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, the College is committed to preparing students to be active, productive and successful contributors to a global community.

PURPOSE

To accomplish our mission, Rasmussen College has 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 residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
BOARD OF DIRECTORS

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– Chairman, Rasmussen, Inc.
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Kristi A. Waite
– President, Rasmussen College

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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)
• Rasmussen College Experience Course (if applicable)
• All financial arrangements are complete, submitted and verified
• Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

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

• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  – TOEFL test score of 500 paper-based or 173 computer-based.
  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.

• Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

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

ACADEMIC CALENDAR

• 2011 Early Summer Quarter
  May 9 – June 19
• 2011 Summer Quarter
  July 5 – September 18
• 2011 Early Fall Quarter
  August 8 – September 18
• 2011 Fall Quarter
  October 3 – December 18
• 2011 Early Winter Quarter
  November 7 – December 18
• 2012 Winter Quarter
  January 3 – March 18
• 2012 Early Spring Quarter
  February 6 – March 18
• 2012 Spring Quarter
  April 2 – June 17
• 2012 Early Summer Quarter
  May 7 – June 17

College Holidays

• New Year’s Day
• Martin Luther King, Jr. Day
• Memorial Day
• Independence Day
• Friday prior to Labor Day
  (Employee Appreciation Day)
• Labor Day
• Veterans Day
• Thanksgiving Day
  and the following Friday
• Christmas Day
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

### PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$555 - $5,550</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td>Florida Student Assistant Grant</td>
<td>Grant based on financial information provided by the student on the FAFSA.</td>
<td>Varies</td>
</tr>
</tbody>
</table>

| Employment | Federal Work Study | Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available. | Varies | Free Application for Federal Student Aid (FAFSA) – Awarded by the College |

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

| Veterans’ Benefits | Veterans’ Benefits | Veterans and dependents of veterans, including Guard and Reserve Component. | Monthly benefit based on service contributions | Veterans Administration or Veterans Service Officer |

*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.

Grade Point Achievement Scholarships
If you are like most students, you don't have a pile of cash lying around to pay for college. So you'll be glad to know that, based on your high school cumulative GPA, Rasmussen College offers scholarship opportunities of up to $10,000 for incoming first-year students. Following is a quick look at the available Grade Point Achievement scholarships. Ask your Program Manager for all the details and an application form.

Grade point average is based upon your high school.

Eligibility guidelines for the Grade Point Achievement scholarships are as follows:

- Eligible students must be current-year graduating high school seniors.
- Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.
- Award amounts are determined upon receipt of the student's official final transcript from high school.
- All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student's first five quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student's first 10 quarters of attendance. Award amounts for Certificate program students are prorated and will then be divided over three quarters. Award amounts for Diploma program students are prorated and will be divided over four quarters. For example, a Diploma Gold Circle award recipient who applied between January 30 and April 30 would receive $2,000 divided by five, or $400 a quarter for four quarters or a total of $1,600.
- Student must carry a minimum of nine credits per full quarter or seven for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor's Degree seeking students may interrupt attendance a maximum of two instances, with each instance no more than one quarter and not more than once in any one calendar year.
- If your cumulative Grade Point Average upon graduation is between:

<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>Scholarship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>President's Award</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director's Award</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
</tr>
<tr>
<td>2.80 – 3.24</td>
<td>Silver Circle Award</td>
</tr>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
</tr>
</tbody>
</table>

You will receive the following scholarship:

<table>
<thead>
<tr>
<th>If you apply for admission prior to January 30, your award is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates $1,000</td>
</tr>
<tr>
<td>Bachelors $2,000</td>
</tr>
<tr>
<td>Associates $1,500</td>
</tr>
<tr>
<td>Bachelors $3,000</td>
</tr>
<tr>
<td>Associates $2,000</td>
</tr>
<tr>
<td>Bachelors $4,000</td>
</tr>
<tr>
<td>Associates $2,500</td>
</tr>
<tr>
<td>Bachelors $5,000</td>
</tr>
<tr>
<td>Associates $3,000</td>
</tr>
<tr>
<td>Bachelors $6,000</td>
</tr>
<tr>
<td>Associates $4,000</td>
</tr>
<tr>
<td>Bachelors $8,000</td>
</tr>
<tr>
<td>Associates $5,000</td>
</tr>
<tr>
<td>Bachelors $10,000</td>
</tr>
</tbody>
</table>

