and Procedure I

PLA 1310 Paralegal Ethics 40 hours, 4 credits This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also to resolve the issues with sound moral decisions and proper responses. Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PLA 1573 Contracts: Managing Legal Relationships 40 hours, 4 credits This course will introduce students to the practical approach to the law of contracts. The class will cover the rules and assignments relevant to the aftermath of contracts, breach of contracts, and the remedies provided for a breach of contract. Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PLA 2204 Law Office Technology: Cybersecurity and the Paralegal Profession. 40 hours, 4 credits

This course introduces students to the fundamentals of how to use 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 applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement.

Prerequisite: Introduction to Law and the Legal System

PLA 2320 Legal Research 40 hours, 4 credits

This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific cases, and develop a table of contents, and other authorities, a statement of the case, argument, and conclusion.

Prerequisite: Legal Research; Human Resource Management

PLA 2587 Torts: Auto Accidents and Other Legal Injuries 40 hours, 4 credits

This course examines the fundamentals of torts and provides a basic understanding of the principles of tort litigation. Through class discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System

PLA 2610 Real Estate Law 40 hours, 4 credits

This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a real estate office, title company, or financial institution. Upon completion of the course, the student will be able to purchase and sales agreements, deeds, mortgages, closing statements with assignments of mortgages 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 be able to determine if a home is familiar with foreclosures, landlord/tenant law, and zoning regulations.

Prerequisite: Introduction to Law and the Legal System

PLA 2800 Family Law 40 hours, 4 credits

This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including prenuptial 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 skills 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

POD 2020 American/U.S. National Government 40 hours, 4 credits

This course presents the development and evolution of the American national government with focus on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and state and local governments.

Prerequisite: none

PRN 4001 Political Thought 40 hours, 4 credits

The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom and obligation.

Prerequisite: none

PRN 1011 Fundamentals of Practical Nursing 60 hours, 6 credits

This course provides students with a foundation in understanding the healthcare system. This includes roles individuals perform in the healthcare setting, and basic knowledge in wellness and disease throughout the lifespan. Topics will include therapeutic communication, ethics, legal, cultural competencies, and identifies nursing strategies to meet the global and diverse patient and community.

Co-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical

PRN 1011L Fundamentals of Practical Nursing Laboratory 40 hours, 2 credits

This course provides students with the skills needed to provide introductory nursing care to patients in the healthcare setting. The course 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 Clinical laboratory courses.

Co-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical

PRN 1075L Medical Surgical Nursing I Laboratory 20 hours, 1 credit

This course provides the student with the skills needed to provide nursing care to patients. Emphasis is placed on patient safety and nursing skills related to disorders of the endocrine, musculoskeletal, genito-urinary systems, fluid and electrolyte disturbances, and basic emergency nursing care.

Co-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory

PRN 1075LL 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 health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing I and Medical Surgical Nursing I Laboratory courses.

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

PRN 1128 Mental Health Nursing 30 hours, 3 credits

This course provides 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.

Co-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisite: Mental Health Nursing

PRN 1128LL Mental Health Nursing Laboratory 30 hours, 3 credits

This course provides students with experiences needed to provide nursing care to behavioral health clients. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Mental Health Nursing course.

Co-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisite: Mental Health Nursing

PRN 1279 Medical Surgical Nursing II 40 hours, 4 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 endocrine, musculoskeletal, genito-urinary systems, fluid and electrolyte disturbances, and basic emergency nursing care.

Co-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory

PRN 1279LL Medical Surgical Nursing II Laboratory 20 hours, 1 credit

This course provides the student with the skills needed to provide nursing care to patient. Emphasis is placed on patient safety and nursing skills related to disorders of the endocrine, musculoskeletal, genito-urinary systems, fluid and electrolyte disturbances, and basic emergency nursing care.

Co-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory

PRN 1279L 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 health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing II and Medical Surgical Nursing II Laboratory courses.

Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory
PRN 1304 Gerontological Nursing
30 hours, 3 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 biological, cultural, psychological, legal, and ethical aspects related to geriatric nursing care.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisite: Gerontological Nursing Clinical
PRN 1304LL Gerontological Nursing Clinical
90 hours, 3 credits
This course provides students with hands-on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Gerontological Nursing Clinical course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisite: Gerontological Nursing
PRN 1495 Medical Surgical Nursing III
40 hours, 4 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 Co-requisites: Medical Surgical Nursing III Laboratory; Medical Surgical Nursing III Clinical
PRN 1495L Medical Surgical Nursing III Clinical
90 hours, 3 credits
This course provides students with hands-on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing III and Medical Surgical Nursing III Laboratory courses.
Prerequisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical Co-requisites: Medical Surgical Nursing III; Medical Surgical Nursing III Laboratory
PRN 1570LL Family Nursing Clinical
60 hours, 3 credits
This course provides students with experiences needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in PRN 1570. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Family Nursing Clinical
PRN 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 importance of open communication. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy;Pharmacy Math and Dosages
REL 3131 American Religious History
40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
Prerequisite: none
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 with regard to insurable risks on 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 1529 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, math, sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from each discipline. Through 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 misuse of science.
Prerequisite: none
SPC 2017 Pharmacy Math and Dosages
40 hours, 4 credits
This course will provide the student with the necessary calculations for compounding, preparation, and administration within a pharmacists setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisite: Introduction to Pharmacy
PTN 2050 Pharmacy Technician Capstone
30 hours, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisite: Pharmacy Technician student in last or second-to-last quarter.
PTN 2220 Pharmacy Software/ Automation/Insurance Billing
40 hours, 3 credits
Hands on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to use pharmacy software, pharmacy and common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventories will be addressed. Emphasis is on gaining understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.
Prerequisite: Pharmacy Math and Dosages
PTN 2340 Unit Dose and Medication Preparation
40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The course will stress aseptic techniques and the importance of open communication. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy;Pharmacy Math and Dosages
SSE 1495 Technology and Society
40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the history and social impact of technology on both individual and global cultures. This course introduces students to basic diversity and cultural awareness and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none
SSE 2003 Understanding Cultures
40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African Americans, Latino, Asian American and Native Americans living in the United States. Topics include family, marriage, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none
SYG 1000 Introduction to Sociology
40 hours, 4 credits
This class introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none
SYO 4180 Work and Family
40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals’ work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none
TAX 2002 Income Tax
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.
Prerequisite: Financial Accounting II
TAX 3101 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, and global impact of technology on small business. This course will cover taxation of individuals.
Prerequisite: none
WST 4350 Gender in math and Science
40 hours, 4 credits
This course will provide 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 will provide 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 will provide 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 will provide advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
STUDENT INVESTMENT DISCLOSURE INFORMATION

