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, business, industry, 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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**2012-2013 Academic Calendar**

- **2012 Early Summer Quarter**
  May 7 – June 17
- **2012 Summer Quarter**
  July 2 – September 16
- **2012 Early Fall Quarter**
  August 6 – September 16
- **2012 Fall Quarter**
  October 1 – December 16
- **2012 Early Winter Quarter**
  November 5 – December 16
- **2013 Winter Quarter**
  January 7 – March 24
- **2013 Early Spring Quarter**
  February 11 – March 24
- **2013 Spring Quarter**
  April 8 – June 23
- **2013 Early Summer Quarter**
  May 13 – June 23

**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
LETTER FROM THE PRESIDENT
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 network 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,

President
LEARN WITH SUPPORT
GRADUATE WITH CONFIDENCE

SUPPORT+, our unique, comprehensive network of student services, provides an individualized level of support to help you earn your degree and succeed in your chosen career. Our team of SUPPORT+ professionals, from your program manager who helps you complete your enrollment application, to your student advisor who helps you develop your My Degree Plan and marks milestones on your Credential Ladder, to career services advisors who help you in your career search, SUPPORT+ is there to help you succeed—all at no extra cost to you.

With SUPPORT+, you will graduate with confidence, knowing you have mastered practical, relevant, and advanced skills that can help you launch a career or advance in your field.

Our dedicated team of faculty and staff provides exceptional individualized support to help you reach your academic and career goals.

REGISTRAR
• Evaluates transcripts for transfer credit
• Explains prior learning and test-out policies
• Records credentials on your transcript as you achieve them
• Monitors graduation requirements

FINANCIAL SERVICES ADVISOR
• Helps you navigate the financial aid application process
• Answers questions about your award letter and the GI Bill

STUDENT ADVISOR
• Helps you develop My Degree Plan, a roadmap to graduation
• Balances your course load and ensures course availability

FACULTY
• Provides instruction to help you learn course material
• Helps you master concepts and develop career skills

TUTOR
• Provides writing review services
• Tutors in science, English, and other subjects (math tutoring available 24/7)

STUDENT ACCOUNT MANAGER
• Processes tuition payments
• Answers questions about the online bookstore
• Assists with use of personal checks

PERSONAL SUPPORT CENTER
• Available 24/7
• Helps with Internet connectivity, software installation, password reset, online course access, and other technical issues

ONLINE LEARNING CENTER
• Schedules faculty tutoring
• Provides study aids, writing assistance, time-management, and test-taking strategies

LIBRARIAN
• Helps with academic research and navigating online resources
• Answers APA formatting and citation questions
• Explains how to use NoodleBib tools

CAREER SERVICES ADVISOR
• Provides resume, cover letter, and interview skill assistance
• Helps you develop your professional portfolio
• Guides your career choices and networking opportunities
applicants to this program must successfully complete and pass a criminal background check. In addition to meeting all other admissions requirements, 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. Students have the opportunity to participate in an optional internship/externship project. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

### 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
- B099 Foundations of Math 4

**CERTIFICATE COURSES**

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<th>COURSE</th>
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<td>Introduction to Business</td>
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<td>Principles of Management</td>
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<td>TAX 2002</td>
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**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.

### Diploma

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

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

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| IN 2052 | Principles of Bus...
**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**
- AGC 3080 Managerial Accounting Theory and Practice 4
- AGC 3085 Advanced Auditing Concepts and Standards 4
- AGC 3110 Intermediate Financial Reporting I 4
- AGC 3120 Intermediate Financial Reporting II 4
- AGC 3130 Intermediate Financial Reporting III 4
- AGC 4010 Cost Accounting Principles and Applications 4
- AGC 4020 Advanced Financial Accounting 4
- AGC 4250 International Accounting 4
- AGC 4402 Accounting Information Systems 4
- AGC 4431 Accounting Capstone II 4
- BUL 3247 Business Law II 4
- GEB 3020 Advanced Principles of Financial Management 4
- GEB 4308 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**

**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**
- AGC 3205 Risk Management for Accountants 4
- AGC 3501 Government and Not-for-profit Accounting 4
- AGC 4022 CPA Exam Preparation 2
- AGC 4180 Financial Statement Analysis 4
- AGC 4303 Advanced Auditing II 4
- AGC 4450 Accounting Research 4
- AGC 4507 Accounting Information Systems 4
- GEB 4505 Organizational Development 4
- MAN 3040 Principles of Management II 4
- MAN 3504 Operations Management 4
- MAN 4133 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**

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.

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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See Page 42 for General Education Course Selections.
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
B099 Foundations of Math 4

CERTIFICATE COURSES
LOWER DIVISION
ACG 1022 Financial Accounting I 4
ACG 1033 Financial Accounting II 4
BUS 2241 Business Law 4
CGS 1240 Computer Applications and Business Systems Concepts 3
COM 1007 Professional Communication 4
EB 2930 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*

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.

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
ENG 1000 Principles of Finance 4
GEB 2030 Business Capstone 2
MAN 3000 Introduction to Human Resource Management 4
Total Diploma Credits
General Education Credits 12
Major and Core Credits 47
TOTAL DIPLOMA CREDITS 59*

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.

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

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

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
BUSINESS MANAGEMENT ASSOCIATE'S DEGREE

CAREER OPPORTUNITIES:
- 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

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<td>Humanities (Select 2 courses)</td>
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<td>Math/Natural Sciences (Select 1 course)</td>
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<td>ECO 2013 Macroeconomics</td>
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MAJOR AND CORE COURSES

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<tr>
<td>Business Administration Specialization</td>
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<td>ACG 2062C Computer Focused Principles</td>
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<tr>
<td>APA 1500 Payroll Accounting</td>
</tr>
<tr>
<td>MNA 1911 Customer Service</td>
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</table>

| 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 2878 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*

*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.

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.
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 Networking Fundamentals for Business Professionals 3
GEB 3014 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 3255 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
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 47
Lower Division Specialization Credits or Unrestricted Electives 11-12
Upper Division Major and Core Credits 51
Upper Division Specialization Credits 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 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.

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.
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
B099  Foundations of 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
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 2240  Computer Applications and Business Systems Concepts  3
COM 1007  Professional Communication  4
E242  Career Development  2
FIN 1000  Principles of Finance  4
GEB 1011  Introduction to Business  4
HIM 2000  Introduction to Human Resource Management  4
HSA 2010  Marketing and Communications in Healthcare  4
HSA 2117  U S Healthcare Systems  4
HSC 1531  Medical Terminology  4
HSC 2641  Medical Law and Ethics  4
MAN 2021  Principles of Management  4
OST 1461  Medical Office Procedures  4
PLA 2476  Employment Law  4
PSY 1012  General Psychology  4

UPPER DIVISION

GEB 3110  Research and Report Writing  4
GEB 4220  Managing a Diverse Workforce  4
HSA 3109  Foundations of Managed Care  4
HSA 3110  Introduction to Healthcare Administration  4
HSA 3170  Financial Management of Healthcare Organizations  4
HSA 3383  Quality Improvement in Healthcare  4
HSA 3422  Regulation and Compliance in Healthcare  4
HSA 3751  Healthcare Statistics  4
HSA 4110  Healthcare Operations Management  4
HSA 4124  International Healthcare  4
HSA 4150  Healthcare Planning and Policy Management  4
HSA 4191  Healthcare Information Systems  4
HSA 4210  Advanced Healthcare Law and Ethics  4
HSA 4292  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.
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
B099 Foundations of 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*

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
ENG 1101 English Composition (Required course) 4
MTH/NAT SCI 4 Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
LBA 2030 Training and Development 4
MAN 2439 Introduction to Organizational Leadership 4
MAN 3100 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*

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.
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 4
ECO 2023 Microeconomics 4

MAJOR AND CORE COURSES

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

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.

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**

<table>
<thead>
<tr>
<th>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>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

**CERTIFICATE COURSES**

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 1022</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACG 1033</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>CGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COM 1007</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 2062</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MAR 211</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE CREDITS** 37*

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

### MARKETING DIPLOMA

**CAREER OPPORTUNITIES:**
- Management Trainee

**OBJECTIVE:**

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

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

**MAJOR AND CORE COURSES**

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

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

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

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

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**RASMUSSEN COLLEGE FLORIDA**

**SCHOOL OF BUSINESS**

**MARKETING • CERTIFICATE • DIPLOMA • AS DEGREE**

**SCHOOL OF BUSINESS MISSION STATEMENT**

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

**EARN AS YOU LEARN**

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

* 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.
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
B099 Foundations of Math 4

CERTIFICATE COURSES

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

Choose either Track I ** or Track II

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

Track II
EEC 1863 Teacher Reflection I: Early Childhood Education as a Profession 6
EEC 1864 Teacher Reflection II: Morality and Ethics in Early Childhood Education 6
EEC 1865 Teacher Reflection III: The Intentional Teacher 6

TOTAL CERTIFICATE CREDITS 38*

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 a passing grade in a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

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

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

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

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

SCHOOL OF EDUCATION
MISSION STATEMENT
Rasmussen College’s Early Childhood Education Program prepares early childhood educators to serve young children, their families, and their communities. We foster 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.

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

**Career Opportunities:**
- Early Childhood Teacher's Aide

**Objective:**
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents, and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children's healthy development while supporting a safe environment. They develop a niche through selection of a specialization equipping them to meet the needs of today's children and families. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts. Students are prepared for the national Child Development Associate (CDA) credential.

**In Addition to All Certificate Courses**

**General Education Courses**

**Lower Division**
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Communication (Select 1 course) 4
- Math/Natural Sciences (Select 1 course) 4

**Major and Core Courses**

**Lower Division**
- CJS 1240 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 2

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

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

**English Language Learner Specialization**
- EEC 2213 Language and Literacy Acquisition 4
- EEC 2220 Curriculum and Instruction for English Language Learners 4
- EEC 2270 Introduction to English Language Learners 4
- EEC 2412 Involving Parents of English Language Learners 4

**Child with Special Needs Specialization**
- EEC 2271 Curriculum and Instruction for Children with Special Needs 4
- EEC 2272 The Inclusive Classroom 4
- EEC 2403 Advocating for Children with Special Needs 4
- EEX 2010 The Exceptional Child 4

**Total Diploma Credits**
- General Education Credits 12
- Major and Core Credits 57
- **Total Diploma Credits** 69

**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.

**AS Degree**

**Career Opportunities:**
- Early Childhood Teacher
- Teacher’s Assistant
- Early Childhood Special Education Assistant
- Preschool Teacher

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

**In Addition to All Diploma Courses**

**General Education Courses**

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

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

**Major and Core Courses**

**Lower Division**
- Child and Family Studies Specialization
- EEC 2930 Early Childhood Education Capstone 2

**Child Development Specialization**
- EEC 2930 Early Childhood Education Capstone 2

**English Language Learner Specialization**
- EEC 2930 Early Childhood Education Capstone 2

**Child with Special Needs Specialization**
- EEC 2930 Early Childhood Education Capstone 2

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

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

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

Graduates of Early Childhood Education programs at Rasmussen College are not eligible for licensure as a teacher in an elementary or secondary school. A bachelor's degree and a state teaching license are typically required to work as a teacher in a public school and some private school settings. States, municipalities, districts or individual schools may have more stringent licensing requirements. Students must determine the licensure requirements in the state and school in which they intend to work. Child care facilities and the states in which they are located establish qualifications for staff that work with children, and often implement guidelines regarding age, education, experience, background and professional development. Students must determine the licensure requirements in the state and facility in which they intend to work.
MEDICAL BILLING AND CODING CERTIFICATE

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

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

MAJOR AND CORE COURSES
LOWER DIVISION
C0S 1240 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
HIM 1222 Basic ICD-9-CM Coding 4
HIM 1234C Intermediate ICD-9-CM Coding 3
HIM 1258C Ambulatory Care Coding 3
HIM 2272C Medical Insurance and Billing 3
HIM 2410 Health Information Law and Ethics 4
HIM 2940 Medical Coding Practicum 1
HSC 1531 Medical Terminology 4
MEA 1243 Pharmacology for the Allied Health Professional 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.

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 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course other than PHA 1500) 4

MAJOR AND CORE COURSES
LOWER DIVISION
HIM 2000 Introduction to Health Information Management 4
Total Diploma Credits
General Education Credits 16
Major and Core Credits 40
TOTAL DIPLOMA CREDITS 56

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
HIM 2304 Management of Health Information Services 4
HIM 2510 Quality Analysis and Management 4
HIM 2652 Healthcare Information Technologies 4
HIM 2941 Health Information Practicum 2
HSA 2117 US Healthcare Systems 4

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 56

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

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

HEALTH INFORMATION MANAGEMENT
BS DEGREE

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

OBJECTIVE:
Graduates of the Health Information Management (HIM) program will be prepared to assume diverse entry-level positions that span a broad range of settings including hospitals, physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies as well as software companies, government agencies, pharmaceutical companies, and consulting firms. They will understand basic human anatomy and physiology, medical terminology and pathophysiology and demonstrate how they are critical to managing patient health information. HIM BS graduates will be able to communicate with all levels (clinical, financial, and administrative) of an organization that utilizes patient data in daily operations and decision making. Graduates will be skilled and competent in developing information policy, designing and managing information systems, as well as functioning in a technologically advanced and changing work environment. Graduates can apply, analyze, synthesize, and evaluate didactical theories and real world experiences relevant to health information management; demonstrate self-directed learning skills using a variety of resources and technology; articulate personal attitudes and attributes critical to professional leadership; and administer health information 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 4380 Health Data Management 2
HIM 4537 Health Information Management Alternative Facility Professional Practice Experience 1
HSA 3333 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.

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

This program requires specific immunizations prior to professional practice experience.

Entrance Requirements for Health Information Management Bachelor’s Program: Applicants pursuing admittance into the Health Information Management BS Degree program must possess an AAS in Health Information Technology Management from a CAHIIM accredited program earned within the past 5 years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 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.

888-5-RASMUSSEN
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
B099 Foundations of 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 1222 Basic ICD-9-CM Coding 4
HIM 1234C Intermediate ICD-9-CM Coding 3
HIM 1258C Ambulatory Care Coding 3
HIM 2272C Medical Insurance and Billing 3
HSC 1410 Medical Writing, Style, and Grammar 3
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MEA 2203 Pathophysiology 5
MTS 2005 Introduction to Medical Transcription 4
OST 1100C Keyboarding I 3
OST 1461 Medical Office Procedures 4
OST 1611 Medical Transcription I 4
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.

AS 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
HIM 2940 Medical Coding Practicum 1
MEA 1243 Pharmacology for the Allied Health Professional 4
OST 1784C Word for Windows 3

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 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.
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
B099 Foundations of Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENG 1101 English Composition

MAJOR AND CORE COURSES
LOWER DIVISION
BSC 2087C Human Anatomy and Physiology I 5
BSC 2089C Human Anatomy and Physiology II 5
E242 Career Development 2
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MAA 1206 Clinical Skills I 4
MAA 1207 Clinical Skills II 4
MAA 1243 Pharmacology for the Allied Health Professional 4
MEA 2203 Pathophysiology 5
MEA 2267 Laboratory Skills for Medical Assisting 4
MEC 2290 Radiography Skills 3
MEA 2804 Medical Assistant Externship 8
OST 1461 Medical Office Procedures 4

Total Diploma Credits
General Education Credits 4
Major and Core Credits 58

TOTAL DIPLOMA CREDITS 60*

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

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

This program requires specific immunizations prior to professional practice experience.

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

The Medical Assisting Diploma and AS 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).

Medical Assisting students must receive the first injection of the Hepatitis B immunization series prior to week 5 of the Clinical Skills I course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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

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

AS 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*

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.

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 AS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.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 and pass a criminal background check.
**PHARMACY TECHNICIAN**  • CERTIFICATE  • DIPLOMA  • AS DEGREE

### CERTIFICATE

**CAREER OPPORTUNITIES IN:**
- Retail Pharmacy
- Clinical Pharmacy

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

**FOUNDATION COURSES**
- B080  Reading and Writing Strategies  4
- B099  Foundations of 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**
- CDS 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 1001C  Introduction to Pharmacy  3
- PTN 2017  Pharmacy Math and Dosages  3
- 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  38

**TOTAL CERTIFICATE CREDITS**  44*

### DIPLOMA

**CAREER OPPORTUNITIES IN:**
- Retail Pharmacy
- Clinical Pharmacy

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required course)  4
- ENC 1101  English Composition 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.

### AS 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
- Social Sciences (Select 2 courses)  8

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

**TOTAL AS DEGREE CREDITS**  90*

SEE PAGE 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 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.

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**RASムSSEN COLLEGE FLORIDA**

**SCHOOL OF HEALTH SCIENCES**

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CRIMINAL JUSTICE AS DEGREE
CORRECTIONS • HOMELAND SECURITY • LAW ENFORCEMENT • PSYCHOLOGY

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
B099 Foundations of 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
CSG 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 2101 Security Challenges 4

Law Enforcement Specialization
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CJE 1291 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 2033 Social Psychology 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
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.

** 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
B099 Foundations of Math 4

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

UPPER DIVISION
Communication (Select 1 course) 4
Humansities (Select 2 courses) 8
Math/Natural Sciences (Select 1 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 Criminal Deviance 4
CCJ 2053 Ethics in Criminal Justice 4
CCJ 2885 Domestic Violence 4
CCJ 2930 Contemporary Issues in Criminal Justice 4
Capstone 4
CGS 1240 Computer Applications and Business Systems Concepts 3
CJC 1000 Introduction to Corrections 4
CJC 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
ET 170 Introduction to Undergraduate Research 2
E242 Career Development 2

UPPER DIVISION
CCJ 3164 Criminal Behavior: Profiling Violent Offenders 4
CCJ 3697 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 Criminal Behavior: Organized Criminal Syndicates 4
CCJ 4444 Crime Prevention 4
CJL 3297 Constitutional Law 4
MMC 3209 Realities of Crime and Justice 4

Choose either Track I or Track II
Track I***
CCJ 4392 Criminal Justice Internship 9

Track II
CCJ 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
CCJ 3415 Diversion and Rehabilitation 4
CCJ 4164 Community Corrections 4

Criminal Offenders Specialization
CCJ 3641 Organized Criminal Syndicates 4
CCJ 4603 Forensic Psychology 4
CCJ 4627 Special Offenders: Serial Killers 4
CCJ 4680 Special Offenders: Sex Offenders 4

Homeland Security Specialization ***
CJE 4790 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 4903 Forensic Psychology 4
CJE 3610 Criminal Investigations 4
CCJ 3674 Examination of Forensic Science 4
CJL 3113 Criminal Evidence 4

Total Bachelor's Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 47
Upper Division Major and Core Credits 65
Unrestricted Elective Credits 12

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.