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 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:

- Grade Point Achievement Scholarship
- Early Honors Program
- Corporate Discount

Recipients of the 110th Anniversary Scholarships are eligible to receive another scholarship (such as the High School GPA Scholarship) for a total of two scholarship fund sources.
PUBLIC ACCOUNTING BS Degree

BS 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.

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
- Humanities (Select 2 courses)  8
- Math (Required course)  4
- MAT 1031 College Algebra
- Natural Sciences (Select 1 course)  4
- 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

See page 40 for General Education Course Selections.

Unrestricted Elective Credits  20

Major and Core 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
- CTS 2511  Excel  3
- E 242  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

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

CPA Courses
- ACG 3205  Risk Management for Accountants  4
- ACG 3501  Government and Not-for-profit Accounting  4
- ACG 4180  Financial Statement Analysis  4
- ACG 4303  Advanced Auditing II  4
- ACG 4450  Accounting Research Methods and Techniques  4
- ACG 4507  Accounting Fraud Investigation  4
- ACT 4022  CPA Exam Preparation  2
- GEB 4505  Organizational Development  4
- MNN 3040  Principles of Management II  4
- MNN 3054  Operations Management  4
- MNN 4145  Contemporary Leadership Challenges  4
- MNN 4240  Organizational Behavior Analysis  4
- TAX 4011  Advanced Federal Tax Theory  4

Total Degree Credit Hours
- Total Lower Division Major/Core Credits  40
- Total Upper Division Major/Core Credits  64
- Total Unrestricted elective credits  20
- Total General Education Credits  56
- CPA Course Credits  50

TOTAL BS DEGREE CREDITS 230*

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 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 STEP 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.

School of Business Mission Statement

The Rasmussen 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.
ACCOUNTING BS Degree

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
Humanities (Select 2 courses) 8
Math (Required course) 4
MAT 1031 College Algebra
Natural Sciences (Select 1 course) 4
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
See page 40 for General Education Course Selections.

Unrestricted Elective Credits 20

Major and Core 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
CTS 2511 Excel 3
E242 Career Development 2
GEA 1011 Introduction to Business 4
MAN 2021 Principles of Management 4
MAN 2062 Business Ethics 4
MAR 211 Principles of Marketing 4

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

Total Degree Credit Hours
Total lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 40
Unrestricted elective credits 20
Total upper division major/core credits 64

TOTAL BS DEGREE CREDITS 180 *

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

BS 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 critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

School of Business Mission Statement
The Rasmussen 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.
ACCOUNTING AS Degree

AS Degree

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

Objective:
Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and the ability to relate accounting concepts to the world around them.

Foundation Courses
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

Major and Core Courses
ACG 1022  Financial Accounting I  4
ACG 1033  Financial Accounting II  4
ACG 2062C  Computer Focused Principles  3
ACG 2680  Financial Investigation  4
ACG 2930  Accounting Capstone  2
APA 1500  Payroll Accounting  4
BUL 2241  Business Law  4
CGS 1240  Computer Applications and Business Systems Concepts  3
COM 1007  Professional Communication  4
CTS 2511  Excel  3
E 242  Career Development  2
FIN 1202  Financial Markets and Institutions  4
GEB 1011  Introduction to Business  4
MAN 2021  Principles of Management  4
MAN 2062  Business Ethics  4
MAR 2011  Principles of Marketing  4
TAX 2002  Income Tax  4

General Education Courses
English Composition (Required course)  4
ENC 1101  English Composition  4
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math (Required course)  4
MAT 1031  College Algebra

Natural Sciences (Select 1 course)  4
Social Sciences (Required courses)  8
ECO 2013  Macroeconomics
ECO 2023  Microeconomics

Total general education credits  32

See page 40 for General Education Course Selections.