The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

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

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

<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Institutional Loans¹</th>
<th>Florida Tuition and Fees¹</th>
<th>Florida Books and Supplies¹</th>
<th>Room and Board¹</th>
</tr>
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<td>Accounting</td>
<td>Bachelor's</td>
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<td>Business Management–Child Development</td>
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¹The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
²Internal placement rate methodology can be found at rasmussen.edu/SID
³Median loan debt for completers from private educational loans
⁴Median amount that completers owe to Rasmussen College upon graduation
⁵Tuition and fees charged for completing the program in normal time
⁶Total cost of books and supplies when completing the program in normal time
⁷Total cost of room and board is not applicable at Rasmussen College
⁸Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.
⁹EN to Bachelor of Science Nursing (RN to BSN) Policy
Applicants to this program must possess a current, unencumbered RN license that is valid in the United States. Completion of all college prep coursework, including a minimum of 32 credit hours of transferable general education course work is required for admission to the program. Admitted student will be granted a transfer block inclusive of lower division general education and lower division major and core courses.

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

### School of Design

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor's</td>
<td>27-1014</td>
<td>92%</td>
<td>100%</td>
<td>NA</td>
<td>NA</td>
<td>$54,119</td>
<td>$7,500</td>
<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies–Digital Design and Animation</td>
<td>Associate's</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,200</td>
</tr>
<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Associate's</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
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### School of Education

<table>
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<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
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<td>98%</td>
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<td>$3,450</td>
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<td>100*</td>
<td>NA</td>
<td>NA</td>
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<td>$2,550</td>
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<tr>
<td>Early Childhood Education–Child Development</td>
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<td>NA</td>
<td>NA</td>
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<td>$2,550</td>
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<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Diploma</td>
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<td>100*</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
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<td>100*</td>
<td>NA</td>
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### School of Health Sciences

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<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
</tr>
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<tbody>
<tr>
<td>Health Information Management</td>
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<td>29-2071</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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<td>NA</td>
<td>$53,820</td>
<td>$7,350</td>
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<td>46%</td>
<td>81%</td>
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<td>$0</td>
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<tr>
<td>Medical Administration</td>
<td>Associate’s</td>
<td>43-6013</td>
<td>37%</td>
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<td>$2,550</td>
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<tr>
<td>Medical Assisting</td>
<td>Associate’s</td>
<td>31-9092</td>
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<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
<td>31-9092</td>
<td>59%</td>
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<td>Certificate</td>
<td>29-2071</td>
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<td>$1,800</td>
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<tr>
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<td>NA</td>
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<td>$0</td>
<td>$16,744</td>
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<td>Pharmacy Technician</td>
<td>Associate’s</td>
<td>29-2052, 31-9095</td>
<td>56%</td>
<td>75%</td>
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<td>$3,600</td>
</tr>
<tr>
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SCHOOL OF JUSTICE STUDIES

<table>
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<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Florida Tuition and Fees $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Florida Books and Supplies $</th>
<th>Room and Board $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice–Corrections</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
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<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Law Enforcement</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Psychology</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
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<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Client Services / Corrections</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
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<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Criminal Offenders</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Investigation / Law Enforcement</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
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<tr>
<td>Human Services</td>
<td>21-1093</td>
<td>58%</td>
<td>85%</td>
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<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Human Services</td>
<td>Diploma</td>
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<td>NA*</td>
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<td>NA*</td>
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<tr>
<td>Paralegal</td>
<td>Associate’s</td>
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<td>Certificate</td>
<td>23-2011, 23-2099</td>
<td>NA*</td>
<td>75%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
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</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College
9 Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.
10 RN to Bachelor of Science Nursing (RN to BSN) Policy

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

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

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
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</thead>
<tbody>
<tr>
<td>Nursing (RN to BSN)**</td>
<td>Bachelor's</td>
<td>29-1141</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,332</td>
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<td>78%</td>
<td>98%</td>
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<tr>
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<td>Associate's</td>
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<td>86%</td>
<td>95%</td>
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<tr>
<td>Professional Nursing</td>
<td>Associate's</td>
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<td>86%</td>
<td>95%</td>
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<td>NA*</td>
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<td>$44,635</td>
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## SCHOOL OF TECHNOLOGY

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<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
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<tr>
<td>Information Systems Management – Network Security</td>
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<td>83%</td>
<td>95%</td>
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<td>$26,910</td>
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<td>$0</td>
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<tr>
<td>Information Systems Management – Computer Information Technology</td>
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<td>95%</td>
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<td>$27,209</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management – Database Administration</td>
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<td>83%</td>
<td>95%</td>
<td>$26,186</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,900</td>
<td>$0</td>
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<tr>
<td>Information Systems Management – Network Administration</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>83%</td>
<td>95%</td>
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<td>$26,910</td>
<td>$3,900</td>
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<td>NA*</td>
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<td>NA*</td>
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<td>NA*</td>
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</tr>
<tr>
<td>Information Systems Management – Network Security</td>
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<td>NA*</td>
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<td>Software Application Development</td>
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</table>
RASMUSSEN COLLEGE FLORIDA

ACADEMIC INFORMATION AND COLLEGE POLICIES

ADMISSIONS AND ENROLLMENT PROCEDURES

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

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

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

• Application Form (apply early for best scholarship opportunities)
• Attestation of high school graduation or equivalency
• Enrollment Agreement
• Rasmussen College entrance placement exam(s)
• Rasmussen College Experience Course (if applicable)
• All financial arrangements are complete, submitted, and verified
• Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  – TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  – Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. 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.