** 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, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
Social Sciences (Required course)  4
PSY 1012  General Psychology  4

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

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

In addition to the courses listed, at designated points in their programs of study students are required to complete a passing grade 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 the program must successfully complete and pass a criminal background check.

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• Human Service Assistant

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

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

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240  Computer Applications and Business Systems Concepts  3
CJC 1233  Drugs and Crime  4
CJC 2172  Juvenile Justice: Delinquency, Dependency, and Diversion  4
MNA 1161  Customer Service  4

Choose either Track I or Track II
Track I**
HUS 2937  Internship for Human Services  9

Track II
COM 1007  Professional Communication  4
HUS 2955  Human Services Capstone  5

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

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 the program must successfully complete and pass a criminal background check.

AS DEGREE

CAREER OPPORTUNITIES:
• Community Service Specialist
• Community Service Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Required course)  4
SYG 1000  Introduction to Sociology  4
Total Associate’s Degree Credits
General Education Credits  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.

** 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

EARN AS YOU LEARN

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

888-5-RASMUSSEN
CAREER OPPORTUNITIES:
• Paralegal
• Legal Assistant
• Legal Secretary
• Compliance Specialist

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of 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 2 courses) 8
Social Sciences (Required courses) 8
SY 1012 General Psychology
SY 1000 Introduction to Sociology

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240 Computer Applications and Business Systems Concepts 3
CJL 1381 Criminal Law and Procedures: Crime and the Courtroom 4
E242 Career Development 2
PLA 1013 Introduction to Law and the Legal System 4
PLA 1203 Civil Litigation and Procedure I 4
PLA 1223 Civil Litigation and Procedure II 4
PLA 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

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

Rasmussen College’s Eagan, MN campus location has been approved by the National Association of Legal Assistants (NALA) as a testing center for the Certified Legal Assistant/Certified Paralegal (CLA/CP) examination.
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

rasmussen.edu
PARALEGAL CERTIFICATE

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

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

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

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

General Education Elective**  4

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

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

Chose either Track I or Track II
Track I***
PLA 2940  Paralegal Internship  5

Track II
PLA 2816  Paralegal Capstone  5

Total Certificate Credits
General Education Credits  12
Major and Core Credits  49
TOTAL CERTIFICATE CREDITS  61*

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.
** Students must complete one additional general education course or transfer in the equivalent.
*** Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.

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 AS, or a Bachelor’s Degree or higher.
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check..
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
B099  Foundations of Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
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 III  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 3605  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 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.
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
- ENC 1101 English Composition
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Required courses) 8
- MAT 1031 College Algebra
- BSC 2020C Introduction to Human Biology
- Social Sciences ("Required, select 1 additional course) 8
- DEP 2004 Human Growth and Development*

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
- MC8 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 1400C 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.

This program is offered at the Fort Myers, New Port Richey/West Pasco, 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 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

Applicants to this program must meet program-specific admissions requirements, in addition to meeting 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.
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, learning, collaboration and managing care). 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.

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUN 2202</td>
<td>Human Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1020C</td>
<td>Fundamentals of Nursing</td>
<td>13</td>
</tr>
<tr>
<td>NUR 1144</td>
<td>Comprehensive Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1144L</td>
<td>Comprehensive Pharmacology Lab</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1211C</td>
<td>Adult Nursing I</td>
<td>13</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Communication (Select 1 course)</td>
<td></td>
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</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>BSC 2020C</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2087C</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>BSC 2089C</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1031</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSC 1012</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES
38 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCB 2010C</td>
<td>Introduction to Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>NUR 1327</td>
<td>Transitions in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1460C</td>
<td>Maternal-Child Nursing</td>
<td>12</td>
</tr>
<tr>
<td>NUR 2711C</td>
<td>Adult Nursing II</td>
<td>13</td>
</tr>
<tr>
<td>NUR 2721C</td>
<td>Adult Nursing III</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2820</td>
<td>Nursing Role and Scope</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL AS DEGREE CREDITS 116

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

This program is offered at the Fort Myers, Ocala School of Nursing, New Port Richey/West Pasco, 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 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

Applicants to this program must meet program-specific admissions requirements, in addition to meeting 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.
PRACTICAL NURSING DIPLOMA

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1031</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA 1500</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>PRN 1011</td>
<td>Fundamentals of Practical Nursing</td>
<td>6</td>
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<tr>
<td>PRN 1011L</td>
<td>Fundamentals of Practical Nursing Lab</td>
<td>2</td>
</tr>
<tr>
<td>PRN 1011LL</td>
<td>Fundamentals of Practical Nursing Clinical</td>
<td>2</td>
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<tr>
<td>PRN 1075</td>
<td>Medical Surgical Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>PRN 1075L</td>
<td>Medical Surgical Nursing I Lab</td>
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<tr>
<td>PRN 1075LL</td>
<td>Medical Surgical Nursing I Clinical</td>
<td>3</td>
</tr>
<tr>
<td>PRN 1128</td>
<td>Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PRN 1128LL</td>
<td>Mental Health Nursing Clinical</td>
<td>1</td>
</tr>
<tr>
<td>PRN 1279</td>
<td>Medical Surgical Nursing II</td>
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</tr>
<tr>
<td>PRN 1279L</td>
<td>Medical Surgical Nursing II Lab</td>
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</tr>
<tr>
<td>PRN 1279LL</td>
<td>Medical Surgical Nursing II Clinical</td>
<td>3</td>
</tr>
<tr>
<td>PRN 1304</td>
<td>Gerontological Nursing</td>
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<td>PRN 1304LL</td>
<td>Gerontological Nursing Clinical</td>
<td>3</td>
</tr>
<tr>
<td>PRN 1495</td>
<td>Medical Surgical Nursing III</td>
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<tr>
<td>PRN 1495L</td>
<td>Medical Surgical Nursing III Lab</td>
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<td>PRN 1495LL</td>
<td>Medical Surgical Nursing III Clinical</td>
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<tr>
<td>PRN 1570</td>
<td>Family Nursing</td>
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<tr>
<td>PRN 1570LL</td>
<td>Family Nursing Clinical</td>
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</tr>
<tr>
<td>PRN 1616</td>
<td>Practical Nursing Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

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

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 a Florida Department of Law Enforcement background check.
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
CBS 1645 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

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

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

SOFTWARE APPLICATION DEVELOPMENT AS 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 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

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

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

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

**UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS**

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 – NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:
- Network System Administrator

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 understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates have proficiency in management of data networking, server administration, and industry standard server operating system environments. They understand that network administrators are accountable for a business’s network and are proficient in performance software that is used to ensure server and network uptime. 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.

FOUNDATION COURSES
B080 Reading and Writing Strategies  4
B099 Foundations of 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 2829 Cisco Networking Fundamentals and Routing  3
CET 2810C Microsoft Exchange Server  3
CIS 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 1900C 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
ETS 2829 Career Development  2
GEB 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  68

IN ADDITION TO ALL DIPLOMA COURSES

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.
INFORMATION TECHNOLOGY MANAGEMENT
BS 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
CET 2600C Networking 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 Organization 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.

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 DIPLOMA • AS DEGREE
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
B099 Foundations of 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
CIS 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
CST 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
EB 242 Career Development 2
EB 1011 Introduction to Business 4
EB 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 68*

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*

* 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.

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.

INFORMATION SYSTEMS MANAGEMENTAS DEGREE – NETWORK SECURITY
CAREER OPPORTUNITIES:
• Network Security Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and secure network infrastructures add value to the business process. Graduates can apply learned techniques used by industry leading professionals to keep a network secure. They understand the configuration and setup of a network and server environment and how to utilize software to monitor and evaluate network security. 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

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.

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.
CYBER SECURITY BS 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 4382C Network Security and Cryptography 3
CIS 4385C Computer Forensics 3
CIS 4456 Hacker Techniques, Tools, and Applications 4
CIS 4591 ISS Capstone 3
CJE 3610 Criminal Investigations 4
CJL 3113 Criminal Evidence 4
CJL 3237 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 97

TOTAL BS DEGREE CREDITS 181*

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
COMPUTER INFORMATION TECHNOLOGY
CERTIFICATE • DIPLOMA • AS DEGREE

INFORMATION SYSTEMS MANAGEMENT CERTIFICATE
– COMPUTER INFORMATION TECHNOLOGY

CAREER OPPORTUNITIES:
• Computer 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
B099 Foundations of Mathematics 4

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

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
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communications (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4
MAJOR AND CORE COURSES
LOWER DIVISION
CIS 2911 Information Technology Capstone 2
CNT 1000C Networking Fundamentals 3
COM 1007 Professional Communication 4
CTS 1300C Microsoft Windows Workstations 3
CTS 1776 Fundamentals of PC Hardware and Software 4
CTS 2383C Microsoft Windows Server 4
MAN 2062 Business Ethics 3

Total Diploma Credits 81*

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.

INFORMATION SYSTEMS MANAGEMENT AS 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
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
Total Associate's Degree Credits 32
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.

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# Information Systems Management

## 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BO80</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>BO99</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Courses

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

### Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Lower Division</strong></td>
<td></td>
</tr>
<tr>
<td>CAP 2134</td>
<td>Database Security</td>
<td>4</td>
</tr>
<tr>
<td>CGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1645</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1110</td>
<td>Operating Systems Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIS 1308</td>
<td>Logic and Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>CIS 2911</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td>COM 1007</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 1178</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP 2610</td>
<td>PHP/MySQL Administration</td>
<td>4</td>
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<td>CTS 2811C</td>
<td>SQL Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>GEB 1014</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>ISM 2202C</td>
<td>Business Intelligence Reporting</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2062</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total Diploma Credits

- General Education Credits: 8
- Major and Core Credits: 58
- **TOTAL DIPLOMA CREDITS:** 68

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# Information Systems Management

## AS 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

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

### Major Associate's Degree Credits

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

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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.
INFORMATION SYSTEMS MANAGEMENT • WEB PROGRAMMING

DIPLOMA • AS DEGREE

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
B099 Foundations of 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
CIS 1240 Computer Applications and Business Systems Concepts 3
CIS 1545 Relational Databases 3
CIS 1820C Introduction to HTML 3
CIS 1908 Logic and Troubleshooting 4
COM 1007 Professional Communication 4

CORE COURSES
COP 1000 Fundamentals of Programming 3
COP 1176 Introduction to Visual Basic 3
COP 2004 PERL/CGI 3
COP 2520 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

Total Diploma Credits
General Education Credits 8
Major and Core Credits 60
TOTAL DIPLOMA CREDITS 68*

IN ADDITION TO ALL DIPLOMA COURSES

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

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.
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
B099  Foundations of Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
EN 1101  English Composition  4
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences  8
(Select 2 courses, including at least one Math course)
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 3363  Interactive Storytelling  3
DIG 2710  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 4048  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*

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.
MULTIMEDIA TECHNOLOGIES DIPLOMA

DIGITAL DESIGN AND ANIMATION

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

OBJECTIVE:
Grads 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
B099 Foundations of Math 4

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
CGS 1888C 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 1106C Introduction to Multimedia Design 3
DIG 1250C 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 1011 Project Planning and Documentation 4
GEB 2444 Internet Business Models and E-Commerce 4
GRA 1101C Digital Publishing 3
GRA 1208C Typography 3
GRA 1741C Color Theory and Techniques 3

SPECIALIZATION COURSES
ART 1303C Drawing and Design 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*

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
B099 Foundations of Math 4

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
CGS 1596C 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 1106C Introduction to Multimedia Design 3
DIG 1200C 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 1208C Typography 3
GRA 1741C Color Theory and Techniques 3

SPECIALIZATION COURSES
CTS 1004C 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.

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MULTIMEDIA TECHNOLOGIES AS DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Art Director
• Website Designer
• Multimedia Designer 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 BS 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 techniques and design 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 4955 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.

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

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

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

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

Social Sciences
AMH 2030 United States History: 1900 to the Present
AMH 2070 Florida History
ECO 2015 Macroeconomics
ECO 2023 Microeconomics
GEO 1455 Technology and Society
SSE 2003 Understanding Cultures
SYG 1000 Introduction to Sociology

UPPER DIVISION

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

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

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

Social Sciences
AMH 3304 Visions of America Since 1945
CPD 4003 Comparative Politics
REL 3111 American Religious History
SYO 4180 Work and Family

See specific course requirements on program pages.

COMPUTER SCIENCE BS DEGREE AND
SOFTWARE APPLICATION DEVELOPMENT
AS DEGREE

LOWER DIVISION

English Composition
ENC 1101 English Composition*

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

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

Math/Natural Sciences
AST 2002 Introduction to Astronomy
BSC 2020C Introduction to Human Biology
GLY 1000 Introduction to Geology
MAC 1106 Advanced Algebra*
MAC 2112 Introduction to Discrete Mathematics*
PHA 1500 Structure and Function of the Human Body
SCE 1528 Scientific Literacy

Social Sciences
AMH 2030 United States History: 1900 to the Present
AMH 2070 Florida History
ECO 2015 Macroeconomics
ECO 2023 Microeconomics
GEO 1455 Technology and Society
SSE 2003 Understanding Cultures
SYG 1000 Introduction to Sociology

UPPER DIVISION

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

Humanities
A&L 3041 American Literature
AMH 4680 Literature of American Minorities
LIT 3191 Contemporary World Literature: 1900 to the Present
POT 4001 Political Thought

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

Social Sciences
AMH 3304 Visions of America Since 1945
CPD 4003 Comparative Politics
REL 3111 American Religious History
SYO 4180 Work and Family

See specific course requirements on program pages.
* Required courses.

NURSING PROGRAMS

English Composition
ENC 1101 English Composition

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

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

Math/Natural Sciences
BSC 2020C Introduction to Human Biology
MAT 1031 College Algebra

Social Sciences
AMH 2030 United States History: 1900 to the Present
AMH 2070 Florida History
DEP 2004 Health Science
ECO 2013 Microeconomics
ECO 2023 Microeconomics
GEO 1000 Human Geography
POS 2020 American/U.S. National Government
PSY 1012 General Psychology
PSY 1022 General Psychology
SYG 1000 Introduction to Sociology

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. They apply these concepts to their chosen areas of programmatic study, and interact responsibly and constructively with others in a rapidly changing world.

General education concepts and skills are integrated across the curriculum in a number of programmatic courses to prepare students to:
1. Effectively communicate, either orally or in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.
4. Recognize and value the diverse needs and perspectives of individuals.

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/or the use of adequate content and relevance.

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 differences between the valid and invalid use of data and statistics; and the fundamental scientific processes, theories, facts, concepts, and principles; the difference between facts and opinions: and/or the steps of the scientific method.

In the area of Social Sciences: students will demonstrate understanding of the major concepts, ideas, issues, 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.

GENERAL EDUCATION REQUIREMENTS FOR
RASMUSSEN COLLEGE CREDENTIALS

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

AS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences.

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. Core education 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.

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BACHELOR OF SCIENCE DEGREE PROGRAMS
(FOR ARKANSAS RESIDENTS ONLY)

ARKANSAS GENERAL EDUCATION COURSE REQUIREMENTS

English Composition
Required courses:
ESC 1101 English Composition
ESC 1121 English Composition 2

Speech/Communication
Select one course:
COM 1002 Introduction to Communication
ESC 3311 Advanced Composition
MMC 3407 Visual Communication in the Media
SPC 2017 Oral Communication

Mathematics note:
Required course:
MAT 1031 College Algebra

Science note:
Students enrolled in Computer Science BS must select two Speech/Communication courses for a total of 8 credits.

Mathematics
Required course:
MAT 1031 College Algebra

Mathematics note:
Students enrolled in Computer Science BS must select both of the following math courses instead of College Algebra:
MAC 1106 Advanced Algebra
MAT 2071 Introduction to Discrete Mathematics

Science
Baccalaureate students must transfer in a total of 10 credits, of which 8 credits must be science coursework and 2 credits must be accompanying laboratories. E.g., two 4 credit courses with accompanying 1 credit laboratory would satisfy this requirement:
TRANSFER (Science course with lab)
TRANSFER (Science course with lab)

Science note:
Students enrolled in Health Information Management BS must satisfy 5 of the above required transfer credits via a 4 credit course with 1 credit laboratory that is equivalent to PHA 1500 Structure and Function of the Human Body.

Fine Arts/Humanities
Select four courses:
4 AML 3041 American Literature
4 AML 4680 Literature of American Minorities
4 ART 1204 Art Appreciation
4 CRW 2001 Creative Writing
4 FIL 2000 Film Appreciation
4 HUM 2023 Humanities
4 LIT 2000 Introduction to Literature
4 LIT 3191 Contemporary World Literature: 1900 to the Present
4 PHI 2103 Introduction to Critical Thinking
4 POT 4001 Political Thought
4 SPN 271 Conversational Spanish

Fine Arts/Humanities note:
Students enrolled in Computer Science BS must select Introduction to Critical Thinking and four additional Fine Arts/Humanities courses.

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 *
4 AMH 3304 Visions of America Since 1945
4 CPO 4003 Comparative Politics
4 ECO 2103 Macroeconomics
4 ECO 2023 Microeconomics
4 GEA 1000 Human Geography
4 POS 2020 American/U.S. National Government *
4 PSY 1012 General Psychology
4 REL 3131 American Religious History
4 SSE 1495 Technology and Society
4 SSE 2003 Understanding Cultures
4 SYG 1000 Introduction to Sociology
4 SYO 4180 Work and Family

Social Sciences notes:
Students enrolled in Criminal Justice BS must select General Psychology and Introduction to Sociology.

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.
English/Writing
Required courses:
- ENC 1101 English Composition 4
- ENC 1121 English Composition 2 4

English/Writing notes:
- Students enrolled in Software Application Development AAS select one additional Communications course from the following:
  - COM 1002 Introduction to Communication 4
  - SPC 2017 Oral Communication 4
- Students enrolled in Software Application Development AAS must select Introduction to Critical Thinking and two additional Humanities courses.