TOTAL AS DEGREE CREDITS 93*

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

*Credittotals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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.

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

**Major and Core Courses**

**Lower Division**
- AGC 1022 Financial Accounting I 4
- AGC 1033 Financial Accounting II 4
- BUS 2241 Business Law 4
- CGS 1240 Computer Applications and Business Systems Concepts 3
- COM 1007 Professional Communication 4
- FIN 1000 Principles of Finance 4
- GEB 1011 Introduction to Business 4
- GEB 2990 Business Capstone 2
- MAN 1300 Introduction to Human Resource Management 4
- MAN 2021 Principles of Management 4
- MAN 2062 Business Ethics 4
- MAR 2011 Principles of Marketing 4

**Upper Division**
- AGC 3080 Managerial Accounting Theory and Practice 4
- BUS 3110 Research and Report Writing 4
- BUS 4220 Managing a Diverse Workforce 4
- BUS 4310 Statistics for Business 4
- BUS 4410 Advanced Principles of Marketing 4
- BUS 4505 Organizational Development 4
- BUS 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 4

**Foundation Courses**
- BUS 1006 Reading and Writing Strategies 4
- BUS 1099 Foundations of Math 4

**English Composition Courses**
- BUS 1099 Foundations of Math 4
- ENC 1001 English Composition 4

**Social Sciences**
- BUS 2021 Principles of Management 4
- BUS 4410 Advanced Principles of Marketing 4
- BUS 4505 Organizational Development 4
- BUS 4520 Legal and Ethical Environment of Business 4
- BUS 4505 Organizational Development 4

**Humanities**
- BUS 2021 Principles of Management 4
- BUS 4410 Advanced Principles of Marketing 4
- BUS 4505 Organizational Development 4
- BUS 4520 Legal and Ethical Environment of Business 4

**General Education Courses**
- BUS 2021 Principles of Management 4
- BUS 4410 Advanced Principles of Marketing 4
- BUS 4505 Organizational Development 4
- BUS 4520 Legal and Ethical Environment of Business 4

**Upper Division**
- BUS 2021 Principles of Management 4
- BUS 4410 Advanced Principles of Marketing 4
- BUS 4505 Organizational Development 4
- BUS 4520 Legal and Ethical Environment of Business 4

**Business Management Specialization**
- GEB 2252 Multicultural Communications for Business 4
- LBS 2030 Training and Development 4
- MAN 3040 Principles of Management II 4
- MAN 3504 Operations Management 4
- MAN 4441 Negotiation and Conflict Management 4
- MAN 4802 Small Business Management I 4
- RMI 4020 Risk Management 4

**Total Credits** 28

**General Business Specialization**
- 3 Upper Division Business Electives 12
- Unrestricted Electives 16

**Total Credits** 28

**Human Resources Specialization**
- GEB 2252 Multicultural Communications for Business 4
- 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
- MAN 4401 Labor Relations Management 4
- MAN 4441 Negotiation and Conflict Management 4

**Total Credits** 28

**Information Technology Specialization**
- CS 4362C Network Security and Cryptography 3
- CS 4380C Computer Forensics 3
- COP 2020 Network Fundamentals for Business Professionals 3
- COP 3502 Introduction to Computer Science Concepts 3
- COP 4555 Programming Languages Principles 3
- GEB 1014 Project Planning and Documentation 4
- ISM 3005 MIS Techniques 3
- ISM 3314 Information Technology Project Management 4
- ISM 4212C Database Management and Administration 3

**Total Credits** 29

**Internet Marketing Specialization**
- GEB 2444 Internet Business Models and E-Commerce 4
- GEB 4230 Website Development for Business 4
- MAR 2678 Search Engine Marketing 4
- MAR 3295 Internet Marketing, Public Relations and Social Media 4
- MAR 4335 Web Analytics 4
- MAR 4582 Internet Law 4
- MAR 4721 Advanced Search Engine Marketing Strategies 4

**Total Credits** 28

**Total Degree Credit Hours**
- Lower division general education credits 32
- Upper division general education credits 24
- Total lower division major/core credits 47
- Total upper division major/core credits 51
- Total specialization credits 28-29

**Total BS Degree Credits** 182-183*

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*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a SIT Placement Exam or by successful completion of Foundation Courses.