The following students are exempt from the Computer Science Course requirement:
• 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. 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.
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  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  – TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  – Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. 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.

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

Rasmussen College Admissions Non-discrimination 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.
• For students completing the application process October 1, 2012 and thereafter, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.
• For students completing the application process on or before September 30, 2012, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.
• Rasmussen College Experience Course successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement:
• 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. For selected programs, applicants must also pass a criminal background check. See additional information.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  – TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  – Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. 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.
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ADMISSIONS REQUIREMENTS

Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or otherwise make unqualified a student to a program. The following programs require a general background check for admission in all states:

- Business Management: Child Development Specialization
- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

The following programs require a general background check for admission in all states except Minnesota. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission:

- Medical Assisting
- Medical Laboratory Technician
- Nursing: Practical
- Professional Nursing
- Professional Nursing: Mobility Degree
- 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 (FDE) background check in addition to the general background check for admission:

- Medical Assisting
- Medical Laboratory Technician
- Professional Nursing
- Professional Nursing: Mobility Degree

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 FDEL Background Check Process

A student enrolling in any of the general criminal or FDEL background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. A student who does not meet the requirements of the Background Check Attestation must withdraw from the program. If a student is not eligible for a program, the student will be ineligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is deemed to be eligible either through a clear or possible letter or successful passage through the appeals process. This process may delay a student’s funding until the background check process is complete.

A student who receives a MDHS background check will not have his/her aid submitted until the student is deemed to be eligible either through a clear or possible letter or successful passage through the appeals process. A student who is not eligible for a program will be allowed to continue into a second quarter, if the student pays for the course materials.

If a student chooses to appeal his/her determination 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 deemed to be eligible either through a clear or possible letter or successful passage through the appeals process. This process may delay a student’s funding until the background check process is complete.

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Applying For Admission into the School of Nursing Applicants who have successfully completed College entrance placement exam requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants will be provided a nursing program of study for which they qualify. Applicants meeting the exam score requirement determined by Rasmussen College are required to provide the Admissions Office registration upon filing for admission or for a first-time applicant. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one test attempts allowed as well as general orientation or risk being dismissed as an applicant.

Entrance Requirements for Software Application Development Associate’s and its Computer Science Bachelor’s Programs

• Students must cover the cost of textbooks and courseware for the study materials and exam. Based on exam scores, applicants will be provided a nursing program of study for which they qualify. Applicants meeting the exam score requirement determined by Rasmussen College are required to provide the Admissions Office registration upon filing for admission or for a first-time applicant. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one test attempts allowed as well as general orientation or risk being dismissed as an applicant.

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

2. Entrance Placement Requirements Students who have successfully completed College entrance placement exam requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants will be provided a nursing program of study for which they qualify. Applicants meeting the exam score requirement determined by Rasmussen College are required to provide the Admissions Office registration upon filing for admission or for a first-time applicant. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one test attempts allowed as well as general orientation or risk being dismissed as an applicant.

Entrance Requirements for Software Application Development Associate’s and its Computer Science Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into either program. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics 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). Two letters of recommendation are also required for acceptance. Please speak with a Program Manager for details.

Paralegal Certificate Entrance Requirements

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

Entrance Requirements for Health Information Management Bachelor’s Program

Applicants pursuing admittance into the Health Information Management BS Degree program must possess an AAS in Health Information Technology/ Management from a DAHIMI accredited program earned within the past five years or have an AA 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

Rasmussen College High School students 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 being supervised by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Honors coursework is available both on-campus and online. Students must have reached the minimum age of 16. Enrollment in the Program is dependent on space availability.

Rasmussen College Early Honors Program Terms and Conditions

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

• Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.

• Students must have prior approval from a parent/guardian and be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).

• Students must submit a signed Early Honors High School Approval Form.

• Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 or out of a possible 4.00.

• Proof of GPA must be validated by a High School Staff member or Administrator on the Early Honors High School Approval Form.

• Student must score at least a 25 on the writing portion of the Rasmussen College Early Honors Program Application to be accepted to the Early Honors Program.

• The Early Honors Application deadline is four weeks prior to the start of the intended quarter of enrollment.

• A maximum of 20 Early Honors students will be accepted per quarter, per campus.

• To continue enrollment in the Early Honors Program, students must maintain a minimum cumulative high school grade point average of 2.00.

• Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.

• Applicants will be accepted on a space available basis and will be notified of acceptance.

• Early Honors students must take all course prerequisites as listed in the catalog. Nursing courses designated with a “RN” or “PRN” or “NUR” listed on the Early Honors High School Approval Form are not available to Early Honors students.

• Students must review the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.

• Students will receive college credit toward a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will need to request an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.

• Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student’s high school. Dual enrollment credit must be confirmed on the High School Approval Form.