Humanities
Select two courses:
- ART 1204 Art Appreciation 4
- CRW 2011 Creative Writing 4
- FIL 2000 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

Humanities notes:
- Students enrolled in Multimedia Technologies AAS must select Art Appreciation as one of their two Humanities courses.
- Students enrolled in Software Application Development AAS must select Introduction to Critical Thinking and two additional Humanities courses.

Mathematics
Select one course:
- MAT 1031 College Algebra 4
- MAT 1402 General Education Mathematics 4

Mathematics notes:
- Students enrolled in Software Application Development AAS must select both of the following math courses instead of those listed above:
  - MAC 1106 Advanced Algebra 5
  - MAD 2102 Introduction to Discrete Mathematics 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 4
- BSC 2020C Introduction to Human Biology 4
- GLY 1000 Introduction to Geology 4
- PHA 1500 Structure and Function of the Human Body 4
- TRANSFER (Science course with lab) 5

Natural Sciences notes:
- Baccalaureate degrees require transferred in science credits with laboratories.
- Students enrolled in Health Information Technician AAS or Medical Administration AAS must either select Structure and Function of the Human Body, or transfer in a 4 credit course with 1 credit laboratory that is equivalent to PHA 1500 Structure and Function of the Human Body.
- The transferred in equivalent to Structure and Function of the Human Body is required in the Health Information Management BS program.

Social Sciences
Select two courses:
- AMH 2030 United States History: 1900 to the Present 4
- ECO 2013 Macroeconomics 4
- ECO 2023 Microeconomics 4
- GEO 1000 Human Geography 4
- POS 2020 American/U.S. National Government 4
- PSY 1012 General Psychology 4
- SSE 1495 Technology and Society 4
- SSE 3003 Understanding Cultures 4
- SYG 1000 Introduction to Sociology 4

Social Sciences notes:
- Students enrolled in Accounting AAS or Business Management AAS must select Macroeconomics and Microeconomics.
- Students enrolled in Criminal Justice AAS, Human Services AAS, or Paralegal AAS must select Introduction to Sociology and General Psychology.
- Students enrolled in the Early Childhood Education AAS Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social Science requirement.

TOTAL AAS GENERAL EDUCATION CREDITS: 32-33

AAS DEGREE PROGRAMS TOTAL CREDITS FOR ARKANSAS RESIDENTS
- ACCOUNTING AAS 93-94 CREDITS
- BUSINESS MANAGEMENT AAS 92-95 CREDITS
- CRIMINAL JUSTICE AAS 91-92 CREDITS
- EARLY CHILDHOOD EDUCATION AAS 91-92 CREDITS
- HEALTH INFORMATION TECHNICIAN AAS 90-91 CREDITS
- HUMAN SERVICES AAS 90-91 CREDITS
- INFORMATION SYSTEMS MANAGEMENT AAS 90-93 CREDITS
- MEDICAL ADMINISTRATION AAS 90-91 CREDITS
- PARALEGAL AAS 94-95 CREDITS
- SOFTWARE APPLICATION DEVELOPMENT AAS 91-92 CREDITS

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 administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Institutions not listed on the SCNS site are 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, along with their generic titles, is referenced as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

Example of Course Identifier

**Prefix**  | **Level Code (first digit)** | **Century Digit (second digit)** | **Decade Digit (third digit)** | **Unit Digit (fourth digit)** | **Lab Code**
---|---|---|---|---|---
**ENC** | | | | | 
**English Composition** | *Lower* (Freshman) | | | | 
**Level at this institution** | | | | | 

General Rule for Course Equivalencies

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

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 at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is used as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 101 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 101 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. In cases where the course to be transferred is equivalent to one offered by the receiving institution.

NOTE: Credit generated at institutions on the quarter-system may not transfer the equivalent number of credits to institutions on semester-system terms. For example, 4.0 quarter hours often transfer as 2.67 semester hours.

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

Section 1007.04(7), Florida Statutes, states: Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses successfully completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

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

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course.
C. Courses in the .900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics. Internships. Practice. 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 500-999.
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 Adult Education, 1401 Tulington Building, Tallahassee, FL 32399-0400. 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 http://scns.fldoe.org.

Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Nonregionally Accredited Institutions” that contains a list of all nonpublic institutions in the SCNS inventory, as well as each course’s transfer 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. Keelean, Assistant Administrator, Statewide Course Numbering System. Office of Articulation, Florida Department of Education (850) 245-5949 Matthew.Keelean@fldoe.org or the Florida Department of Education, Office of Articulation, 1401 Tulington Building, Tallahassee, FL 32399 0400. 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 http://scns.fldoe.org.

Rasmussen College Course Numbering System

These 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:

1. General Rule for Course Equivalencies
2. Authority for Acceptance of Equivalent Courses
3. Exceptions to the General Rule for Equivalency
4. Course Descriptions
5. Course Descriptions
6. Course Descriptions
7. Course Descriptions
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 devote 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.

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, adjusting entries, 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 cover 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 2062 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, prepare standard and accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Financial Accounting I

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

Prerequisite: Financial Accounting II

ACG 2920 Accounting Capstone II
20 hours. 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate’s degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and progress financial 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 3080 Managerial Accounting Theory and Practice
40 hours. 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting II

ACG 3085 Advanced Auditing Concepts and Standards
40 hours. 4 credits
This course includes a study of auditing standards and procedures and an integration of professional ethics within the auditing discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and through study of Sarbanes-Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

ACG 3100 Intermediate Financial Reporting I
40 hours. 4 credits
This course covers a review of accounting theory, its conceptual framework, and how to understand and read financial reports, including income statements, the statement of cash flows, and the balance sheet.

Prerequisite: Financial Accounting II

ACG 3120 Intermediate Financial Reporting II
40 hours. 4 credits
This course builds on Intermediate Financial Reporting I. Topics include stockholder’s equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.

Prerequisite: Intermediate Financial Reporting I

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

Prerequisite: Intermediate Financial Reporting II

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

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

ACG 3501 Governmental and Not-for-Profit Accounting
40 hours. 4 credits
This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.

Prerequisite: Financial Accounting II

ACG 4010 Cost Accounting Principles and Applications
40 hours. 4 credits
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behavior, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisites: Financial Accounting II

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

Prerequisite: Intermediate Financial Reporting II

ACG 4022 CPA Exam Preparation
40 hours. 2 credits
The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn test-taking strategies as well as problem solving.

Prerequisite: This is the last course students take in the program.

ACG 4180 Financial Statement Analysis
40 hours. 4 credits
This course introduces the students to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisites: Financial Accounting II

ACG 4250 International Accounting
40 hours. 4 credits
This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.

Prerequisite: Advanced Financial Accounting

ACG 4303 Advanced Auditing II
40 hours. 4 credits
This course introduces to the basic principles of auditing and the techniques related to generally accepted auditing standards and their application in auditing.

Prerequisites: Advanced Auditing Concepts and Standards

ACG 4402 Accounting Information Systems
40 hours. 4 credits
This course focuses that further develops an understanding of the elements, relationships, and issues associated with the automatic accounting information systems. Prerequisites: application using spreadsheets, databases, and general ledger software.

Prerequisite: Management of Information Systems

ACG 4450 Accounting Research Methods and High Lecture
40 hours. 4 credits
This course will cover the various tools and techniques used in the development of research projects and provide the student with an understanding of the elements, relationships, and issues associated with the automatic accounting information systems. Prerequisites: none

ACG 4500 Accounting Research Methods and High Lecture
40 hours. 4 credits
This course provides an overview of the history of accounting from 1900 to 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 2003 United States History: 1820 to the Present
40 hours. 4 credits
This course provides an overview of the history of the United States during the 20th century 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 economic trends.

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 capital, 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 from Romantic, Naturalism, Critical Realism, 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

AML 4880 Literature of American Minorities
40 hours. 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, 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 times, contexts, and identity. 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 function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics.
Prerequisite: none

ART 139C Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, light, 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, proportion, and form development 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 solar system, stars and galaxies, planetary motions, atoms and radiation and the origin and evolution of the universe.
Prerequisite: none

BBO8 Reading and Writing Strategies
40 hours, 4 credits
This course develops students' reading and writing skills in preparation for college-level coursework. Through review of grammar and composition, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of how to read and write successfully will provide students with the tools necessary for comprehending collegiate level texts.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score

BBO7 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 and techniques. This course also provides practice and skill problems.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score

BBO9 Foundations of Math
40 hours, 4 credits
This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score

BSC 2002C Introduction to Human Biology
50 hours, 4 credits
Students will explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystem.
Prerequisite: none

BSC 2587C Human Anatomy and Physiology I
80 hours, 5 credits
In this course, students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Introduction to Human Biology (examine the contents enrolled in the Medical Assisting program)

BSC 2088C Human Anatomy and Physiology II
80 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and include microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I

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

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

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

CAP 2105 Applied Game and Simulation Theory
40 hours, 4 credits
This course covers the applications for and the development of simulations, from game-like “Simulation Games” to more formal models. This course combines reading and critical thinking skills with hands-on development of simulations with a 2D game engine. Students will study the theory behind and the production of different types of simulations as they learn to apply software to create short simulations.
Prerequisite: Platform Design and Human Computer Interaction

CAP 2134 Database Security
60 hours, 4 credits
This course covers the basics of principle of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security. Additionally, students will learn about the security implications of different methods of data sharing and data transmission. Other topics include virtual private networks, auditing models, application and data auditing, and auditing database activities.
Prerequisite: SQL Server Administration

CAP 3051 Graphics Development with OpenGL
60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time rendering methods, 3D graphics cards and libraries, and modern language extensions. Students will be expected to bring basic programming, 3D modeling, and a 3D game engine.

CCJ 1803 Juvenile Justice
40 hours, 4 credits
This course examines the criminal justice system in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of crime, the criminal justice process, and significance of juveniles in the criminal justice system.
Prerequisite: none

CCJ 2053 Ethics in Criminal Justice
40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain skill in understanding and applying the moral principles that underlie some of what ethical questions arise in the criminal justice system, but also of how sound moral decisions are to be made.
Prerequisites: Policing in America: Criminal Law and Procedures: Crime and the Courtroom

CCJ 2985 Domestic Violence
40 hours, 4 credits
This course examines violence in the family, social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses: the role of the police; when law enforcement responds; recognizing child abuse; recognizing gender-based domestic violence; and domestic violence.

Prerequisite: Introduction to Criminal Justice

CCJ 2990 Contemporary Issues in Criminal Justice: Capstone
40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system will be discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice system in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.

Prerequisite: Introduction to Criminal Justice: Students must be enrolled in the Criminal Justice program and in their last term or second to last quarter

CCJ 3164 Criminal Behavior: Profiling Violent Offenders
40 hours, 4 credits
This course will examine social behavior by crime type and criminal profiles. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance critical thinking.

Prerequisites: Crimeology: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

CCJ 3641 Organized Criminal Syndicates
40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of criminal offenders.

Prerequisites: Crimeology: Motives for Criminal Deviance: Juvenile Justice: Delinquency, Dependency, and Diversion
CDA 1202 Foundations of Software Design 40 hours, 4 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing object-oriented standards, and loops and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisite: none

CDA 2110 Introduction to Computer Systems 40 hours, 4 credits
This course is an introduction to the study of software control over the various hardware components of a computer’s architecture – the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation. CPU operation at bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.
Prerequisite: Foundations of Software Design

CEN 3121 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 running within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very large-scale websites.
Prerequisite: Java

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

CDA 4200 Simulation Analysis and Design 50 hours, 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, and design patterns will be taught. Students will understand the concept of “interface” to one of the highest levels. The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

CEN 4190 Engineering Virtual Worlds 50 hours, 4 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing object-oriented standards, and loops and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisite: none

CDA 4702 Database Systems Design 50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases

CEN 3310 Software Systems Engineering 50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases
This course helps prepare students to take Cisco CCENT exam. Prerequisites: Networking Fundamentals; Microsoft Windows

CET 2800C Networking Security 40.0 hours

This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course does not use a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam. Prerequisite: Networking Fundamentals

CET 2810C Microsoft Exchange Server 40.0 hours

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

CGS 1883C Fundamentals of Web Authoring and Design 40.0 hours

This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating webpages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding, interactivity, color use, file management, and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance design. Prerequisite: Introduction to Multimedia Design

CGS 1110 Operating Systems Fundamentals 60.0 hours

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 interface with the operating system. Prerequisite: none

CGS 1308 Logic and Troubleshooting 40.0 hours

This course provides students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues. Through the application of logic, students will complete puzzle-solving exercises and activities that illustrate effective reasoning processes. Students will be exposed to computer-based scenarios in which they will troubleshoot technological 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

CGS 2911 Information Technology Capstone 20.0 hours

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

CGS 3192 Introduction to Information Systems Security 40.0 hours

This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems. Prerequisite: none

CIS 2575 Legal and Security Issues 40.0 hours

This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, students will study the step-by-step approach for learning how to create, format, and enhance a webpage using HTML. Prerequisite: none

CIS 1821 Introduction to Website Design 40.0 hours

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 web page design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation. Prerequisite: Computer Applications and Business Systems Concepts

CIS 2340 Computer Applications and Business Systems Concepts 40.0 hours

This course covers relational databases and their efficient design. The course will include the definition of tables and indices, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized. Prerequisite: Fundamentals of Programming

CIS 1306C Introduction to Computer Graphics 40.0 hours

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

CIS 3125 Linux Security Strategies 40.0 hours

This course discusses security implementations for Linux systems platforms and applications. Areas of study include identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications. Prerequisite: none

CIS 3525 Legal and Security Issues 40.0 hours

This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, students will study the step-by-step approach for learning how to create, format, and enhance a webpage using HTML. Prerequisite: none

CIS 1821 Introduction to Website Design 40.0 hours

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 web page design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation. Prerequisite: Computer Applications and Business Systems Concepts

CIS 2340 Computer Applications and Business Systems Concepts 40.0 hours

This course covers relational databases and their efficient design. The course will include the definition of tables and indices, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized. Prerequisite: Fundamentals of Programming

CIS 1306C Introduction to Computer Graphics 40.0 hours

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

CIS 3125 Linux Security Strategies 40.0 hours

This course discusses security implementations for Linux systems platforms and applications. Areas of study include identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications. Prerequisite: none

CIS 3525 Legal and Security Issues 40.0 hours

This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, students will study the step-by-step approach for learning how to create, format, and enhance a webpage using HTML. Prerequisite: none

CIS 1821 Introduction to Website Design 40.0 hours

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 web page design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation. Prerequisite: Computer Applications and Business Systems Concepts

CIS 2340 Computer Applications and Business Systems Concepts 40.0 hours

This course covers relational databases and their efficient design. The course will include the definition of tables and indices, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized. Prerequisite: Fundamentals of Programming

CIS 1306C Introduction to Computer Graphics 40.0 hours

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

CIS 3125 Linux Security Strategies 40.0 hours

This course discusses security implementations for Linux systems platforms and applications. Areas of study include identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications. Prerequisite: none

CIS 3525 Legal and Security Issues 40.0 hours

This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, students will study the step-by-step approach for learning how to create, format, and enhance a webpage using HTML. Prerequisite: none

CIS 1821 Introduction to Website Design 40.0 hours

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 web page design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation. Prerequisite: Computer Applications and Business Systems Concepts

CIS 2340 Computer Applications and Business Systems Concepts 40.0 hours

This course covers relational databases and their efficient design. The course will include the definition of tables and indices, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized. Prerequisite: Fundamentals of Programming

CIS 1306C Introduction to Computer Graphics 40.0 hours

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

CIS 3125 Linux Security Strategies 40.0 hours

This course discusses security implementations for Linux systems platforms and applications. Areas of study include identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications. Prerequisite: none

CIS 3525 Legal and Security Issues 40.0 hours

This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, students will study the step-by-step approach for learning how to create, format, and enhance a webpage using HTML. Prerequisite: none

CIS 1821 Introduction to Website Design 40.0 hours

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 web page design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation. Prerequisite: Computer Applications and Business Systems Concepts

CET 2800C Networking Security 40.0 hours

This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course does not use a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam. Prerequisite: Networking Fundamentals

CET 2810C Microsoft Exchange Server 40.0 hours

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

CGS 1840 Computer Applications and Business Systems Concepts 40.0 hours

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 1585 Relational Databases 40.0 hours

This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized. Prerequisite: Fundamentals of Programming

CGS 198C Introduction to Computer Graphics 40.0 hours

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
CJC 1245 Case Management: Strategies for Rehabilitation 40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will also develop interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

CJC 2400 Counseling Clients 40 hours. 4 credits
Students will examine the process and effects of counseling assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Corrections or Introduction to Human Services

CJC 3415 Diversion and Rehabilitation 40 hours, 4 credits
In this course, students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. In addition, they will critically evaluate evidence-based policy, best practices, and program evaluations, and “what works” in both social-service and criminal-justice systems.
Prerequisites: Juvenile Justice: Delinquency, Dependency; Diversion: Domestic Violence

CJC 4164 Community Corrections 40 hours, 4 credits
This course will examine the role and function of correctional supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

CJE 1006 Policing in America 40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. In the process, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

CJE 1232 Drugs and Crime 40 hours, 4 credits
This course will focus on the physical, psychological, and sociological aspects of drug use and drug-related crime. Traditional methods and 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 drug business, and drug law enforcement will be explored. Recent developments as “club drugs,” inhalants, herbal stimulants, models and designer drugs will also be reviewed.
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, dependency, and the impact of these principles on youth. Students will examine the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

CJE 2380 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and a 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 police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America

CJE 3610 Criminal Investigations 40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various procedures for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law

CJE 3674 Examination of Forensic Science 40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and future of forensic science.
Prerequisite: Constitutional Law

CJE 4178 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 videos on the web.
Prerequisites: Introduction to Criminal Justice; Research Methods in Criminal Justice.