• Students may apply to a full program of study by completing an Application for Admission.
PRIMARy SOURCES OF FINANCIAL AID AND HOW TO APPLY

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

There are three basic types of aid available to Rasmussen students:
• Various state and federal student loan programs.
• Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
• Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

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

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<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
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<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
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<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5,550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) - Awarded by the College</td>
</tr>
<tr>
<td>Florida Student Assistant Grant</td>
<td>Grant based on financial information provided by the student on the FAFSA.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) - Awarded by the College</td>
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<tr>
<th><strong>EMPLOYMENT</strong></th>
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<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) - Awarded by the College</td>
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<tr>
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<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</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</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
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<tr>
<td>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.
Rasmussen College offers the following scholarships 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.

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

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

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
- 10% Military Discount
- Corporate Discount
- Community Business Success Grant
- AccelerateED Partner Success Grant

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 are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

Rasmussen College is proud to offer select scholarship and grant programs at a time:

- 10% Military Discount
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Early Childhood Education (all specializations)
- Health Information Technician
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

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

Certificates
- Accounting
- Business
- Early Childhood Education
- Human Services
- Information Systems Management (all specializations)
- Law Enforcement Academic
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

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

These Programs May Also Be Offered Online
Bachelor’s Degrees
- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Early Childhood Education (all specializations)
- Health Information Technician
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

Diplomas
- Accounting
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Certificates
- Accounting
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- Human Services
- Information Systems Management (all specializations)
- Law Enforcement Academic
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

Individual Progress
Students may enroll in 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 all admission requirements.

Placement into Foundation courses reflects the student classified as an audit student. Grades will be recorded as audit grades with the student as a candidate for academic policies.

Entrance Placement Exam Re-test Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency.

Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. 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 ‘SX’ in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid.

Foundation courses must be taken in conjunction with courses contained in an eligible program.

Students who place below the level of 8080 Reading and Writing Tests are not eligible for admission to Rasmussen College. Students who place below the level of 8080 Reading and Writing Tests are not eligible for admission to Rasmussen College. Students who place below the level of 8080 Reading and Writing Tests are not eligible for admission to Rasmussen College.

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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 a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required Foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Foundation courses are B800 and B807. A “full quarter” excludes the mid-quarter start.

Foundation Course Grading

1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B800 Reading and Writing Strategies if they achieve a final grade percentage of 73 or higher.
3. Students pass B807 Practical Math if they achieve a final grade percentage of 73 or higher.

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%

**Common Grading System Percentage Scale**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage Range</th>
<th>SX 100 to 93%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>90 to 95%</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>90 to 92%</td>
<td></td>
</tr>
<tr>
<td>A+</td>
<td>90 to 89%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>86 to 83%</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>82 to 80%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>79 to 77%</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>76 to 73%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>72 to 70%</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>69 to 67%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>66 to 63%</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>62 to 60%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td></td>
</tr>
</tbody>
</table>

**Health Sciences Programs Grade Scale**

The following grade scale applies to all HI, MA, ML, PB, PT, ST and M coursework.

**Letter Grade**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>SX 100 to 93%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 92%</td>
</tr>
<tr>
<td>A+</td>
<td>90 to 89%</td>
</tr>
<tr>
<td>B</td>
<td>86 to 83%</td>
</tr>
<tr>
<td>B+</td>
<td>82 to 80%</td>
</tr>
<tr>
<td>C</td>
<td>79 to 77%</td>
</tr>
<tr>
<td>C+</td>
<td>76 to 73%</td>
</tr>
<tr>
<td>D</td>
<td>72 to 70%</td>
</tr>
<tr>
<td>D+</td>
<td>69 to 67%</td>
</tr>
<tr>
<td>D</td>
<td>66 to 63%</td>
</tr>
<tr>
<td>D+</td>
<td>62 to 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

**Point Scale**

Alphabetical Grading System

Grade of SX applies to Foundation and College Experience courses. Grade of UX applies to Foundation and College Experience courses. Grades of SX/UX apply to Seminar courses. Grade of UX applies to Foundation, Military Leave, and Medical Leave Withdrawals.

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A- 3.75</td>
<td></td>
</tr>
<tr>
<td>B+ 3.50</td>
<td></td>
</tr>
<tr>
<td>B 3.00</td>
<td>Very Good</td>
</tr>
<tr>
<td>B- 2.75</td>
<td></td>
</tr>
<tr>
<td>C+ 2.50</td>
<td></td>
</tr>
<tr>
<td>C 2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C- 1.75</td>
<td></td>
</tr>
<tr>
<td>D+ 1.50</td>
<td></td>
</tr>
<tr>
<td>D 1.00</td>
<td>Below Average</td>
</tr>
</tbody>
</table>

Repeating Courses Policy

Students who are repeating satisfactory Foundation courses may re-take courses up to three times only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA”. A third attempt at a failed course will not be eligible for any financial aid.

If a student elects to repeat a course for which a grade above “F/FA” was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses 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, 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 and transfer it back into the College. In accordance with meeting the transfer credit requirements. In the case of credit transfer, on “F/FA” grade will remain for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student’s Cumulative Completion Rate (CCR). Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might want to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Late Assignment Submission Policy

Students may submit assignments after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

Instructors may decide in the course of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should advise students beforehand of any such activities.

In no circumstances may students submit work after the last day of the academic term unless an incomplete has been requested and granted beforehand.

Incomplete Grade Policy

An ‘IN’ indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

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

2. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the term.

3. The Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.
   f. By completing the work, one of the following will apply:
      i. The student will learn substantive information by completing the work.
      ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

   4. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.

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ACADEMIC INFORMATION AND COLLEGE POLICIES
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.

Circumstances that may warrant a change of grade include:
- Emergency situations that prevent a student from submitting a petition to receive a grade change. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of work and how points are apportioned must be followed.

Students must contact their instructors within one week of the start of the subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean. Circumstances where a grade change may be authorized later by someone other than the original instructor include:
- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic appeals.

5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an ‘FA’ (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Policy for Change of Grade
On occasions it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:
- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of work and how points are apportioned must be followed.

Students must contact their instructors within one week of the start of the subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean. Circumstances where a grade change may be authorized later by someone other than the original instructor include:
- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic appeals.

Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement. Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

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 at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. The student must apply for approval no later than week six (6) of the quarter prior to 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 at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy
Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course. Full-quarter drop/add period:

Students may add courses through the first Friday of the quarter, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:
- 1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

3. Following the sixth week of the quarter, students will receive an F/A for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Drop/add period for five and six week courses: Students may add courses through the second day of the five or six week term and may drop a course through the first Friday of the term, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. Following the first week of the five or six week term and on or before the third Friday of the term, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

3. Following the third week of the five or six week term, students will receive an F/A 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.

Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

**RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College’s staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the Campus Dean by the first Friday of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

**SAP Components:**

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

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

<table>
<thead>
<tr>
<th>Percentage of Credits Attempted Toward Maximum Time Frame</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
</tr>
</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 150% = 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, FA, U/UN, W/WD, U/N. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

**Course Withdrawals**

The class will be dropped without being recorded on the student’s transcript and tuition will not be charged.

**Online Courses**

Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

**Financial Aid Warning:** If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

**Not Eligible for Financial Aid:** A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

**Appeals:** A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be 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 further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

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

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessment

General Transfer Credit Policy
• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.

• Students must request that official transcripts containing coursework for review be submitted directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.

• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.

• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.

• Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate’s Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates in the Surgical Technologist and Medical Assisting Associate’s degree programs. Students In the Professional Nursing Mobility Associate’s degree program may complete up to 67% of their program via transfer of credit or block transfer of credit.

• Students eligible and approved for the Surgical Technologist AAS Completer Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.

• International transcripts must be evaluated by a NACES (National Association of Credential Evaluation Services) approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen course content. The evaluation should reflect the student’s eligibility.

• Transfer credit is evaluated based on the program in which the student is enrolled.

• Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted and calculated.

• Grade points from institutions other than Rasmussen College will not be accepted as transfer credit at Rasmussen College grade point average, but will be counted as credits attempted and used for determining Satisfactory Academic Progress. All transfer credits considered to be earned toward program completion, including test-out, transfer, and course waivers, are also counted as credits.

• 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 Course Waiver (CW) designation.

• When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form.
  2. Supplemental information such as a syllabus, course description, or text may be required.
  3. The information will be reviewed by the College Registrar.

• For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.

• The following Early Childhood Education exceptions: the Curriculum and Curriculum cannot be transferred into the program from another program. EEC 1860 Knowledge: Externship I, EEC 1861 Application: Externship II, EEC 1862 Reflection: Externship III.

Course By Course Transfer
• Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.

• Course must have the minimum number of credits to that of the Rasmussen College course.

• Grade points from institutions other than Rasmussen College will not be accepted 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 course being reviewed, will be listed in the student’s final grade-point average.

• General education credits may be considered for transfer regardless of completion date.

• Credits in information technology or computing science/computer science courses must have been earned within the previous three (3) years of the assessment date.

• Associate Nursing Program (prefixes of PN, RN and NUR/PRN in Florida). The student will not accept any core course transfer. For Associate Nursing program only, there is a five (5) year limit transfer.

• Students In the Professional Assisting Program are not transferable; MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA226 Medical Assisting Essentials.

• Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit.

• Students who have completed similar course work that exceeds the one (1) year limit can test-out of the course, with a 75% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technology programs are based on program space availability.

• Seminar Courses cannot be transferred in from another institution of higher learning.

• For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (U or LE prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved.

• Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

2. Bachelor Completion for Baccalaureate Candidates

For students who have completed an Associate’s degree, who enroll in a Rasmussen College Bachelor’s degree in a similar program area (e.g., business degrees are required for business, accounting), those students must complete general education for accounting, criminal justice, or law enforcement for criminal justice), they will receive immediate junior-level standing.

• Rasmussen College AAS/AS graduates will receive a transfer credit up to 95 credits (97 credits in Illinois).

• A block of up to 91 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 comparable to Programming I and a math course comparable to Calculus III 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 CACHIM accredited program and earned within the past five years. The degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.

• For Bachelor of Science Healthcare Management candidates, credits will be transferred based on the guidelines below.

1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take Financial Accounting I, Billing and Coding II, Introduction to Business and Introduction to Human Resource Management in the core.

2) Business Programs:

a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

3) The remaining core content necessary for the Healthcare Management degree will be transferred as 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates

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

For those without an earned degree, successfully completed general education credits will be applied.

Bachelor Completer Block Policy

For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred Associate’s degree, but not in a similar field as the Bachelor’s degree they are enrolled in.

• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).

• Course by Course transfer guidelines apply to required classes.

• Required transfer courses must still be met.

• Transfer for upper division courses will be done on a course by course basis.

• Students must meet pre-requisite requirements for upper division coursework.

• Students may transfer up to 41 unrestricted lower division core courses.

• Unless a course has been transferred, a student must take all courses required in the program.
Illinois students must meet the current general education category breakdown requirements.

This policy is not applicable to the Health Information Management BS degree.

Medical Assisting Associate Degree Complete Block Transfer Policy
A total block transfer of 54 core credits may be allowed into the Medical Assisting AAS/AAS program if one of the following criteria is met:

1. Graduated from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA/RMA certification, or

2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but graduated as a MA within the past 3 years and holds a current CMA/RMA certification.

Students may seek a course-by-course transfer of credits or course waiver for MA500 (Radiography Skills) only if they have a limited scope x-ray operator's certificate. Students will need to complete or may seek a course-by-course transfer of credits for 32 general education credits and $242 For Medical Assisting students entering the College utilizing the block transfer program, only 58 lower division core credits. Students who have graduated from a CAAHEP national Council of Clinical Laboratory Physicians and Technicians accredited MA diploma or certificate program may request a waiver for the Medical Assisting Practicum course. Students must complete and submit the required paperwork to the Program Coordinator/Director prior to beginning the MA program.