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

CJL 1381 Criminal Law and Procedures: Crime and the Courtroom 40 hours, 4 credits
This course provides an overview 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 defenses 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 role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

CJL 3297 Constitutional Law 40 hours, 4 credits
This course challenges students to examine the complexities of The Bill of Rights and the application of those rights to the criminal-justice system. The analysis of case studies will allow students to apply criminal law and procedure to fundamental issues of criminal-justice law. 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 Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) divergent 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 using CMDB for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.  
Prerequisite: Customer Service

COP 2120 Writing: University Composition 40 hours, 3 credits  
This course is designed to teach students how to write well-organized and developed essays and syntheses. Students will study the processes and techniques of research and writing, and will use critical thinking to create a written product tailored to the needs of a particular audience.  
Prerequisite: None

COP 2283 Programming II 40 hours, 4 credits  
This course is designed to be an introduction to object-oriented and procedural programming using the .NET Framework. Students will learn to use object-oriented principles to create programs that solve real-world problems.  
Prerequisite: COP 2282

COP 2300 Introduction to Information Systems 40 hours, 4 credits  
This course covers the basics of information systems and their role in business. Students will learn about the different types of information systems, how they are used in business, and how they contribute to the overall success of an organization.  
Prerequisite: None

COP 2330 Introduction to Visual Basic 40 hours, 4 credits  
This course covers the basics of Visual Basic programming, including data types, variables, and basic control structures. Students will also learn how to use Visual Basic to create simple applications.  
Prerequisite: None

COP 2333 Advanced Visual Basic 40 hours, 4 credits  
This course covers more advanced topics in Visual Basic programming, such as object-oriented programming and database management. Students will also learn about advanced debugging techniques and error handling.  
Prerequisite: COP 2330

COP 2350 Database Design 40 hours, 4 credits  
This course covers the basics of database design, including entity-relationship modeling, attribute level design, and data validation. Students will also learn how to use SQL to access and manipulate data.  
Prerequisite: COP 2283

COP 2355 Information Technology Capstone 40 hours, 4 credits  
This course is designed to help students develop their skills in the field of information technology. Students will work on a project of their choice, which will be evaluated based on a set of criteria.  
Prerequisite: COP 2333

COP 2520 Java I 40 hours, 4 credits  
This course covers the basics of Java programming, including object-oriented programming, exception handling, and graphical user interfaces. Students will also learn about the Java Virtual Machine.  
Prerequisite: None

COP 2525 Java II 40 hours, 4 credits  
This course covers advanced topics in Java programming, such as multithreading, networking, and file I/O. Students will also learn about the Java Development Kit.  
Prerequisite: COP 2520

COP 2650 Introduction to Computer Forensics 40 hours, 4 credits  
This course covers the basics of computer forensics, including the collection, preservation, and analysis of digital evidence. Students will learn how to use tools like EnCase and Forensic Toolkit.  
Prerequisite: COP 2283

COP 2655 Information Technology Management 40 hours, 4 credits  
This course covers the management of information technology within organizations. Topics include systems lifecycle management, project management, and ethical issues in IT management.  
Prerequisite: COP 2333

COP 2660 Introduction to Internet Technology 40 hours, 4 credits  
This course covers the basics of the Internet, including web technologies, networking, and security. Students will also learn about the World Wide Web and HTML.  
Prerequisite: COP 2283

COP 2665 Introduction to Internet Technology II 40 hours, 4 credits  
This course covers advanced topics in Internet technology, including web application development, client-server architecture, and web standards.  
Prerequisite: COP 2660

COP 2670 Introduction to IT Project Management 40 hours, 4 credits  
This course covers the basics of project management in the context of IT projects. Students will learn about project planning, scheduling, and control.  
Prerequisite: COP 2333

COP 2675 Introduction to IT Project Management II 40 hours, 4 credits  
This course covers advanced topics in IT project management, including risk management, change management, and stakeholders.  
Prerequisite: COP 2670

COP 2700 Systems Analysis and Design 40 hours, 4 credits  
This course covers the basics of systems analysis and design, including requirements gathering, feasibility studies, and system specifications. Students will also learn about system evaluation and implementation.  
Prerequisite: COP 2283

COP 2705 Systems Analysis and Design II 40 hours, 4 credits  
This course covers advanced topics in systems analysis and design, including system development life cycle, project management, and system testing.  
Prerequisite: COP 2700

COP 2710 Introduction to Computer Forensics II 40 hours, 4 credits  
This course covers advanced topics in computer forensics, including advanced collection and analysis techniques. Students will also learn about legal issues in digital evidence.  
Prerequisite: COP 2650

COP 2720 Database Design II 40 hours, 4 credits  
This course covers advanced topics in database design, including normalization, transaction processing, and query optimization. Students will also learn about database administration.  
Prerequisite: COP 2350

COP 2725 Introduction to Internet Technology III 40 hours, 4 credits  
This course covers advanced topics in Internet technology, including web services, cloud computing, and mobile computing. Students will also learn about emerging technologies like IoT and IOT.  
Prerequisite: COP 2660

COP 2730 Introduction to Internet Technology IV 40 hours, 4 credits  
This course covers advanced topics in Internet technology, including cloud computing, mobile computing, and social media. Students will also learn about emerging technologies like big data and blockchain.  
Prerequisite: COP 2665

COP 2740 Introduction to IT Project Management III 40 hours, 4 credits  
This course covers advanced topics in IT project management, including risk management, change management, and stakeholders.  
Prerequisite: COP 2705

COP 2745 Introduction to IT Project Management IV 40 hours, 4 credits  
This course covers advanced topics in IT project management, including risk management, change management, and stakeholders.  
Prerequisite: COP 2720

COP 2750 Systems Analysis and Design III 40 hours, 4 credits  
This course covers advanced topics in systems analysis and design, including system development life cycle, project management, and system testing.  
Prerequisite: COP 2705

COP 2755 Systems Analysis and Design IV 40 hours, 4 credits  
This course covers advanced topics in systems analysis and design, including system development life cycle, project management, and system testing.  
Prerequisite: COP 2720
COP 2580 Web Programming Capstone
20 hours, 3 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.
Prerequisite: Java I, PERL/CGI.

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

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

COT 1202 Discrete Structures for Computer Science
40 hours, 3 credits
This course will provide a basic understanding of discrete mathematical concepts 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 use of technology tools in science, industry, education, and the arts. Students will explore such issues as communications, commerce, and quality of life will be explored as students review the scope and application of technology within the context of everyday life.
Prerequisite: none

CPD 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, poetry, plays, and non-fiction. Work by students and others will be evaluated. Students will work to develop editorial skills so that each writer may revise and improve his/her work. Students will compile a portfolio of 8000 words over the course of the program.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score.

CTS 1212 Professional Presentations
40 hours, 3 credits
This course is designed to incorporate two Microsoft Office presentation programs into a single class. A tool that can be used to create professional presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.
Prerequisite: Computer Applications and Business Systems Concepts

CTS 1300C Microsoft Windows Workstations
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. This course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the 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 help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

CTS 2511C Excel
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to 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 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 communication and data-transfer protocols. An overview of programming for the Internet. In terms of managing Internet security and content. Further, students will explore in-depth a variety of Internet technologies and methodologies such as network models and topologies as well as a range of Internet security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none

CTS 2810C Windows Active Directory
40 hours, 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this course, the instructor will assign hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Microsoft Windows Server

CTS 2821C 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, Windows web content and database access through server side scripting.
Prerequisite: Dynamic Content Management: Fundamentals of Web Authoring and Design

DEP 2004 Human Growth and Development
30 hours, 3 credits
This course focuses on the development of the individual throughout the life cycle, including child, adolescent, adult, and old adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.
Prerequisite: none

DIG 1095C Introduction to Multimedia Design
40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

DIG 1280C Audio/Video Editing
40 hours, 3 credits
Students learn the theory and processes of audio/video editing using non-linear software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and internet applications. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Digital Media Production

DIG 1302C Introduction to 3D Arts and Animation
40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students will explore and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to Multimedia Design

DIG 1303C 3-Dimensional Animation
40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced concepts of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and through creative design.

DIG 1500C Digital Media Production
40 hours, 3 credits
In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Multimedia Technologies

DIG 1520C Digital Media Production
40 hours, 3 credits
This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, sound, light, textures, and user interactivity. This course 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 stand point. 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 1711 Game Design Theory I 40 hours, 4 credits
This course introduces the non-technical study of games: the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts, including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none

DIG 17583 Interactive Storytelling 40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game structure. Students will study interactive narrative, myths and the hero’s journey, chatterbots and MUDs, exposition and dialog trees, spatial narratives and the narrative process of video games, and the role of interactive storytelling methodologies, from campfires to LARP and text adventures.
Prerequisite: Game Preproduction

DIG 2620C Multimedia Technologies 60 hours, 4 credits
In this course, students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and virtual reality. This course will provide training in a variety of industry-accepted Adobe 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 debugging to name a few). This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming II

DIG 2950 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 must work on a portfolio/demo reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-standard design software.
Prerequisite: Digital Media Assembly

DIG 3316 Flash Animation 60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash authoring, creating and editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

DIG 3322 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons; and students will learn the techniques necessary to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and MudBox will be discussed, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

DIG 3330 Advanced Methods of Computer Graphics 60 hours, 4 credits
This course is for photographers and artists, who wish to go 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 more advanced sets of controls in Photoshop, all within a framework of artistically and technically sound image control techniques. This course will provide the tools necessary to enhance the student’s professional work.
Prerequisite: Introduction to Computer Graphics

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

DIG 3457 Portfolio, Package, and Publish 40 hours, 4 credits
This course focuses on the processes and tasks necessary for game and simulation-production. Included are cover letters and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume and portfolio. Students will manipulate a portfolio, and package themselves as a top candidate for a position. Students will create a professional level resume and cover letter and create a resume that is focused on the game development environment. This course will be an introduction to utilizing storytelling, design and interactive appreciation. The next step is a study of the principles of game design and use them both for game and simulation development.
Prerequisite: Introduction to Computer Graphics

DIG 3512 Advanced HTML Coding with CSS 60 hours, 4 credits
This course covers advanced elements of web page creation using a text editor and HTML and XML standards. This class will focus on web terminology, performance tuning, HTML coding to hieroglyphics, hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis is placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, interactive and accessibility issues, and terms of their intended effects, and to use their analyses to produce experimental art projects.
Prerequisite: Fundamentals of Web Authoring and Design

DIG 3552 Concept Development for Digital Media 40 hours, 4 credits
This course is concerned with problem solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboard, animation, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.
Prerequisite: none

DIG 3700 Practical Game Development 60 hours, 4 credits
This course approaches the study of a game from several ways. First is an example of media that can be analyzed and utilized for their presentation elements, design, plot, and interactive appreciation. The next step is a study of complex subject software applications to technology consistency and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular software applications. Students will study the principles of game design and use them both for existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence

DIG 3709 Game Planning and Development Strategies 60 hours, 4 credits
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of game assets and the asset pipeline, interface design, and artificial intelligence to better understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

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

DIG 4330 Advanced Applications of Digital Media for Game and Simulation Production 60 hours, 4 credits
This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology.
Prerequisite: Multimedia Portfolio Development

DIG 4371 Game Assets 60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between objects, methods and objects and game play, asset management and coding best practices. It also covers areas like cross-platform porting and creating new games.
Prerequisite: Applied Game and Simulation Theory

DIG 4392 Game Audio Assets 60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back ‘one shot’ and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.
Prerequisite: Game Assets

DIG 4794 Applications of Physics for Game and Simulation Production 60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course will cover how to create a game or simulation programmer to be able to translate the ideas and sequences of a game into believable and realistic actions. Key components that are covered in this class will be the opportunity for students to develop tools, demos, and working games that utilize and further real world examples.
DSC 2036 Terrorism
40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. This course will focus on providing students the necessary skills to recognize acts of terrorism and gain insight into terrorists' perceptions and motivations. The course will cover the history of terrorism, the motivations that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the theory 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
S3011 Security Challenges
40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security. Prerequisite: Introduction to Criminal Justice
DSC 3016 Homeland Security Policy
40 hours, 4 credits
Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk identification, preparedness, response, and protection. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence. Prerequisite: Terrorism
DSC 3057 Risk Analysis
40 hours, 4 credits
Students will learn risk analysis. This course is an introduction to the field of risk analysis and assessment 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 disaster recovery, and for crisis management. Prerequisite: Introduction to Homeland Security: Security Challenges
DSC 4244 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
E707 Introduction to Undergraduate Research
20 hours, 2 credits
In this course, students will use a variety of Rasmussen College library & Web Wizards resources to develop and hone information literacy skills. Students will be expected to use these skills in all other courses at Rasmussen College. Prerequisite: none
E185 Freshman Seminar
0 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshman seminar as part of Certificate course requirements the quarter they are scheduled for the E242 Career Development course.
E242 Career Development
20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview. Prerequisite: none
E707 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. The course is required for graduation from the 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 the Bachelor’s degree program.
ECC 1002 Early Childhood Education Curriculum and Assessment
40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. This course develops appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized. Prerequisite: Foundations of Child Development
ECC 1700 Foundations of Child Development
40 hours, 4 credits
This course will explore characteristics of children at different ages, children’s developmental milestones 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 out a 2-hour observation in the field of education.
Prerequisites: Foundations of Child Development
ECC 1850 Knowledge: Externship I
180 hours, 6 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults. Prerequisite: none
ECC 1861 Application: Externship II
180 hours, 6 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership. Prerequisite: Knowledge: Externship I
ECC 1862 Reflection: Externship III
180 hours, 6 credits
Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership. Prerequisite: Application: Externship II
ECC 1863 Teacher Reflection I: Early Childhood Education as a Profession
60 hours, 6 credits
Students continue their externship experience in an early childhood setting. 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 values and teaching styles are included. Prerequisite: none
ECC 1864 Teacher Reflection II: Morality and Ethics in Early Childhood Education
60 hours, 6 credits
This course is designed to explore the morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored. Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession
ECC1065 Teacher Reflection III: The Intentional Teacher 60 hours. 6 credits
Students will learn about intentional teaching in practice and select best practices for young children’s learning and development. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social skills and understanding, physical movement and visual arts.
Prerequisite: Teacher Reflection II: Morality and Ethics in Early Childhood Education

ECC 2213 Language and Literacy Acquisition 40 hours. 4 credits
Students will examine how infant, toddler, preschool, and school-aged English language learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and explore how to create an environment that sustains English Language Learners.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

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

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

ECC 2225 Guiding Children’s Behavior 40 hours. 4 credits
Students will explore how to use guidance in the early childhood setting. They will explore the history and use of guidance, and the role of guidance in supporting young children and families. They will examine methods for helping families manage resources through various problem solving methods.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

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

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

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

ECC 2279 Parent Education and Support 40 hours. 4 credits
Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem solving methods.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

ECC 2329 Advocating for Children with Special Needs 40 hours. 4 credits
Students will explore current trends, resources, and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

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

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

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

ECE 2513 Observation and Assessment in Early Childhood Education 40 hours. 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

ECE 2530 Early Childhood Education Capstone 20 hours. 2 credits
Students will integrate the knowledge and skills gained in the coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in children’s development, health, and nutrition; curriculum and instruction; observation and assessment; and other areas relevant to the field.
Prerequisite: Early Childhood Education student in last or second-to-last quarter.

EX 2010 The Exceptional Child 40 hours. 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

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

ENC 1121 English Composition 2 40 hours. 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

FIN 3311 Advanced Composition 40 hours. 4 credits
This advanced writing course is intended to help students further develop and refine their writing, research, 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 ideas in a well-organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

EVR 3140 Human Uses of the Environment 40 hours. 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with the fundamentals of ecological processes 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 problems presented by population, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none

FIN 3900 Principles of Finance 40 hours. 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine saving, budgeting, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting I

FIN 3902 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 corporate finance and issues and developments within the industry.
Prerequisite: none

GEO 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

GML 101 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 affects the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, accounting, and any other activities related to general ownership and operation.
Prerequisite: none

GML 4104 Project Planning and Documentation 40 hours. 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem-solving. The course is not set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.
Prerequisite: none
**Course Descriptions**

**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 2060 Compensation and Benefits Management**

40 hours, 4 credits

This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. The course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.

Prerequisite: Introduction to Human Resource Management

**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 and bring a product to market. Students will develop a basic 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 client. 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 for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potential for use in today's business marketplace.

Prerequisite: None

**GEO 3204 Physical Geography**

40 hours, 4 credits

This course presents a study of the development and distribution of landforms, climates, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed. Students will study the role that the environment plays in affecting man's utilization of the natural resources, including both the physical and cultural environment.

Prerequisite: Introduction to Business

**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, national, and global environment problems and possible solutions to these problems.

Prerequisite: None

**GTR 1722C Introduction to Web Design Software**

40 hours. 4 credits

This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well designed websites.

Prerequisite: None

**GTR 1742C Color Theory and Techniques**

40 hours. 3 credits

This course introduces basic compositional principles of harmony and contrast through the practice of color applications, digital input devices and 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 Computer Graphics

**HIM 1222 Basic ICD-9-CM Coding**

40 hours. 4 credits

This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.

Prerequisite: Medical Terminology

**HIM 1223 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 medical records. Students will apply ICD-9-CM coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.

Prerequisite: Basic ICD-9-CM Coding

**HIM 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: Intermediate ICD-9-CM Coding

**HIM 2000 Introduction to Health Information Management**

40 hours. 4 credits

This course introduces the student to the history of the profession of health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: None

**HIM 2272 Medical Insurance and Billing**

40 hours, 3 credits

In this course, students will receive an introduction to common 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, patient requirements, state and federal regulations, and abstracting of source documents.

Prerequisite: Medical Terminology

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**Course Descriptions**

**GEB 2930 Business Capstone**

20 hours, 4 credits

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate's degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone Project. Students have the opportunity to participate in an optional internship capstone project.

Prerequisite: Intented of last quarter of student's program

**GEB 3020 Advanced Principles of Financial Management**

40 hours, 4 credits

This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics.

Prerequisite: Financial Accounting II

**GEB 3051 The Business of Digital Media**

40 hours, 4 credits

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

Prerequisite: Introduction to Business

**GEB 3110 Research and Report Writing**

40 hours, 4 credits

Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.

Prerequisite: English Composition or Professional Communication

**GEB 4220 Managing a Diverse Workforce**

40 hours, 4 credits

This course introduces students to the complexities of diversity. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global context.

Prerequisite: Principles of Management

**GEB 4305 Statistics for Managers**

40 hours, 4 credits

In this course students will utilize a statistical computer package, and apply statistics methods and applications in business situations.