RN to Bachelor of Science Nursing (RN to BSN) Transfer Policy
Students who have an unencumbered Registered Nurse license and have successfully completed an Associate's degree in nursing in their field, will receive a block transfer of 113 credits. Students will receive a block of 32 lower division General Education credits plus a block of 81 lower division core classes.

Students who have the RN license alone will receive a block transfer of 81 lower division core credits.

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Students who have earned a CDA Credential within the past three years, awarded by the National Council of Certified Medical Assistant, will receive a block transfer of 113 credits.

Medical Coding Practicum Waiver
• Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding Practicum course. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.

• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required. For the initial block transfer, the Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.

• If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety, and Nutrition/CDA Application course waivers may be evaluated for eligibility by the Campus Registrar. To request a course waiver, please contact the Registrar with questions about transferring to other colleges.

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

The institution reserves the right to withhold office. Transcripts in non-Traditional Education under certain circumstances such as having an outstanding financial obligation to the College.

Health Sciences Externships, Practicums, and Clinicals

All student activities associated with the curriculum, education, or if 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. The student will be responsible for his or her own transportation to and from the clinical site on days that the student is required to be at the clinical site. If the student is unable to attend due to illness, transportation to and from the clinical site will be the responsibility of the student. Students may request to have the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.

Academic Information and College Policies

Policy on Transfer Credits

Students who have earned a CDA Credential or have completed an MA within the past 3 years and holds an MA within the past 3 years and holds

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II. Definitions

Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in a course 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, if any, may be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop/Add Policy.

Practicums/Externships: In nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for Practicums/Externships in nursing and will be assigned grades according to the adjusted according to the Institution’s refund policy in any courses within 14 days of their last day of attendance in a course within 14 days of their last day of attendance in a course.

RASMUSSEN COLLEGE Florida

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

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 the development and instructional partnerships;
- Engage in responsive collection development and resource sharing;
- Collaborate with faculty to select materials in a variety of formats;

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College Library System to the extent of the College's ability to meet the needs of its patrons on an equitable basis. Exceptions to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General

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

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

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in their 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 or, if necessary, up to four times if there are no outstanding holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed.

ACADEMIC INFORMATION AND POLICIES

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in a course 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, if any, may be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop/Add Policy.

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Loan Periods

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Informal and Formal Complaints

Members of the College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn to the College for assistance. The College has the responsibility to provide a fair, prompt, and equitable process for handling complaints.

Formal complaint procedures are available for situations involving discriminatory actions of students or employees. Formal complaint procedures are also available for situations in which a student or employee feels that his or her rights have been violated. The College has the responsibility to provide a fair, prompt, and equitable process for handling complaints.

Non-Discrimination Policy

Rasmussen College is committed to providing equal employment opportunity for all employees and applicants for employment. For us, this is the only acceptable way to operate our College. Rasmussen College employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti–Harassment and Sexual Violence Policy

Rasmussen College is committed to providing equal employment opportunity for all employees and applicants for employment. For us, this is the only acceptable way to operate our College. Rasmussen College employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Informal Resolution

Early efforts to control a potentially harassing situation are very important. 1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.

2. Writing a letter to the person or 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.

6. A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the involved people, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the individual making the complaint. However, if, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it is necessary to inform the person complained against.

Incidents should be reported within 30 days. At any time during the procedures, the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.

1. If the person who discourses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the incident and will give such person guidance about various ways to resolve the problem or avoid future occurrences.

2. While the confidentiality of the information received and the privacy of the individual involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to the greatest extent possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information.

In most cases, however, confidentiality will not be maintained and those involved and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes, in attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainant.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement.

2) Submission or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;

2. Offering employment benefits in exchange for sexual favors;

3. Making or threatening reprisals after a negative response to sexual advances;

4. Verbal sexual advances or propositions;

5. Displaying sexually suggestive objects, pictures, cartoons or posters (including electronic).

6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and

7. Physical conduct, such as: touching, assault, or other sexual harassment.

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 calous insensitivity to the experience of others.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both the parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1) Quid pro quo” harassment, where submission to the sexual request is used as a basis for employment decisions.

Employee benefits such as, promotions, better working hours, etc., are, directly linked to compliance with the sexual advances.

Therefore, if only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.

Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

2) Hostile work environment, where the harassment creates an environment of unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether he/she is sexually aggressive or not.

Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a means of harassment.

Cartoons or posters of a sexual nature, vulgar or lewd comments, or unwanted touching or fondling all fall into this category.

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

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation.

Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile environment.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the two parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom of choice in determining the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student’s or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges. A perpetrator cannot claim a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and authority, 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 any romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, that results in sexual assault or survival.

Sexual assault or survival is a defense. Therefore, all employees should be aware of the risks and consequences involved in entering any romantic/sexual relationship where there is a superior/subordinate relationship.
Formal Complaints by Students and Employees

1. A formal complaint of the violation must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor of the complainant. The complaint must be addressed to the Campus Director or other manager who will immediately forward it to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

2. The College will investigate formal complaints in the following manner:
   1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.
   2. If the circumstances warrant a formal investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will inform the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.
   3. The College’s first priority will be to arrange to resolve the problem through a mutual agreement of the complainant and the person complained against.
   4. The College will be in communication with the complaint or by the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
   5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.
   6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

After an investigation of the complaint the College will:

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that the harassment that has occurred and report its findings and the resolution to an Executive Vice President or President; or
2. Report its findings with appropriate recommendations to an Executive Vice President or President;
3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that the complaint may be made with local law enforcement officials;
2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault or incident;
3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
A school official has a legitimate educational interest if the official reasonably believes the information in an education record in good faith in compliance with an ex parte order issued under the amendment is not liable to any person for the disclosure of this information.

4. The right to disclose — without the written consent or knowledge of the student or parent — personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to a law enforcement order in connection with the investigation or prosecution of violations of criminal laws or civil rights laws, if the disclosure is necessary to respond to the order.

5. The right to disclose — without the written consent or knowledge of the student or parent — personally identifiable information from a student’s education records to comply with a “lawfully issued subpoena” or court order in three contexts:
   a. Grand Jury Subpoenas — The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.
   b. Law Enforcement Subpoenas — The institution may disclose education records to law enforcement entities or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. Notice requirements or recordation requirements apply.
   c. All Other Subpoenas — The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or other court order.

6. The right to disclose — without the written consent or knowledge of the student or parent — information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Identifiable danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Educational Records Definition
A student’s education records are defined as files, materials, or documents that contain information directly related to the student and 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 obtained without the consent of the student unless the student has specifically requested that the information not be released.

Grievance Procedure
In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.
2. If the matter is not resolved to the person’s satisfaction he/she has the option of following the appropriate:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.
   d. Students or other interested parties may also contact:
      • Commission for Independent Education Florida Department of Education, 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399 888-224-6684
      • Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-0533
      • Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-3421
      • State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996
      • Higher Learning Commission (hlac.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 800-824-4838 or 312-263-0456

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal. For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the issue. If a student appeals his or her grievance within a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Dean, in a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after an appeal to the Dean for their campus, the issue will be referred to the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student” or Rasmussen College remains dissatisfied, then the controversy or claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any controversy or claim which is not satisfyingly resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment of the awardrendered by the arbitrator may be entered in any court having jurisdiction thereover.

Arbitration
The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or to award such other as the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any controversy or claim of or against one another. Regardless of whether or how many other similarly situated Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy
Interest of the institutional records concerning the regard the College may be requested from the Chief Financial Officer. Rasmussen College is currently authorized or licensed to operate in Alabama, Arkansas, Delaware, Florida, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to maintain additional licenses in which state it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

*Many states do not require specific authors. Institutions must make application for their residents to enroll in online programs.

Alabama Residents: School of Education
Alabama Students: Contact the Teacher Education and Certification Division of the Alabama State Department of Education at 334-242-0035 or alshe.edu to verify that these programs qualify for teacher certification, endorsement, and/or salary benefits.

State Contact Information for Student Complaints *

ALABAMA
Alabama Commission on Higher Education
PO Box 302130
Montgomery, AL 36130
ache.state.al.us/ferpa-reg.pdf

ARKANSAS
Arkansas Higher Education Coordinating Board
114 East Capitol Ave.
Little Rock, AR 72201
adb.state.ar.us/adhe.edu
Site/Collection/Documents/AcademicAffairs/Divisions/ADP/AR/Academic Affairs/Division/OP/COMPEX/0205/Arkansas_College_Grievance%20process%20new.pdf

ARKANSAS State Board of Private Career Education
501 Woodlane, Suite 3125
Little Rock, AR 72205
spce@arkansas.gov
spce.arkansas.gov/ArkansasStateBoardforPrivateCareerEducation

COLORADO
Colorado Department of Higher Education
215 15th Street, Suite 800
Denver, CO 80202
888-5-rasmussen
2013 CATALOG AND STUDENT HANDBOOK

Academic Information and College Policies

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Tuition

Full time pricing will be effective for new students as of February 2013:

All Programs:

- School of Business
  - School of Design
  - School of Education
  - School of Nursing
- School of Technology

School of Education: Early Childhood Education
- $310 per credit

School of Health Sciences: Medical Assisting
- $310 per credit

School of Nursing:
- Professional Nursing
- Practical Nursing Diploma
- $395 per credit
- $325 per credit

School of Technology:
- $350 per credit for Foundation courses and all 1000-2000 level courses
- $310 per credit for all 3000-4000 level courses

Financial Protection:
- $299 per credit for Foundation courses and all 1000-2000 level courses
- $299 per credit for all 3000-4000 level courses

Cancellation, Termination, Refund Policy

888-5-RASMUSSEN

ACADEMIC INFORMATION AND COLLEGE POLICIES

2013 CATALOG AND STUDENT HANDBOOK

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Cancellation, Termination, Refund Policy

888-5-RASMUSSEN

ACADEMIC INFORMATION AND COLLEGE POLICIES
a. If cancellation occurs within seventy-two (72) hours of enrollment date, all monies paid by the prospective student shall be refunded.

b. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid, except the registration fee.

c. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rata refund will be made of all unearned prepaid tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.

d. A full refund is due students whose contractual educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-13(e) and Title 17, U.S.C.

Refund Policy for Iowa Residents:

a. In accordance with Iowa code 714.23, students who are residents of the state of Iowa shall be entitled to a pro rata refund of tuition charges if they withdraw from an educational program at Rasmussen College, calculated as follows: Not less than ninety percent of the amount of tuition charged to a student is refundable by the ratio of the number of calendar days remaining in SIXTY PERCENT OF the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period.

b. Notwithstanding the paragraph above, the following tuition refund policy shall apply: If a terminating student has completed sixty percent of a course of study, no tuition refund will be granted. However, if, at any time, a student terminates a program due to the student’s physical incapacity or, for a program that requires the student to attend physical classroom instruction due to the transfer of the student’s spouse’s employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

c. Notwithstanding the two paragraphs above, this portion of the policy applies if and when the Rasmussen College standard default rate for students under the Stafford loan program as reported by the US Department of Education for the most recent federal fiscal year is more than 150% of the national default rate of all schools, or six percent, whichever is higher. In this case a terminating student shall receive a refund of tuition charges in an amount that is not less than ninety percent of the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

d. Tuition refunds shall be provided to the student within forty-five days following the date of determination that the student has terminated enrollment. No specific fee or penalty for termination will be charged, other than a reduction in tuition as specified above.