Prerequisite: College Math Course

**GEB 4310 Statistics for Business**

40 hours, 4 credits

This course teaches students how to use statistics in each business discipline, including marketing, management, accounting, and finance.

Prerequisite: College Math Course

**GEB 4410 Advanced Principles of Marketing**

40 hours, 4 credits

This course examines developing, designing, and implementing marketing programs, processes, and activities. Course areas of focus include customer relationships, market insights, brand building strategies, market segmentation, and delivering and communicating value. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Principles of Marketing

**GEB 4505 Organizational Development**

40 hours, 4 credits

This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Organizational Behavior Analysis

**GEB 4520 Legal and Ethical Environment of Business**

40 hours, 4 credits

This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Business Ethics: Business Law

**GEB 3204 Physical Geography**

40 hours, 4 credits

This course presents a study of the development and distribution of landforms, climates, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man's utilization of them.

Prerequisite: None

**GEB 3208 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, national, and global environment problems and possible solutions to these problems.

Prerequisite: None

**GEB 3209 Introduction to Geology**

40 hours, 4 credits

Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth's surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.

Prerequisite: None

**GEB 1112C Digital Publishing**

40 hours, 3 credits

This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Typography

**GEB 1202C 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 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: Introduction to Computer Graphics
HIM 2304 Management of Health Information Services 40 hours. 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and evaluate the HIM management role in relation to other hospital departments.
Pre- or Co-requisite: Introduction to Health Information Management

HIM 2310 Health Information Law and Ethics 40 hours. 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: none

HIM 2310 Quality Analysis and Management 40 hours. 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.
Prerequisites: Introduction to Health Information Management: Computer Applications and Business Systems Concepts

HIM 2522 Healthcare Information Technologies 40 hours. 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management: Computer Applications and Business Systems Concepts

HIM 2540 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 2541 Health Information Practicum 60 hours. 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Quality Analysis and Management: Healthcare Information Technologies, Health Information Law and Ethics

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

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

HIM 3202 Data, Information, and File Structures 60 hours. 4 credits
A study of information systems design and implementation to apply knowledge of database architecture and design such as dictionary, database model, and data warehousing to meet organizational needs. Database management systems, database 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 use of healthcare finance principles required to manage a health information department or project. Accounting, cost 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 examination of the application of general principles of project management in the administration of health information services. Students will learn to implement project management techniques to ensure efficient work flow and improvement of 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 the hospital facility that will require critical thinking and problem solving.
Prerequisite: Program Admission

HIM 3644 Reimbursement Methodologies 40 hours. 4 credits
A study of analyzing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, claim management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

HIM 4003 Electronic Data Security 40 hours. 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards, risk assessment, audit and control processes, emergency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce compliance and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission

HIM 4115 Applied Research in Health Information Management 40 hours. 4 credits
Students will complete a research project specific to HIM and will present their research to classmates and instructors using a website environment. Data analysis and presentation techniques will be used. Topics explored will be introduced to the HIM setting. Board processes and policies, research design and methodologies, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.
Prerequisite: Healthcare Statistics

HIM 4270 Health Information Management Professional Practice Experience 20 hours. 4 credits
A 200-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, entrepreneurship, and benchmarking will be explored.
Prerequisite: Management of Health Information Services

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

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

HSA 2117 US Healthcare Systems 40 hours. 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.
Prerequisites: none

HSA 2109 Foundations of Managed Care 40 hours. 4 credits
This course will study the role of managed-care delivery systems, national trends and the foundational concepts of managed care.
Prerequisite: Introduction to Healthcare Administration

HSA 3110 Introduction to Healthcare Administration 40 hours. 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. This course will be applied to case studies of healthcare industry scenarios.

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

HSA 3383 Quality Improvement in Healthcare 40 hours. 4 credits
This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.
Prerequisites: Healthcare Management; Healthcare Systems, or Health Information Administration or Health Information Management
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and accountability along with the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management

HSA 3751 Healthcare Statistics

40 hours, 4 credits

This course will introduce the student to principles of statistical analysis, including descriptive and inferential statistics. This course will also introduce the student to the use of statistical software, such as SPSS and Excel. This course is designed for students in the healthcare professions who need to understand the interpretation and application of statistical data in healthcare research and practice.

Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management

HSA 4100 Healthcare Operations Management

40 hours, 4 credits

In this course, students examine the operations function of managing people, information technology, materials, and facilities in the healthcare industry. Prerequisites: Principles of Management

Introduction to Healthcare Administration

HSA 4124 International Healthcare

40 credits, 4 hours

This course is designed to introduce students to the healthcare systems of other countries and the cultural, economic, and political factors that influence these systems. This course will also provide students with an understanding of the legal and ethical issues that impact healthcare delivery in different cultural contexts.

Prerequisites: Introduction to Healthcare Administration

HSA 4150 Healthcare Planning and Policy Management

40 hours, 4 credits

This course will examine the planning and policy management of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policy making will be examined. Economic, political, and ethical trends, and the future of healthcare will be explored.

Prerequisites: Introduction to Healthcare Administration

HSA 4151 Healthcare Information Systems

40 hours, 4 credits

The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.

Prerequisites: Computer Applications and Business Systems Concepts: Introduction to Healthcare Administration

HSA 4210 Advanced Healthcare Law and Ethics

40 hours, 4 credits

This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the health care field. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Medical Law and Ethics or Health Information Law and Ethics

HSA 4922 Healthcare Management Capstone

30 hours, 4 credits

This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through group analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare management concepts via completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/externship project. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Students must be enrolled in the Healthcare Management Bachelor’s Degree program and in their last or second-to-last quarter

HSC 1410 Medical Writing, Style and Grammar

30 hours, 3 credits

A focus on medical language, grammar, and sentence structure that will help students communicate effectively in the healthcare field. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management

HSC 1531 Medical Terminology

40 hours, 4 credits

This course will teach the medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes. Latin and Greek origins, and anatomical roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, and the disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

Prerequisite: none

HSC 2641 Medical Law and Ethics

40 hours, 4 credits

This course introduces students to the legal aspects of healthcare delivery and the ethical dilemmas faced by healthcare professionals. Students will discuss the role of law in the healthcare industry, the legal and ethical responsibilities of healthcare professionals, and the impact of legal and ethical issues on the delivery of healthcare services.

Prerequisites: Introduction to Healthcare Administration

HSC 2841 Medical and Legal Environment for Healthcare Professionals

40 hours, 4 credits

This course introduces students to the medical and legal environment for healthcare professionals. Students will be introduced to the legal aspects of healthcare delivery and the ethical dilemmas faced by healthcare professionals. Students will discuss the role of law in the healthcare industry, the legal and ethical responsibilities of healthcare professionals, and the impact of legal and ethical issues on the delivery of healthcare services.

Prerequisite: Introduction to Healthcare Administration

HSC 2901 Medical Coding

40 hours, 4 credits

This course introduces students to the medical coding process. Students will learn how to properly code medical procedures and diagnoses using the ICD-10-CM and CPT codes. Students will also learn how to use electronic medical record systems to enter and maintain patient records.

Prerequisites: Introduction to Healthcare Administration

HSC 3001 Medical Microbiology

40 hours, 4 credits

This course introduces students to the medical microbiology process. Students will learn how to properly identify and treat infectious diseases using culture, PCR, and other techniques. Students will also learn how to use electronic medical record systems to enter and maintain patient records.

Prerequisites: Introduction to Healthcare Administration

HSC 4001 Medical Radiation Science

40 hours, 4 credits

This course introduces students to the medical radiation science process. Students will learn how to properly use medical radiation equipment and how to properly image patients using this equipment. Students will also learn how to use electronic medical record systems to enter and maintain patient records.

Prerequisites: Introduction to Healthcare Administration

HSC 4101 Introduction to Human Services

40 hours, 4 credits

This course introduces Human Services to the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how human services shape programs. Human service intervention strategies utilized in daily practice are also examined along with stressors faced in the workplace. Comparisons of human services systems from a variety of countries will also be analyzed.

Prerequisites: none

HUS 1250 Abnormal Psychology

40 hours, 4 credits

This course introduces students to the field of abnormal psychology. Students will learn about the causes, symptoms, and treatment of various mental disorders. Students will also learn about the ethical and legal considerations that impact the practice of abnormal psychology.

Prerequisite: Introduction to Healthcare Administration

HUS 2202 Human Nutrition

40 hours, 4 credits

This course introduces students to the student to nutrition and the role of nutrients in health and common alterations in health throughout the lifespan. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community, and clinical care.

Prerequisite: none

HUS 2540 Community Psychology

40 hours, 4 credits

This course introduces students to the student to nutrition and the role of nutrients in health and common alterations in health throughout the lifespan. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community, and clinical care.

Prerequisite: General Psychology

HUS 2712 Organization and Leadership in Human Services

40 hours, 4 credits

Working and managing within a human services organization takes high skills, standards, and ethics. Therefore, this course will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn how to build a strong ethical organization through culture, climate, and structure.

Prerequisites: Case Management: Strategies for Rehabilitation: Counseling Client

HUS 2937 Internship for Human Services

250 hours, 9 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 in the classroom. This course is an integral part of the total educational process.

Prerequisite: Students must be in their last or second-to-last quarter before graduation Co-requisite: Sophomore Seminar

HUS 2955 Human Services Capstone

50 hours, 5 credits

This course will provide students with an opportunity to integrate knowledge and skills from the Human Services program in the form of a Capstone Project. Contemporary issues and future trends will also be analyzed.

Prerequisite: Students must be in their last or second-to-last quarter

ISM 2202 Business Intelligence Reporting

40 hours, 3 credits

This course is designed to allow students to understand how well and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.

Prerequisite: SQL Server Administration

ISM 2321 Managing Information Security

30 hours, 3 credits

Information security is not an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of critical policies, procedures, and staffing functions necessary to organize and administrate ongoing security functions in an organization. Course syllabus includes security practices, security architecture and models, and contingency planning and disaster recovery planning.

Prerequisite: Networking Security

ISM 3005 MIS Techniques

40 hours, 3 credits

This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Computer Applications and Business Systems Concepts

ISM 3015 Management of Information Systems

40 hours, 4 credits

Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practices. Students will gain valuable exposure to analyzing, utilizing, and supervising integrated management information systems.

Prerequisites: Computer Applications and Business Systems Concepts: Introduction to Business
This course introduces students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their field of study.

Prerequisite: Computer Applications and Business Systems Concepts

ISM 4212C Database Management and Administration
40 hours, 4 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 in training development fundamentals including how training relates to Human Resource Management and Human Resource Development. Information on the 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 chaotic and consistently changing world of organizations and how managers develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

LIT 2000 Introduction to Literature
40 hours, 4 credits
This course offers an introduction to the most common literary genres: Fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre. Learn how to compare genres, become familiar with complex texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analyzing of texts will include a variety of literary forms and periods. Students will engage in approaches to determining literary meaning, form, and value.

Prerequisite: none [English Composition recommended]

LIT 3101 Contemporary World Literature: 1900 to the Present
40 hours, 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics. authors, etc. Prerequisite: English Composition

MAA 3080 Algorithm Analysis
40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the algorithmic analysis of time space complexity within a software design framework.

Prerequisites: Programming II; Probability and Statistics

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

Science framework: Satisfactory score on placement exam

MAC 1200 Precalculus
40 hours, 3 credits
In this course, students will understand the application of function theory including the behavior of various function types including polynomial, exponential, rational, logarithmic, and parametric functions. The course emphasizes the comprehension of function behavior through graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.

Prerequisite: Advanced Algebra

MAC 2100 Calculus I
40 hours, 4 credits
This course acquaints students with the exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, techniques of integration, and properties of the definite integral will be discussed. Students will cover numeric, graphical, and symbolic approaches to solving problems for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.

Prerequisites: Precalculus

MAC 2200 Calculus II
40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will continue exploring the methods of integrations and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence of series. Students will understand whether improper integrals are convergent or divergent.

Prerequisite: Calculus I

MAI 2112 Introduction to Discrete Mathematics
40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in computer science work. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.

Prerequisites: Calculus I: Discrete Structures for Computer Science

MAI 3113 Applied Discrete Mathematics
40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further development and techniques for mathematical reasoning. Topics include combinatorics and graph theory. Boolean algebra, digital logic circuits, and complexity sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.

Prerequisite: Introduction to Discrete Mathematics: Calculus II

MAN 1300 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resource function. Students will explore the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include all aspects of employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

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

Prerequisite: none

MAN 2062 Business Ethics
40 hours, 4 credits
This course introduces students to the examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong actions, good and bad values.

Prerequisite: none

MAN 3040 Principles of Management II
40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attributes needed to become an effective manager. Specific topics covered include managing stress: solving problems, coaching, influencing, and motivating others; team-building; and leading change. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Principles of Management

MAN 3210 Advanced Human Resource Management
40 hours, 4 credits
The purpose of this course is to enable the student to develop a broad exposure to new approaches to management, and future trends in the management of personnel. This course includes a study of the major functions in personnel management including selection, analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.

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

MAN 3322 Human Resource Information Systems
40 hours, 4 credits
This course examines the role of human resource information systems in today’s organizations and human resource departments. Key areas of focus include human resource information systems design, implementation, and use of the human resource function in the talent acquisition and management is also examined.


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

Prerequisite: Introduction to Business

MAN 4413 Contemporary Leadership Challenges
40 hours, 4 credits
This course introduces students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their field of study.

Prerequisite: Principles of Management

MAN 4240 Organizational Behavior Analysis
40 hours, 4 credits
This course introduces students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their field of study.

Prerequisite: Principles of Management

MAN 4250 Management of Health Information Services
40 hours, 4 credits
This course introduces students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their field of study.

Prerequisite: Principles of Management

MAN 4720 Strategic Management
40 hours, 4 credits
This course is designed to engage students in the practical process of strategic management. The focus of this course is on the development and implementation of strategies to create, sustain, and defend a competitive advantage.

Prerequisite: Introduction to Business
MAN 4375 Internet Marketing, Public Relations and Social Media
40 hours, 4 credits
This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce

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

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

MAT 1031 College Algebra
40 hours, 4 credits
This course provides students with the skills to master algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

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

MAT 1402 General Education Mathematics
40 hours, 4 credits
This course introduces students to topics from 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

MCB 2010C Introduction to Microbiology
70 hours, 3 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology: a survey of bacteria, viruses, algae, fungi, protists and helminthes: interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

MEA 1200 Clinical Skills I
40 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives.
Pre or Co-requisites: Human Anatomy and Physiology I; Medical Terminology; Attendance of Programmatic Orientation in first quarter

Prerequisite: Clinical Skills II

MEA 1201 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, fundamentals of advertising 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 2678 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

MET 2703 Public Relations and Advertising Strategies
40 hours, 4 credits
Students examine the similarities and differences between public relations, advertising and promotional marketing and differentiate between a target audience and a target market. Marketing interactions with associated stakeholders, including current and new customers: shareholders; the media; financial and industry analysts will be explored. Other parts of the marketing mix, such as senior management and marketing, finance, and human resources departments are studied.
Prerequisite: Principles of Marketing

MET 3255 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 how to apply them to help organizations achieve their online sales and mark-marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce

MET 4355 Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use web 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

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

MET 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

MET 1031 College Algebra
40 hours, 4 credits
This course provides students the skills to master algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

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

MET 1402 General Education Mathematics
40 hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college 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

MEC 2021 Pathophysiology
50 Hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems. Prerequisites: Human Anatomy and Physiology I or Structure and Function of the Human Body

Prerequisite: none

MEC 2203 Laboratory Skills for Medical Assistant
100 hours, 3 credits
In this course students will study medical laboratory procedures and techniques that are specifically related 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 blood samples and perform venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills II

MEA 2290 Radiography Skills
40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education. Along with radiographic procedure modules that will cover every anatomic region. 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.
Prerequisites: Anatomy and Physiology II

MEA 2294 Medical Assistant Internship
240 hours, 8 credits
Students will engage in an 11-week on-the-job Medical Assisting training experience in a physician’s office/clinic or medical center. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office medical-assisting area. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture component of the course, students will learn job-search techniques and skills for entry-level medical assistants. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending on accreditation status).
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verification of immunity required; program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Internship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.