In compliance with Title 17, U.S.C. § 1550.000 course material fees will be refunded for students who are residents of the state of Iowa.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government and the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Fee signed contract, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter.

The amount of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student’s account, the funds must be returned to the school and the student, or applied to any outstanding balance or charges.

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 to state or federal needs, as well as their spouses, who cannot complete the academic quarter due to military deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and application or refund as required by those programs. The student will receive a grade of “W.”

Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or re-determination of admission eligibility, within one year showing their release from military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended to two quarters. A medical leave extends the time in which an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of aid that must be returned to the federal and state financial aid programs it can retain. The federal portion of aid that must be returned to the federal government and the school and the student is determined by the student’s Excess Funds Form (completed upon enrollment). No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate.

Medical leave is extended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

1. Medical Withdrawal: extended for students who do not plan to return to Rasmussen College.

2. Involuntary Medical Withdrawal: initiated by campus administration for students who are suspended or dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

Students are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should contact the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

Applying for a Leave or Withdrawal:

To apply for a Medical Leave or Medical Withdrawal the student must obtain the application form from the Campus Accommodations Coordinator, have it signed by a professional who believes the student is able to return to Rasmussen College.

When a Student Wants to Return After a Leave or Medical Withdrawal:

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to complete a re-admission application.

Rasmussen College is entitled to a full refund of tuition and mandatory fees for the term in which the professional therapist/physician believes the student is able to return to Rasmussen College.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal:

1. If the student takes Medical Leave or a Medical Withdrawal and before the close of the drop/add period, a grade of “W” will be recorded without being noted on the student’s transcript and tuition will not be charged.

2. A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College. All academic probations, warnings and disciplinary procedures for Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing to the College President on or before the day of the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final.

The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal:

Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical condition and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

Federal Distribution of Funds Policy

Once the student’s completed form has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

• All refund monies shall first be applied to reduce the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans remaining.

• Any remaining refund monies will be applied to reduce the student’s Federal Pell Grant award.

• Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.

• Other Federal SFA Programs authorized by Title IV Higher Education Act.
CAMPUS SECURITY CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

ACADEMIC INFORMATION AND COLLEGE POLICIES

ACCRREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Registration

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.51 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

- Minnesota Office of Higher Education
  1450 Energy Park Drive, Suite 350
  St. Paul, MN 55108
  651-642-0533

Licensure

Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this license may be obtained by contacting the Commission at:

- Commission for Independent Education
  Florida Department of Education
  1025 State Road 325 West Gaines Street, Suite 141
  Tallahassee, Florida 32399
  888-224-6684

Rasmussen College is licensed as a private career college with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

- State of Wisconsin Educational Approval Board
  201 West Washington Avenue, 3rd Floor
  Madison, WI 53703
  608-206-2196

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement degree and certificates.

- Wisconsin Department of Regulation & Licensing
  P.O. Box 8935
  Madison, WI 53708
  608-266-2112

Rasmussen College is registered with the Iowa College Student Aid Commission.

- Iowa College Student Aid Commission
  603 East 12th Street, 5th Floor
  Des Moines, IA 50319
  877-272-4456

The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Health Information Technology B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Technician A.A.S.

The Arkansas Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-13-81.

Approved For:
- Veterans’ Benefits by the Florida State Approving Agency
- Florida Board of Nursing

Statement of Ownership

Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent corporation of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
- J. Michael Locke, Chairman, President, Chief Executive Officer, Secretary
- Patrick D. Branhart, Chief Financial Officer, Treasurer
- Michael J. Malee, Vice President

Limitations

This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The course listings in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career.

Pharmacy Technology students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recorded certified first aid course, certified emergency medical technician, or emergency medical responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting PTO test objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training providers accept credits for related academic coursework. Skills training cannot be substituted for the course.

Rasmussen College reserves the right to deny admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission to applicants whose total credentials may not meet the standards of performance and behavior deemed essential for admission.
BOARD OF DIRECTORS

Henry S. Bienen
– Chairman, Rasmussen College, Inc.
– President Emeritus, Northwestern University, Evanston, Illinois

Herman Bulls
– CEO, Public Institutions, Jones Lang LaSalle

James E. Cowie
– Managing Director, Frontenac Company

Robert E. King
– Chairman, Deltak edu, Inc.
– Chairman, Salt Creek Ventures

J. Michael Locke
– Chairman, Rasmussen, Inc.
– Vice Chairman, Rasmussen College, Inc.

Thurston E. Manning
– Formerly Executive Director of the Commission on Institutions of Higher Education of the North Central Association

Thomas M. Slagle
– CEO, Rasmussen College, Inc.

Kristi A. Waite
– President, Rasmussen College, Inc.

CENTRAL OFFICE

Kristi A. Waite
President, Rasmussen College
B.A., Concordia University

Trenda Boyum-Breen
Chief Academic Officer
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M.S., Winona State University
B.A., Concordia College

Dwayne Bertotto
Regional Admissions Vice President
B.S., University of Wisconsin – Superior

Patrick Branhgam
Chief Financial Officer
M.B.A., University of Chicago
CPA, B.S., Illinois State University

Tawnie L. Cortez
Vice President of Student Affairs
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2013 CATALOG AND STUDENT HANDBOOK

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<th>Degree(s)</th>
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</table>

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<table>
<thead>
<tr>
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<th>Degree(s)</th>
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</table>
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<th>Name</th>
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