MMC 2309 Realities of Crime and Justice
40 hours, 4 credits
In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and “spectacular” cases are used to exemplify the media’s influence on public perceptions of crime.
Prerequisite: Ethics in Criminal Justice

MMC 3307 Visual Communication in the Media
40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through the media.
MTS 2005 Introduction to Medical Transcription
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will include the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.
Prerequisite: Medical Terminology
Pre- or Co-requisite: Medical Writing, Style and Grammar

NUR 1217C Adult Nursing I
230 hours, 13 credits
This course is the first of three adult-health nursing courses. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients across the lifespan with uncomplicated medical/surgical alterations in health. Pathophysiologic mechanisms of diseases are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, manager, and member of a profession are expanded and provide the framework for clinical applications and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisite: Fundamentals of Nursing
NUR 1327 Transitions in Nursing
30 hours, 3 credits
This course facilitates the transition between practical and professional nursing. It introduces and examines issues of scope of practice, assumptions about care planning, and ethical and legal issues at the professional nurse level.
Prerequisite: Florida LPN Licensure
NUR 1400C Maternal-Child Nursing
220 hours, 12 credits
In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children, and families meeting their needs in a variety of settings. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.
Prerequisite: Adult Nursing I
NUR 2717C Adult Nursing II
230 hours, 13 credits
This is the second of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status in acute care and psychiatric settings. In this course, 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 and surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult healthcare in medical-surgical and psychiatric settings. The course curriculum 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 applications and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisites: Fundamentals of Nursing: Comprehensive Pharmacology; Adult Nursing I
NUR 2712C Adult Nursing III
90 hours, 5 credits
This is the third of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status. This course concentrates on the clinical aspects of acute care setting promotes the student’s transition from student to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad in-depth application of the nursing process in the clinical management of group of patients. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community 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 applications and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisites: Foundations of Nursing; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Adult Nursing I; Maternal-Child Nursing; Adult Nursing II
NUR 4400C Role and Scope
20 hours, 2 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse. Client care management concepts and the legal, ethical, and professional responsibilities of the registered nurse are stressed.
Prerequisites: Maternal-Child Nursing; Adult Nursing II
Co-requisite: Adult Nursing III
NUR 3177 Health Assessment
40 hours, 4 credits
This course focuses on client assessment and the formation of a nursing diagnosis with an emphasis on the evaluation of health risks and health education. This course is designed to develop the student’s knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examination of the adult client. Opportunities will be presented that provide for the synthesis of nursing, biologic, psychological, and sociocultural knowledge and theories as they apply to the findings obtained in the comprehensive health assessment of adults. Interviewing and clinical examination skills will be utilized to gather and analyze data relevant to common health problems.
Prerequisite or Co-requisite: Quality and Safety in Nursing
NUR 3205 Applied Pathophysiology
40 hours, 4 credits
This course focuses on the basic understanding of pathophysiology related to human illness with an emphasis placed on cellular alterations in organ systems as they relate to selected disease states. Opportunities will be presented that provide for the use of critical thinking processes to analyze diverse client presentations of selected illnesses for symptomatology, pathophysiology, and health care implications.
Prerequisite: Admission into the Nursing Program
NUR 3418 Introduction to Alternative and Complementary Therapies 40 hours, 4 credits
This course explores the use of alternative and complimentary therapies in healthcare. Topics include examining safety issues, evidence-based health care, and the various types of alternative and complementary therapies. Students will gain an understanding of alternative and complementary therapies used in healthcare.
Prerequisite: Transcultural Nursing

NUR 3508 Quality and Safety in Nursing Practices 40 hours, 4 credits
This course focuses on the critical review of current quality and safety issues in healthcare and guidelines and systems impacting healthcare agencies. Topics include quality and safety issues in nursing and healthcare. QSEN competencies, Joint Commission Standards, and Magnet Status. Students will gain understanding of contemporary quality and safety standards and best practices for quality and safety initiatives in healthcare settings.
Co-requisite: Dimensions of Professional Nursing
NUR 3655 Transcultural Nursing 40 hours, 4 credits
This course focuses on cultural responses to health and illness as they influence individuals and families. Topics include comparative analysis of communication, current problems, issues, health care beliefs, values, and practices of different systems and cultural norms as they affect health care practices and the profession of nursing. This includes an understanding of the various cultural health practices will be explored.
Prerequisite or Co-requisite: Health Assessment
NUR 3916 Dimensions of Professional Nursing 40 hours, 4 credits
This course provides a glimpse experience for the RN to BSN student. Nursing theory, philosophy and roles will be explored in the context of expanding scope and responsibility of nursing practice.
Prerequisite: Admission into the Program
NUR 4105 Nursing Research 40 hours, 4 credits
This course provides an overview of the skills needed to read, understand, analyze, and utilize nursing research. Statistical methods will be discussed as well as the types of research available in nursing. Further emphasis is placed on the relationship between theory and practice and the identification of researchable nursing problems. Students will learn systematic approaches for acquiring knowledge and defining issues related to evidence-based practice and research. Students will learn systematic approaches for acquiring knowledge and defining issues related to evidence-based practice and research.
Prerequisite or Co-requisite: Quality and Safety in Nursing
NUR 4529 Public Health and Community Nursing 40 hours, 4 credits
This course provides an overview of concepts and theories related to public health and community health nursing. Topics include core functions and essential services of public health, prevention and promotion, population focused practice, community assessment, and interdisciplinary collaboration to meet diverse client needs in diverse settings.
Prerequisites or Co-requisite: Transcultural Nursing, Nursing Research
PLA 2435 Corporate Law 40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders' rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System

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

PLA 2587 Torts: Auto Accidents and Other Legal Injuries 40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort law litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PLA 2100 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 title and escrow, mortgage, closing statements with real estate related documents. The student will learn the workings of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System

PLA 2800 Family Law 40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

PLA 2816 Paralegal Capstone 50 hours, 4 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 simulations conducted in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “paperless office” methods will be practiced. Pre- or Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession. Students must be in their last or second-to-last quarter

PLA 2940 Paralegal Internship 120 hours, 4 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 expected to communicate with the supervisor at the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter

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

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

PRN 1011 Fundamentals of Practical Nursing 60 hours, 5 credits
This course provides students with a foundation in understanding the healthcare system. This includes roles individuals perform in the healthcare setting, and basic knowledge in wellness and disease throughout the lifespan. Topics will include therapeutic communication, ethics, patient care, cultural competence, and identifies nursing strategies to meet the global and diverse patient and community.
Co-requisites: Fundamentals of Practical Nursing Laboratory: Fundamentals of Practical Nursing Clinical

PRN 1011LL Fundamentals of Practical Nursing Laboratory 40 hours, 2 credits
This course provides students with the skills needed to provide introductory nursing care to patients. 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.

PRN 1125 Mental Health Nursing 30 hours, 3 credits
This course presents an overview of the underlying principles of behavioral health nursing. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing behavioral health alterations. Emphasis is on therapeutic communication, patient safety, mental health professional standards, and attitudes.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory.

PRN 1126LL Mental Health Nursing Clinical 30 hours, 3 credits
This course provides students with experiences needed to provide nursing care to patients. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Mental Health Nursing course.

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

Co-requisite: Mental Health Nursing Laboratory: Fundamentals of Practical Nursing Clinical

PRN 1126LL Mental Health Nursing Clinical 40 hours, 4 credits
This course provides students with experiences needed to provide nursing care to patients. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Mental Health Nursing course.

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

Co-requisite: Mental Health Nursing Laboratory: Fundamentals of Practical Nursing Clinical

PRN 1127 Health and Safety Nursing 20 hours, 1 credit
This course provides students with skills related to disorders of the endocrine, immune, and nervous systems. Emphasis is placed on safety and self-care in the clinical setting.

Prerequisites: Structure and Function of the Human Body: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory.

PRN 1172 Mental Health Nursing 30 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 the Mental Health Nursing course.

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

Co-requisite: Mental Health Nursing Clinical: Fundamentals of Practical Nursing Clinical

PRN 1275 Medical Surgical Nursing I 40 hours, 4 credits
This course provides students with the skills needed to provide nursing care to the patient. Emphasis is placed on patient safety and nursing care related to disorders of the immune, cardiovascular, hematologic, and respiratory systems.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

Co-requisites: Medical Surgical Nursing I: Medical Surgical Nursing I Clinical

PRN 1275LL Medical Surgical Nursing I Laboratory 20 hours, 1 credit
This course provides students with hands on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing I and Medical Surgical Nursing I Laboratory courses.

Prerequisites: Medical Surgical Nursing I: Medical Surgical Nursing I Clinical

Co-requisites: Medical Surgical Nursing I: Medical Surgical Nursing I Clinical

PRN 1277 Medical Surgical Nursing II 50 hours, 5 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 II Laboratory

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 psychological, cultural, spiritual, legal, and ethical aspects related to geriatric nursing care.

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

Co-requisite: Gerontological Nursing Clinical: Fundamentals of Practical Nursing Clinical

PRN 1445 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 I; Medical Surgical Nursing II; Medical Surgical Nursing III Laboratory: Medical Surgical Nursing III Laboratory

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

PRN 1456 Medical Surgical Nursing III Laboratory 20 hours, 1 credit
This course provides students with the skills needed to provide nursing care to patients. Emphasis is placed on patient safety and nursing skills related to disorders of the integumentary, immune, gastrointestinal, and neurological systems.

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

Co-requisites: Medical Surgical Nursing III: Medical Surgical Nursing III Laboratory
PRN 1570 Family Nursing 20 hours, 2 credits
This course provides students with an introduction to maternal child nursing. Content includes concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as issues. Emphasis is placed on family centered care. This course incorporates nutritional requirements and pharmacological knowledge and skills.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical
Co-requisites: Family Nursing Clinical
PRN 1570LL Family Nursing Clinical 60 hours, 2 credits
This course provides students with experiences needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with the Certified Pharmacy Technician.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical
Co-requisites: Family Nursing
PRN 1816 Practical Nursing Seminar 20 hours, 2 credits
This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEs-PRN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.
Prerequisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical
PSY 1012 General Psychology 40 hours, 4 credits
This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
Prerequisite: none
PTN 1001 Introduction to Pharmacy 40 hours, 4 credits
An introduction to the technician's role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPhA. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.
Prerequisite: none
PTN 2017 Pharmacy Math and Dosages 40 hours, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisite: Introduction to Pharmacy
PTN 2050 Pharmacy Technician Capstone 30 hours, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisite: Pharmacy Technician student in last or second-to-last quarter.
PTN 2220 Pharmacy Software/ Automation/Insurance Billing 40 hours, 3 credits
Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Students will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.
Prerequisites: Pharmacy Math and Dosages
PTN 2340 Unit Dose and Medication Preparation 40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The course will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
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 alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.
Prerequisite: Introduction to Business
RMI 4020 Risk Management 40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: Introduction to Human Resource Management
SCE 1528 Scientific Literacy 40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuse of science.
Prerequisite: none
SPC 2071 Oral Communication 40 hours, 4 credits
In this course, students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuse of science.
Prerequisite: none
SPN 271 Conversational Spanish 40 hours, 4 credits
This course introduces students to basic diversity concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none
SYO 4180 Work and Family 40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals' work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none
TAX 2002 Income Tax 40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.
Prerequisite: Financial Accounting II
TAX 3010 Taxation of Individuals 40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.
Prerequisite: Financial Accounting II
TAX 4011 Advanced Federal Tax Theory 40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals
WST 4530 Gender in Math and Science 40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and status of females, men, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none
The information below details our student completion rate, our college-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

Our SUPPORT+ team will help you complete your financial aid application and review your financial aid award letter. Contact a 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>SDC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Stafford Loan</th>
<th>Private Loan</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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<tbody>
<tr>
<td>Business Management Human Resources</td>
<td>Bachelor’s</td>
<td>11-2021</td>
<td>73.4%</td>
<td>91.1%</td>
<td>$38,831</td>
<td>$0</td>
<td>$0</td>
<td>$60,060</td>
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1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at Rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
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<table>
<thead>
<tr>
<th>SCHOOL OF EDUCATION</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)2</th>
<th>Federal Stafford Loan3</th>
<th>Private Loan4</th>
<th>Institutional Loan5</th>
<th>Tuition and Fees5</th>
<th>Florida Books and Supplies5</th>
<th>Room and Board8</th>
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<tbody>
<tr>
<td>Early Childhood Education Child and Family Studies</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
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<td>97.2%</td>
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<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education Child Development</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$0</td>
<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education Child w/Special Needs</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$0</td>
<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education English Language Learner</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$0</td>
<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Certificate</td>
<td>25-2011, 25-9041</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>Early Childhood Education - Child and Family Studies</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,390</td>
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<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education - Child Development</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$1,700</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education - Child with Special Needs</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$1,700</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education - English Language Learner</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,390</td>
<td>$1,700</td>
<td>$0</td>
</tr>
</tbody>
</table>

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 Federal Stafford Loan program (does not include Federal PLUS loans)
4Median loan debt for completers from private educational loans
5Median amount that completers owe to Rasmussen College upon graduation
6Tuition and fees charged for completing the program in normal time
7Total cost of books and supplies when completing the program in normal time
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<table>
<thead>
<tr>
<th>SCHOOL OF HEALTH SCIENCES</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</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>
<td>Bachelor's 29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,400</td>
<td>$4,900</td>
<td>$0</td>
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<tr>
<td>Health Information Technician</td>
<td>Associate's 29-2071</td>
<td>49.8%</td>
<td>86.4%</td>
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<td>$31,500</td>
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<tr>
<td>Medical Administration</td>
<td>Associate's 43-6013</td>
<td>32.3%</td>
<td>80.6%</td>
<td>$28,281</td>
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<tr>
<td>Medical Administration</td>
<td>Diploma 43-6013</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,300</td>
<td>$1,700</td>
<td>$0</td>
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</tr>
<tr>
<td>Medical Assisting</td>
<td>Associate's 31-9092</td>
<td>50.0%</td>
<td>88.7%</td>
<td>$23,425</td>
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<td>$0</td>
<td>$28,210</td>
<td>$2,200</td>
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<tr>
<td>Medical Assisting</td>
<td>Diploma 31-9092</td>
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<td>NA*</td>
<td>NA*</td>
<td>$18,600</td>
<td>$1,400</td>
<td>$0</td>
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<tr>
<td>Medical Billing and Coding</td>
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<td>NA*</td>
<td>NA*</td>
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<td>$1,200</td>
<td>$0</td>
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</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma 29-2071</td>
<td>0.0%</td>
<td>76.7%</td>
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<td>$0</td>
<td>$0</td>
<td>$19,600</td>
<td>$1,600</td>
<td>$0</td>
<td></td>
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<tr>
<td>Pharmacy Technician</td>
<td>Associate's 29-2052, 31-9095</td>
<td>60.3%</td>
<td>70.3%</td>
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<td>$0</td>
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</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Certificate 29-2052, 31-9095</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$15,400</td>
<td>$1,900</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Diploma 29-2052, 31-9095</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,500</td>
<td>$1,900</td>
<td>$0</td>
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<td></td>
</tr>
</tbody>
</table>
STUDENT INVESTMENT DISCLOSURE INFORMATION

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<table>
<thead>
<tr>
<th>SCHOOL OF JUSTICE STUDIES</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Corrections</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Homeland Security</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Law Enforcement</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Psychology</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Client Services / Corrections</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
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<td>$0</td>
<td>$58,960</td>
<td>$4,600</td>
<td>$0</td>
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<tr>
<td>Criminal Justice Criminal Offenders</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$58,960</td>
<td>$4,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Homeland Security</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$58,960</td>
<td>$4,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Investigation / Law Enforcement</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$58,960</td>
<td>$4,600</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Associate's</td>
<td>21-1093</td>
<td>73.3%</td>
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<tr>
<td>Human Services</td>
<td>Certificate</td>
<td>21-1093</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Human Services</td>
<td>Diploma</td>
<td>21-1093</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Associate's</td>
<td>23-2011, 23-2099</td>
<td>64.6%</td>
<td>86.2%</td>
<td>$24,902</td>
<td>$0</td>
<td>$0</td>
<td>$32,900</td>
<td>$2,400</td>
<td>$0</td>
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<tr>
<td>Paralegal</td>
<td>Certificate</td>
<td>23-2011, 23-2099</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>SCHOOL OF NURSING</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
</tr>
</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>NA*</td>
<td>$21,080</td>
<td>$1,700</td>
<td>$0</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Diploma</td>
<td>29-2061</td>
<td>88.9%</td>
<td>87.5%</td>
<td>$19,329</td>
<td>$0</td>
<td>$0</td>
<td>$20,350</td>
<td>$2,000</td>
<td>$0</td>
</tr>
<tr>
<td>Professional Nursing - Mobility</td>
<td>Associate's</td>
<td>29-1141</td>
<td>77.6%</td>
<td>100%</td>
<td>$23,090</td>
<td>$0</td>
<td>$0</td>
<td>$15,010</td>
<td>$600</td>
<td>$0</td>
</tr>
<tr>
<td>Professional Nursing</td>
<td>Associate's</td>
<td>29-1141</td>
<td>77.6%</td>
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<td>$23,090</td>
<td>NA*</td>
<td>NA*</td>
<td>$44,635</td>
<td>$2,000</td>
<td>$0</td>
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</tbody>
</table>

1The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
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5Median amount that completers owe to Rasmussen College upon graduation
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7Total cost of books and supplies when completing the program in normal time
8Total cost of room and board is not applicable at Rasmussen College
9RN 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.

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<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY AND DESIGN</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Recession Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</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>Computer Science</td>
<td>Bachelor’s</td>
<td>11-3021, 15-1133, 15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$59,440</td>
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<td>Bachelor’s</td>
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<td>NA*</td>
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<td>$59,710</td>
<td>$5,000</td>
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<tr>
<td>Digital Design and Animation</td>
<td>Bachelor’s</td>
<td>27-1014</td>
<td>NA*</td>
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<td>15-1199</td>
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<td>81.1%</td>
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<tr>
<td>Network Security</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.1%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,600</td>
<td>$0</td>
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<tr>
<td>Information Systems Management</td>
<td>Associate’s</td>
<td>15-1141</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
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<td>$31,500</td>
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<tr>
<td>Database Administration</td>
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<td>Information Systems Management</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.1%</td>
<td>$23,802</td>
<td>$0</td>
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<tr>
<td>Network Administration</td>
<td>Diploma</td>
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<tr>
<td>Information Systems Management</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$32,200</td>
<td>$2,700</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,800</td>
<td>$2,100</td>
<td>$0</td>
</tr>
</tbody>
</table>
LOANS AND FINANCIAL AID

Our SUPPORT+ team will help you complete your financial aid application and review your financial aid award letter. Contact a 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 TECHNOLOGY AND DESIGN</th>
<th>Degree Level</th>
<th>SDC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate</th>
<th>Federal Stafford Loan</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>Information Systems Management Computer Information Technology</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,850</td>
<td>$2,100</td>
<td>$0</td>
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</tr>
<tr>
<td>Information Systems Management Computer Information Technology</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$12,600</td>
<td>$1,100</td>
<td>$0</td>
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<tr>
<td>Information Systems Management Network Security</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,100</td>
<td>$2,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Information Technology Management</td>
<td>Bachelor's</td>
<td>15-1152, 15-1142, 15-1179</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,400</td>
<td>$5,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Multimedia Technologies Digital Design and Animation</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>37.8%</td>
<td>80.8%</td>
<td>$22,783</td>
<td>$0</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,800</td>
<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies Digital Design and Animation</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,850</td>
<td>$2,200</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Multimedia Technologies Web Design</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>37.8%</td>
<td>80.8%</td>
<td>$22,783</td>
<td>$0</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,800</td>
<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies Web Design</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,850</td>
<td>$2,200</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Associate’s</td>
<td>15-1021, 15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$31,850</td>
<td>$2,500</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$14,000</td>
<td>$1,200</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

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 Federal Stafford Loan program (does not include Federal PLUS loans)
4Median loan debt for completers from private educational loans
5Median amount that completers owe to Rasmussen College upon graduation
6Tuition and fees charged for completing the program in normal time
7Total cost of books and supplies when completing the program in normal time
8Total cost of room and board is applicable at Rasmussen College

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
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 www.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)
- $20 application fee for entire program or $20 per course
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- (if applicable)
- All financial arrangements are complete, submitted and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements. In addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.

- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that: (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

* Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.

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

Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admitting the student for the program.

A student who is determined to be ineligible for a specific program due to a 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 accumulate unearned student loan debt.

The programs that require a background check for admission are the following:

- Accounting (Florida, Minnesota, and Wisconsin only)
- Business Management
  - Child Development Specialization
  - Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Human Services
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Life Science Skills
- Medical Assistance
- Medical Billing and Coding
- Medical Laboratory Technician
- Nursing
- Paralegal
- Pharmacy Technician
- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree
- Public Accounting
- Surgical Technologist

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

Minnesota Students Only: In addition to the general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Health Information Technician, Human Services, and Nursing programs must submit to a Minnesota Department of Human Services background check, in addition to the general background check.

Florida Students Only: In addition to the general background check, applicants to the School of Nursing programs must submit to a Florida Department of Law Enforcement background check.

A student enrolling in any of the designated programs must complete a Background Check Attestation, as well as a Background Check Affidavit. Campus will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant's background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.

If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student does not pay for the course for the student.

If a student chooses to appeal their termination from the school, all appeals must be completed by the end of the first quarter, or the student may not return to the school for the next quarter.

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

The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants to the College's daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution's mission. The CAP is organized around the Mission Statement and the six purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systemically assesses the purposes and, ultimately, the mission of the Institution.

The College has an academic assessment plan that uses incoming student skills through a placement test to determine students' reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments.

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E424 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other schedules that are required for a student's program completion.

- Students must complete the seminar in a course as part of certificate course requirements the quarter they are enrolled for the E424 Career Development course.
- Students must complete the sophomore seminar the quarter in which they finish the course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.
- Students must complete the senior seminar the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

The purpose of the non-credit, pass/fail seminar requirement is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments completed in the seminar courses are the components of the Graduation Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

Re-Entry Policy

Students may re-enroll in certificate or diploma programs one time. Associate's degree programs two times, and Bachelor's degree programs up to four times, unless the Dean, Campus Director, or Director of Student Affairs determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All re-entering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as outlined in the enrolling student catalog before being accepted into the College as a re-enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment Process and re-enter if the student meets the following criteria: all other enrollment qualifications are met at the time of re-entry: the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundation Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the re-entry request and/or has an outstanding balance with the College or has not met the foundations course requirements at the time of the request. As part of the re-entry process the student will be required to submit a re-entry letter following the Re-entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student's current academic standing at the time of withdrawal, financial status and progress to date with Rasmussen College and the information provided in the re-entry request.

A complete description and the requirements of the re-entry application process is available through the Campus Registrar.

Students in Health Sciences programs and Nursing programs who wish to re-enter the School of Health Sciences and Nursing programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program is available.

Rasmussen College has developed an institutional culture wherein assessment is at the heart of the College’s daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution’s mission. The CAP is organized around the Mission Statement and the six purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systemically assesses the purposes and, ultimately, the mission of the Institution.

The spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment.

The College has an academic assessment plan that uses incoming student skills through a placement test to determine students' reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments.

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E424 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other schedules that are required for a student’s program completion.

- Students must complete the freshman seminar as part of certificate course requirements the quarter they are enrolled for the E424 Career Development course.
- Students must complete the sophomore seminar the quarter in which they finish the course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.
- Students must complete the senior seminar the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments completed in the seminar courses are the components of the Graduation Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.
Academic Information and College Policies

Entrance Requirements for Software Application Technology/Associate’s and 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 Management from a CAHIIM accredited program earned within the past 5 years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and approval by the Program Coordinator.

Rasmussen College Early Honors Program

High school seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program.

The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors. The course requires students to attend the high school and/or explore a possible future career by taking an introductory course.

Early Honors coursework is available both on-campus and online to high school seniors who 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 have prior approval from a parent/guardian to 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.

Rasmussen College Early Honors High School Approval Form.

Students must be a high school senior and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.

Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.

The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.

• A maximum of 20 Early Honors students will be accepted per quarter per campus.
• Early Honors students will be accepted on a space available basis for each course selected.

Rasmussen College Early Honors Program Admission.

Students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students.

Students must cover 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 no cost. Students must provide personal access to internet. Students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.

Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.

Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.

Students may apply to a full program of study by completing an Application for Admission and submitting an application fee.
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 expenses include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

There are three basic types of aid available to Rasmussen students:

- Various state and federal student loan programs.
- Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

### Tuition Rates

Please see the Tuition Structure section under Academic Information and College Policies for complete information on tuition rates.

### Primary Sources of Financial Aid and How to Apply

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$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>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>Federal Loan Programs</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</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. Same as subsidized limits with additional $2,000 for Dependent.</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. PLUS application and</td>
<td>Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

### Veterans’ Benefits

<table>
<thead>
<tr>
<th>Veterans’ Benefits</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td></td>
</tr>
</tbody>
</table>

*Gift aid and work study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.*
SCHOLARSHIP AND GRANT PROGRAMS

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

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 ID card, including expiration date. Retired military personnel must provide valid military retiree ID 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 ID 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
• AcceleratED 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 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.
Developmental Education and Rasmussen College Entrance Placement Exam Examinations: 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 demonstrated 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 B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Students who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if 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 B080 and B099. A “Full Cohort” includes the mid-quarter start.

Foundation Course Grading

1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by other coursework.

2. Students automatically pass B080 Reading and Writing Strategies if they achieve a score of 25 or more (out of 35 items) on the final exam/end of quarter post-test in this class.

3. Students automatically pass B099 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.

4. Students that do not achieve the scores listed above on their final exams may still pass these courses. In such cases, the final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%.

The following grading scale is then used to determine if students have passed the courses:

- B - 09 TO 100%:
- B+ - 90 TO 99%:
- B - 80 TO 89%:
- C+ - 70 TO 79%:
- C - 60 TO 69%:
- D+ - 50 TO 59%:
- D - 00 TO 49%:
- F - 00 TO 00%

Letter Grade Percentage Range
A - 90 TO 100%:
B - 80 TO 89%:
C - 70 TO 79%:
D - 60 TO 69%:
F - 00 TO 00%

Letter Grade Percentage Range
A - 90 TO 100%:
B - 80 TO 89%:
C - 70 TO 79%:
D - 60 TO 69%:
F - 00 TO 00%

Letter Grade Percentage Range
A - 90 TO 100%:
B - 80 TO 89%:
C - 80 TO 89%:
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D - 70 TO 79%:
F - 00 TO 00%

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B - 80 TO 89%:
C - 80 TO 89%:
D - 70 TO 79%:
F - 00 TO 00%

Letter Grade Percentage Range
A - 90 TO 100%:
B - 80 TO 89%:
C - 80 TO 89%:
D - 70 TO 79%:
F - 00 TO 00%
ACADEMIC INFORMATION AND COLLEGE POLICIES

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor on the campus or online. A student who chooses to change programs must provide written authorization in the form of the original instructor is no longer available to answer questions. The Academic Dean may determine if a grade change is appropriate.

Program Changes

A student in good academic standing at the end of the current quarter will be allowed to change programs. A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is failing a course in the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standards and progress to date in Rasmussen College and the information provided in the appeal letter.

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for enrollment in certain programs as determined in the background check policy. Students who do not successfully pass a background check will be terminated from the College. All program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs.

If a student chooses to change his/hers academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standards and progress to date in Rasmussen College and the information provided in the appeal letter.

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for enrollment in certain programs as determined in the background check policy. Students who do not successfully pass a background check will be terminated from the College. All program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs.

If a student chooses to change his/hers academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a course for situations outlined below. Only the instructor who issued the original grade may authorize its change. Instructors may use electronic grades at their discretion, with the following guidelines:

Circumstances which 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.
- Mistreatment of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and drop points are apportioned must be followed.

Students must contact their instructors within one week of the start of a subsequent term regarding grade change. Instructors will notify the student from the time they are contacted by students as to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter.

Students may take, and the College may offer, more than one course through a independent study under the following conditions:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter.
4. The student's decision is to change programs.
5. The student will complete a work of similar quantity and quality as a regularly scheduled class and will meet the standards of performance objectives for the class.
6. The Academic Dean approves the plan for completing the course work.

Independent studies must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:

1. When and where they will meet each week.
2. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the work to be completed.
5. Deadline for all work to be completed at the end of the quarter.

Prerequisites

In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides full-time and part-time access to printers, additional software packages, and a help desk as needed at a Rasmussen College campus.

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of course requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 50% 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 Nursing programs must complete 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. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary for the completion of the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree. Diploma, or Certificate which is equal to grade in each area. 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 (B) of the quarter prior to which the overload is desired. 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/FA for any classes dropped. 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.

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.

Mid-quarter drop/add period:

Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter 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 mid-quarter and on or before the third 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 third week of the mid-quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class. The credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Course Withdrawals

The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Online Courses

Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

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 Academic Dean by the first Friday of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

SAP Components:

All students must meet all three of the components that are used to measure a student’s Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate.

The three components are as follows:

1. GPA, Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.
2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned + 12 credits attempted = 50%). Minimum standards are listed in the chart below.

<table>
<thead>
<tr>
<th>Percentage of Credits Attempted 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, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

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. 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.

Eligible for Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of any one of the Financial Aid Warning periods is not eligible for financial aid.

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.

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TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessment

General Transfer Credit Policy
• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
• Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
• A student may send copies of transcripts or documents during the initial admissions process for 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 Technology 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 for the Surgical Technology 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 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 approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen College course content. The evaluation is the student’s responsibility.
• Transfer credit is evaluated based on the program in which the student is enrolled.

- Credits earned at Rasmussen College will be transferred to another college or university if the courses are equivalent to Rasmussen College courses.
- Grade point from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average. Grade point from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade point average.
- General education credits may be considered for transfer regardless of course content.
- Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.

Associate Nursing Program (procedures of PN/NU and for the PN program in Florida) will not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, Human Biology, and Nutrition courses. All grades must be C- or higher.

- Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.
- The following courses in the Medical Assisting program are not transferable: MA101 Clinical Skill I, MA145 Clinical Skills II, MA225 Laboratory Skills, and MA205. Medical Assisting Externship.
- Transfer of credit for Medical Laboratory Technician and Surgical Technology core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed similar coursework have the option to test-out of the course with a 73% 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 WN who enroll in the Law Enforcement Associate’s, Law Enforcement Accreditation Certificate, or Law Enforcement Skills Certificate programs, transfer credit for law enforcement specific classes (J or L prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out. If available.

2+2 Matriculation for Baccalaureate Candidates
For students who have completed an Associate’s degree and enroll in a Rasmussen College Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/ law enforcement for criminal justice), they will receive immediate junior-level standing.

- Rasmussen College AAS/AAS graduates will receive actual credits earned up to 55 credits (57 in Illinois).
- A block of up to 91 quarter credits for graduates from outside institutions will be awarded.
- If a student has more AAS credits than the enrollment program requires, then the student will 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 year program must be in an equivalent computer science field and have a programming course comparable to Programming I and a math course comparable to Calculus I in order to qualify. If these 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 CAHII accredited program and earned within the past 5 years. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry of at least 6 months and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an equivalent Associate degree in any field in addition. The student needs to submit his/her AHIMA membership card. showing it as current.

- For a Bachelor of Science Health Care Management program, students, credits will be transferred based on the guidelines below: 1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technology AAS/BS, Clinical 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 in Illinois (79 in Illinois). In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

- For business programs:
  a) Business Management AAS/AS – Transfer 40 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, 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, Medical Office Procedures and Medical Law and Ethics in the core.

- The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates
For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

- Conferring Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
- Conferring Baccalaureate degrees may be posted as a 58-credit block (59-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 24 upper-level credits in Illinois).
- All required general education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed general education credits will be applied.

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 credits.
- Required general education 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 courses.
- Students may transfer up to 41 unrestricted lower division core credits.
- 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.
Academic Information and College Policies

Medical Assisting Associate Degree Complete Block Transfer Policy
A total block transfer of 54 core credits may be allowed into the Medical Assisting AAS/AS program if one of the following criteria is met:
1. Graduating from a CAHPSH or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA/RMA certification.
2. Graduated over 3 years ago from a CAHPSH or ABHES accredited MA diploma or certificate program, but has worked as an 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 MA250 (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 process, only 67% of the total program credits may be transferred into the program.

RN to Bachelor of Science Nursing (RN to BSN) Transfer Policy
Students who have successfully completed an unencumbered Registered Nurse license and have successfully completed an Associate’s degree in field, will receive a block transfer of 32 credits.
- Students will receive a block of 32 lower division General Education classes plus a block of 81 lower division core credits.
- Students who have the RN license alone will receive a block transfer of 81 lower division core credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from a college transcript.
- Upper division core classes are not transferable.
- Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.

The total percentage of credits that may be transferred into the program is 76%.

Mobility Practical Nursing Block
Students who have successfully completed a practical nursing program and hold a current FL practical nursing license will receive credit in the mobility programs for the following courses through block transfer:
- HUN 2202 Human Nutrition
- NUR 1020C Fundamentals of Nursing
- NUR 1146 Health Assessment
- NUR 114L Comprehensive Pharmacology Lab
- NUR 1211C Adult Nursing I

Surgical Technologist AAS Complete Transfer Block Policy
Students who have graduated from a CAHPSH or ABHES accredited surgical technology diploma or certificate program and hold the CST (NBSTSA) certification will receive a total block transfer of 60 credits. Students will receive a block of 44 natural sciences general education credits plus a block of 16 core credits. Students will need to complete 25 general education credits and $242 Career Development.

Credit by Examination
- Enrolled students may request credit by examination for courses if an exam has been developed.
- An examination score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TU) on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial aid.
- A credit by examination may be taken only once for each course.
- If a student has already attempted the course, as indicated by a posted W/FD or F/FA grade, no test-out attempt will be allowed.

The following are not available for credit by examination: Program completion; Program in courses related to the certification; Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses.

In order to successfully complete a practicum course, students must meet the requirements of the particular course and as described in the College catalog and will be evaluated by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

College-Level Examination Program (CLEP) examinations administered by the College.

- A score of 50 or higher is required.
- DSST, DANTES, Excelsior College Exams.

Passing scores are determined by the individual test requirements.

College credit for military service may be awarded upon review of a military transcript.

Rasmussen College follows the American Council of Education (ACE) recommendations on transfer credit. These credits are usually listed on Sailor/Marine Armed Council on Education Registry Transcript (SMARTF), Defense Activity for Non-Degree Education Support (DANTES) transcript. College Level Examination Program (CLEP) score. Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript and/or Community College of the Air Force (CCAF) transcript.

Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for Adult Experiential Learning (CAEL).

- Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Registrar.

Transfer to Other Colleges
Graduates or students who would like to transfer credits earned at Rasmussen College to another institution must understand that a decision to accept transfer credits is always at the discretion of the receiving institution. Please work with an advisor or counselor to ensure transfer credits to other colleges.

Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $15.00 is charged for all other transcripts.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as an outstanding financial obligation to the College.

Exterships, Practicums, and Clinicals

Health Sciences Externships, Practicums, and Clinicals
Exterships. clinicals and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be evaluated utilizing an evaluation tool in order to determine the responsibilities of the practicum partner. Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicums activities. The cost of any such travel is the responsibility of the student. Practicums/Exterships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course.

Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course.

All student activities associated with the curricular, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

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

POLICIES AND GRIEVANCES

Accommodations Policy
The Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience.

Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to work with should check with their Academic Dean or Campus Director.

Attendance
A basic requirement for employment in any organization is regular, on-time attendance.

Rasmussen College students are expected to be on time and in regular attendance for all of their classes. In order to exhibit good attendance habits, students are required to make a call at least 3 times a week for an absence. If there are not at least 3 calls made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments.

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

Rasmussen College uses a standard grading scale for all courses. Although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records weekly and post those to the student’s Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

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

Course Attendance: If a student has not been in attendance 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 any courses within 14 days of their last date of attendance, the student will be administratively withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution of Higher Education’s federal policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy.
III. Violations

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

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

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

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

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment on comment on a student’s ethical behavior. As the student goes forward, he or she at the best of the worst, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity Violations confidential.

IV. Concurrent Offenses: A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance (i.e., more than one assignment) or at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written appeal to the Assistant President of Academic Affairs thereafter. Response will be given within 30 days.

VI. Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all-encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the educational environment. Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to: conduct;

- by students, faculty, or staff that is detrimental within the classroom environment.
- that interferes with the well-being of the fellow students and/or faculty and staff members.
- that causes damage to the appearance or structure of the College facility and/or its equipment.
- by students who copy or otherwise plagiarize the assignments/projects of other students or programs.
- by students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen network to access the Internet must be from viewing inappropriate material or visiting sites which have been identified as facilitating the theft of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the ways to downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sponsorship of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of the policy.

Dress Code

The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Coordinator for details.

Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments.

Some courses require the use of software that is not compatible. If you are using a Mac, you may need to attend a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the College’s representatives.

The representatives include: President, Vice President, Treasurer, and Secretary.

Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, and then the Student Financial Services Office. Academic and financial aid files are reviewed only until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan (s) including address and telephone numbers of lenders, deferment requests, a list of occupations, a sample repayment guide, loan consolidation information, and review of loan terms.

The Student Financial Services Office is available for your assistance for the duration of your student loan.

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

Circulation Policy

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 faculty by providing professional development and informational partnerships;
- Engage students in collection development and resource sharing; and
- Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable basis.

Exceptions to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General

The following persons are permitted to check out materials for personal or research use:

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

A patron in good standing with the library is defined as a person who has no overdue items and owes no fines toward damaged or lost items. A library user is responsible for any items checked out in his or her name. Rasmussen College reserves 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 from the date of checkout. Items which do not have due dates, if there are no outstanding holds on the material.

Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed. Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

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

Fees and Restriction of Borrower Privileges

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

Following the grace period (5 days for circulating items, 10 hours for special materials), items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for first material.

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

In the event that a library material is returned damaged, the borrower will be charged a fee to repair or replace the damaged item. In the event that an irreparable item is damaged, the library will assess a $155.00 fee.
Rasmussen College cannot override fines incurred at other libraries, except for interlibrary loan items lost or returned late.

Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to charge for lost or damaged academic information, and other records pending settlement of any amount due to the College.

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunities for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College. Rasmussen employment practices conform both with the letter and the spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti-Harassment and Sexual Violence Policy

It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen is an advocrisit: prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community moral and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to provide an environment where employees retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken.

Informal and Formal Complaints

Members of this College community who believe that their employment experience is adversely affected by sexual harassment are encouraged to follow the procedures outlined below.

No retaliatory actions may be taken against any person because they have made a complaint or because the College or any other person is involved in the procedures.

Formal Complaints by Students and Employees

a. A formal complaint of sexual harassment must include the name of the person or entity alleged to have committed the violation of this policy. The complaint may be filed with the President or with any other person designated by the President. The complaint must be in writing in sufficient detail to inform the President of the nature of the alleged violation. An individual making a complaint may be represented by an advisor of their choice. The College will not require or suggest that an individual make a complaint on their own.

b. The College will investigate formal complaints in the following manner:

1. The person who is first contacted, after initial discussions with the complainant, will inform the College of the complaint.
2. The College may request that an investigation be conducted by the President or other manager who will immediately report such complaint to an Executive Vice President or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes a complaint or because any member of the College community who serves as an advisor or advocate for any party in any such complaint.

Informal Resolution

Efforts to control a potentially harassing situation are very important.

1. Sometimes, harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person directly is also advised.
3. Do 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.
3. The College’s first priority will be to attempt to resolve the problem under the terms of a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its 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.

c. After an investigation of the complaint the College will:

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or

2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or

3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned or controlled by the College the following additional policy applies:

1. The victim is aware that criminal charges can be brought by local law enforcement officials.

2. The prompt assistance of campus administration and the management of Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident.

3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint.

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices.

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of the law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident.

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding.

7. The assistance of campus and/or Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, as a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to another area of the campus.

8. Further information can be obtained from the following source:
Florida Commission on Human Relations
2009 Apalachee Parkway, Suite 100
Tallahassee, FL 32301
Phone: (850) 488-7082
Toll-Free: 1-800-342-8170
Fax: (850) 488-5821
Website: http://fcchr.state.fl.us
E-Mail: fchrinfo@fcchr.myflorida.com
For Those with Communication Impairments:
The Florida Relay Service Voice (statewide)
711 TDD ASCII (800) 955-1339
TDD Baudot (800) 955 - 8771

9. The campus administration will inform victims of their rights under the Family Educational Rights and Privacy Act (FERPA) and the Drug-Free Schools and Campuses Act. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records within 45 days if the student believes that they are inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information about the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide the educational institutions with personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent. One exception is that the institution permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit or other law enforcement unit personnel), or its contractor or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibilities.

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 properly authorized request submitted under the Buckley Amendment to the Family Educational Rights and Privacy Act for the purpose of obtaining statistics or information in connection with the investigation or prosecution of possible violations of the law. To prevent such disclosure, the student must notify the institution in writing. The institution will remove any personally identifiable information from the student’s education record that is not included in the School of Justice Studies Program.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in civil lawsuits where the student has been named as a party. This includes actions for civil rights violations or for educational benefits or financial assistance.
ACADEMIC INFORMATION AND COLLEGE POLICIES

b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the institution can suspend a policy or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the subpoena's response. Notification requirements or record retention requirements apply.

c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawful request made by the court, provided that the court provides the subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

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 the student's educational progress if the knowledge of the information is necessary to protect the health and safety of the student or other individuals. Imminent danger of student or others’ serious harm is required to disclose.

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.

All Rasmussen College locations.

400 Maryland Avenue, SW, Washington, DC 20202-4605.

Educational Records Definition
A student’s education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, advising, advising, and determining financial aid eligibility.

Directory Information
Directory Information is information that is uncontrolled by the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory Information includes: Student’s name, date of birth, address(es); course of study; extracurricular activities; degrees and/or awards received; last school attended; dean’s list or equivalent; attendance status (full-time, part-time); and dates of attendance (the period of time a student attended or attended Rasmussen College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once this becomes permanent part of the student’s record until the student instructs the institution in writing, to have the request rescinded.

Grievance Policy
It is the policy of Rasmussen College that students should have an opportunity to present school-related complaints through grievance procedures. The College shall attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student’s express feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any matter that is considered appropriate for handling under this policy. As used in this policy the term “timely fashion,” “reasonable time,” and “promptly” shall mean ten days.

Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure
In the controversy or claim arising out of, or relating to a current or former student’s enrollment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (“the Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim shall be resolved in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for any controversy or claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced 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. Nevertheless, 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
Availability of financial information regarding the College may be requested from the Chief Financial Office.

Rasmussen College is currently authorized or licensed to operate in: Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which 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 authorization or licensure for their students to enroll in online programs.

State Contact Information for Student Complaints

ALABAMA
Alabama Commission on Postsecondary Education
1400 W. Washington Street, Room 260
W. Sacramento, CA 95811
Phone: (916) 799-9900
http://www.stronger琛.com/default.aspx

ALASKA
Alaska Commission on Postsecondary Education
PO Box 190505
Juneau, AK 99818-0505
CustomerService@acse.state.ak.us

ARKANSAS
Arkansas Higher Education Coordination Board
Office of Attorney General
Consumer Protection Unit
1051 W. Fourth Avenue, Suite 200
Anchorage, AK 99501
attorney.general@alaska.gov
http://www.laws.state.ak.us/pdf/consumer/FORM_complaint.pdf

ARIZONA
Arizona State Board for Private Postsecondary Education
1400 W. Washington Street, Room 260
Phoenix, AZ 85007
http://azpps.state.az.us/student_info/compliance.asp

CALIFORNIA
California Bureau of Private Postsecondary Education
P.O. Box 980816
Sacramento, CA 95821-0816
http://www.bppe.ca.gov/forms_pubs/complaint.pdf

COLORADO
Colorado Department of Higher Education
1540 Broadway, Suite H400
Denver, Colorado 80202
http://highered.colorado.gov/Academics/Complaints/default.html

CONNECTICUT
Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2526


Consumer Complaint Hotline: (800) 842-2649

DELAWARE
Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 N. French Street
Wilmington, DE 19801-3059

http://www.deoe.k12.de.us

Delaware Attorney General
Consumer Protection Unit
820 N. French Street, 5th Floor
Wilmington, DE 19801-3059
consumer.protection@state.de.us

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education, Education Licensure Office
805 North Capitol Street NE, 3rd Floor
Washington, DC 20002


FLORIDA
Florida Commission on Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-1050
ConsumerComplaints@florida.gov
http://www.fde.edu/complaint.asp

RASMUSSEN COLLEGE FLORIDA

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TUITION

All new and re-entering students as of July 2012:

Programs:
- School of Business
- School of Health Sciences
- School of Justice Studies
- School of Nursing
- School of Technology and Design

Tuition Rates are as follows:

- $4350 per credit for Foundation courses and all 1000-2000 level courses
- $130 per credit for all 3000-4000 level courses

School of Nursing Programs:
- Professional Nursing
- Practical Nursing Diploma

- $385 per credit
- $325 per credit

School of Health Sciences Programs:
- Medical Assisting

- $310 per credit

School of Education:
- Early Childhood Education

- $410 per credit

- There is a required course materials fee of $100 per course.

- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $100 per credit.

- Continuous enrollees students in certificate, diploma and associate programs will not be subject to a tuition increase for two years from the time they begin their program of study. Continuous enrolled students in bachelor programs will not be subject to tuition increase for four years from the time they begin their program of study.

- Individual Progress students will be charged $350 per credit, plus the cost of books and other fees.

- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is not available for courses beginning with a “EC” “ECR” “PRN” “FTN” “MLT” “CET” “CIS” “CNT” “DIR” “CDA” “CDT” “CPT” “ART” “CAP” “SM” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $475 per credit hour.

CONSORTIUM AGREEMENT

Consortium Agreement

Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, and students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and disbursed from the home campus. The home campus monitors satisfaction progress.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

REFUNDS

Florida Cancellation, Termination, Refund Policy

- The student must give written notice to the College. Date of withdrawal is the last day of recorded attendance. If the student has not attended classes for 21 consecutive days without giving the College an explanation about the absences, before or during the period of attendance, the student may be regarded as having withdrawn from College.

- The College will acknowledge in writing any notice of cancellation within 30 business days after the receipt of request and will refund any amount due within 30 business days. Written notice of whether an institution is required to be licensed in that state.

- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $100 per course for these books and supplies.

- If a student has accepted the College and given written notice of cancellation or termination before the start of the Period of Instruction for which they have been charged, but before completion of 80% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 80% of the Period of Instruction, no refund will be made.

- In compliance with Iowa Code 714.23, the $100.00 course fee will be refunded for students who are residents of the state of Iowa.

- Student refunds are made within 30 days of the date of determination of withdrawal if the student does not officially withdraw. In compliance with Iowa Code 714.23, refund of tuition charges will be made on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

- The refund policy is not limited to compliance with the College’s regulations or rules of conduct.

- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

- Cancellation, Termination, Refund Policy (Alabama Resident Students Only)

- Students may cancel enrollment at any time, complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees and other charges shall be made in the following manner within thirty (30) days of termination.

- If cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded.

- If cancellation occurs after seventy-two (72) hours of enrollment date, but before courses begin or correspondence materials are delivered, a refund shall be made of all money paid, except the registration fee.

- Students enrolled in a program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees.

- Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $475 per credit hour.
Federal regulations dictate the specific order in which the funds must be returned to the Title IV programs by both the school and the student. If applicable, Rasmussen College follows this mandate by refunding monies in the following sequence: unsubsidized Stafford Loans, Federal Perkins Loans, Federal Pell Grant, Federal SEOG, and then other Title IV programs. If Rasmussen College uses the precomputed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Stop Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop Out term. Students are enrolled and meeting the standards of satisfactory academic progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Extended Quarter Break Stop Out term. The student must commit to returning on the mid-quarter start (week 6) of the subsequent quarter or the student will be administratively withdrawn from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of quarter for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-start courses of the term the student returns. A Stop Out is not permitted in consecutive terms.

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing military leave. Military service members who are deployed and allocation or refund as required under those programs. The student will receive a grade of ‘WX’. Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or re-requirement of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Return Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters. However, there is no limit to the total number of quarters that a student may accumulate.

Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.

2. Involuntary Medical Withdrawal: initiated by campus administration for students who are suspended or are dismissed due to course failures, or who pose a direct threat to themselves or others.

Students are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine if a Medical Leave or Withdrawal is applicable.

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. It has been signed by the appropriate person(s) and return the completed form to the Campus Accommodations Coordinator.

When a Student Wants to Return After a Medical Leave of Absence:

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the start of the quarter in which the re-admission application is made. Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal:

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded 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 a 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 medical leave or military leave apply. The courses must be approved by Rasmussen College.

All academic probations, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. A student who is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then final. Involuntary Medical Withdrawal appeal process by the College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal:

Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Students must be cleared by all of the following before re-enrollment is received: Dean, Student Financial Services Office and Campus Director.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

• Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.

• Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.

• Other Federal SFA Programs authorized by Title IV

Non-Federal Refund Distribution Policy

For Florida Campuses:

If the disbursement is made from the Florida State Assistance Grant (FSAG) while the student is enrolled, no re-admission application is required. The disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. Prior to a student attempting a minimum of six credits per quarter to be eligible to receive Bright Futures scholarship funding. If a student receiving Bright Futures scholarship funds withdraws from courses(s) after the drop/add period, the student will be required to repay the institution for the amount of the scholarship for that quarter withdrawn from.

For Minnesota Campuses:

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the NSF Loan Program, and the Minnesota State Grant Program, the student will be required to repay the institution for the amount of the scholarship for that quarter withdrawn from.

For Minnesota Campuses:

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the NSF Loan Program, and the Minnesota State Grant Program, the student will be required to repay the institution for the amount of the scholarship for that quarter withdrawn from.

For Minnesota Campuses:

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the NSF Loan Program, and the Minnesota State Grant Program, the student will be required to repay the institution for the amount of the scholarship for that quarter withdrawn from.

For Minnesota Campuses:

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the NSF Loan Program, and the Minnesota State Grant Program, the student will be required to repay the institution for the amount of the scholarship for that quarter withdrawn from.

For Minnesota Campuses:

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the NSF Loan Program, and the Minnesota State Grant Program, the student will be required to repay the institution for the amount of the scholarship for that quarter withdrawn from.

For Minnesota Campuses:

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the NSF Loan Program, and the Minnesota State Grant Program, the student will be required to repay the institution for the amount of the scholarship for that quarter withdrawn from.
CAMPUS SECURITY CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

Rasmussen College provides prospective and enrolled students and employees with its 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.

ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

For North Dakota Campuses
If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund of the North Dakota State Grant program is due.

For Illinois and Wisconsin Campuses
Please note that neither Illinois nor Wisconsin have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in either Illinois or Wisconsin.

Veterans Refund
In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

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<thead>
<tr>
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<th>Degree/Title</th>
<th>Institution</th>
<th>City/Location</th>
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<tbody>
<tr>
<td>Gail Dolan</td>
<td>EdD, RN</td>
<td>Florida Atlantic University</td>
<td>Fort Myers</td>
</tr>
<tr>
<td>Joan Rich</td>
<td>DNP, RN, PHN, LSN, RN</td>
<td>University of Pennsylvania</td>
<td>Fort Myers</td>
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<tr>
<td>Patrick Convery</td>
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<td>University of South Dakota</td>
<td>Fort Myers</td>
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</tbody>
</table>
GENERAL EDUCATION & DEVELOPMENTAL EDUCATION

Brooks Doherty
Dean, General Studies
M.A., University College – London
B.A., University of Minnesota

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John Butler
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M.A., Texas Tech
A.B., Ohio University

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B.S., City University of New York

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B.A., Saint Edwards University

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M.F.A., SUNY – Purchase

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Pamela Peters
M.S., Florida Gulf Coast University
B.A., Muskingum College

Judy Ripley
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B.S., Pfeiffer

Marcia Vieria
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B.A., Universidade Federal da Baia, Brazil

Sara West
M.A., University of London
B.A., University of Westminster

B.A., DePaul

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B.F.A., University of Missouri – Columbia

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B.A., St. Ambrose University

B.S., International College

Fred Bruno
M.S., Hodges University

B.S., National University

Shelly Castle
M.A., Kaplan University

B.S., University of California – Santa Barbara

Lorenzo Aguilar
M.A., City College – New York

John Butler
J.D., Thomas Cooley Law School

genres

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M.S., B.S. University of the State of New York

William Nelson
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M.S., Florida Gulf Coast University

Judy Ripley
M.Ed., University of South Carolina

Marcia Vieria
M.A., Hunter College

Sara West
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B.A., University of Westminster

B.A., DePaul

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B.A., Art Institute of Colorado

B.A., St. Ambrose

M.S., Art Institute of Tampa

B.S., Central

A.S., Webster College

B.S., Shippensburg

B.S., A.A., Central Florida Community College

B.S., Drexel

M.Ed., Nova Southeastern

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B.A., DePaul University – Greencastle

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B.A., University of Louisville

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M.B.A., Bentley College

M.B.A., Western Washington University

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M.A., National University

M.S., Trinity College

M.A., University of the State of New York

M.A., Arizona State University

B.A., Oklahoma State University

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J.D., Barry University School of Law

M.A., University of the State of New York

M.A., University of Florida – Gainesville

Sergei Stetsenko
B.S., University of Cybernetics

B.S., Kiev State University

Sherry Kamenski
B.S., Winona State University

B.A., Western Washington University

Sabin Meyer
Ph.D., University of Minnesota

M.A., B.A., University of Kassel Germany

Rebecca Sims
M.A., University of California – Santa Barbara

B.A., DePaul University – Greencastle
## FACULTY AND STAFF

### LIBRARY AND LEARNING CENTER

**Emily O’Connor**  
Director of Library and Learning Resources  
M.S., Florida State University  
B.A., West Virginia Wesleyan College  
Twin Cities

**Elizabeth Grimm**  
Reference Librarian  
M.L.I.S., Florida State University  
B.A., University of New Hampshire  
Ft. Myers

**Debi Cheek**  
Librarian/Learning Center Coordinator  
M.A., University of South Florida  
B.A., University of Missouri  
Land O’ Lakes/East Pasco

**Hilary Wagner**  
Reference Librarian  
M.A., B.A., University of South Florida  
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**Walter D. Joseph**  
Learning Center Coordinator  
M.Ed., B.A., University of South Florida  
New Port Richey/West Pasco

**Jan McCartney**  
Reference Librarian  
M.S., Florida State University  
Ocala

**Kristine Urban**  
Learning Center Coordinator  
M.S., B.A., University of Florida  
A.A., Santa Fe Community College  
Ocala

**Elizabeth Brooks**  
Librarian and Learning Center Coordinator  
M.S.L.I.S., Pratt Institute  
B.S., City University of New York  
Tampa/Brandon

**Beth Marie Gooding**  
Librarian  
M.S., M.L.S., Indiana University  
B.A., University of Iowa  
Online

**Jennifer Stoker**  
Learning Center Manager  
B.A., University of Central Florida  
Online
At Rasmussen College, we pride ourselves on supporting our students’ academic and career goals through our industry-experienced, inspiring, and dedicated faculty and in-demand variety of degree options.
# Campus Locations

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<tr>
<th><strong>Minnesota</strong></th>
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<td>3629 95th Avenue NE</td>
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<td><strong>Ocala School of Nursing</strong></td>
<td><strong>White Bear Lake</strong></td>
</tr>
<tr>
<td>225 Park Avenue South</td>
<td>8245 93rd Avenue North</td>
<td>4042 Park Oaks Boulevard</td>
<td>2100 SW 22nd Place</td>
<td>1101 Westwood Drive</td>
</tr>
<tr>
<td>St. Cloud, MN 56301</td>
<td>Brooklyn Park, MN 55445</td>
<td>Tampa, FL 33610</td>
<td>Ocala, FL 34471</td>
<td>Wausau, WI 54401</td>
</tr>
<tr>
<td>320-251-5600</td>
<td>763-493-4500</td>
<td>813-246-7600</td>
<td>352-629-1941</td>
<td>715-541-5000</td>
</tr>
</tbody>
</table>

**Online**

- **Ocala School of Nursing**
  - 2100 SW 22nd Place
  - Ocala, FL 34471
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