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

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**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 critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

---

**BS Degree**

**School of Business Mission Statement**

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

- Business Administration • Call Center Management • Child Development • Entrepreneurship • Human Resources • Internet Marketing • Marketing and Sales

### AS 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 critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

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### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099</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>ENC 1101</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>ENO 2013</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ENO 2023</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
</tbody>
</table>

### Humanities (Select 2 courses)

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

### Total general education credits: 32

See page 40 for General Education Course Selections.

### Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2241</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total as degree credits: 95*

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### Business Administration Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 1022</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACG 1033</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2511</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total as degree credits: 93*

---

### Call Center Management Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNA 2134</td>
<td>Call Center Customer Service Skills</td>
<td>4</td>
</tr>
<tr>
<td>MNA 2137</td>
<td>Call Center Strategic Leadership</td>
<td>4</td>
</tr>
<tr>
<td>MNA 2138</td>
<td>Call Center Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>MNA 2139</td>
<td>Call Center Labor Force Management</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total as degree credits: 95*

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### Child Development Specialization

This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin.

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

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 1202</td>
<td>Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>EEC 1700</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>EEC 1734</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2401</td>
<td>Dynamics of the Family</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total as degree credits: 95*

---

### Entrepreneurship Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1112</td>
<td>Introduction to Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td>GEB 2240</td>
<td>Entrepreneurial Product and Service Planning</td>
<td>4</td>
</tr>
<tr>
<td>GEB 2244</td>
<td>Entrepreneurial Finance: Capitalization for the Entrepreneur</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total as degree credits: 91*

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### Human Resources Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 2060</td>
<td>Compensation and Benefits Management</td>
<td>4</td>
</tr>
<tr>
<td>LBS 2030</td>
<td>Training and Development</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2476</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>RMI 2111</td>
<td>Risk Management and Insurance</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total as degree credits: 91*

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### Internet Marketing Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 2444</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>MAR 2374</td>
<td>Online Multimedia Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MAR 2678</td>
<td>Search Engine Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total as degree credits: 95*

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### Marketing and Sales Specialization

(Students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV 2000</td>
<td>Principles of Advertising</td>
<td>4</td>
</tr>
<tr>
<td>GEB 2444</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>MAR 1410</td>
<td>Sales Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MAR 2230</td>
<td>Principles of Retailing</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total as degree credits: 91*

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### School of Business Mission Statement

The Rasmussen 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.

---

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

Students have the opportunity to participate in an optional internship/externship project.
## HEALTHCARE MANAGEMENT BS Degree

### Foundation Courses
- B080  Reading and Writing Strategies  
- B099  Foundations of Math  

### General Education Courses
- **Lower Division**
  - **English Composition** *(Required course)*
    - ENC 1101  English Composition  
  - **Social Sciences** *(Select 1 course)*
    - HSC 1531  Medical Terminology  
  - **Math** *(Required course)*
    - MAT 1031  College Algebra  
  - **Natural Sciences** *(Select 1 course)*
    - ECO 2117  US Healthcare Systems  
  - **Humanities** *(Select 2 courses)*
    - ENC 1101  English Composition  
  - **Upper Division**
    - **Communication** *(Select 1 course)*
      - ENC 1101  English Composition  
    - **Humanities** *(Select 2 courses)*
      - ENC 1101  English Composition  
    - **Math/ Natural Sciences** *(Select 1 course)*
      - ENC 1101  English Composition  
    - **Social Sciences** *(Select 2 courses)*
      - ENC 1101  English Composition  

See page 40 for General Education Course Selections.

### Major and Core Courses

#### Lower Division
- **ACG 1022**  Financial Accounting I  
- **ACG 1033**  Financial Accounting II  
- **CGS 1240**  Computer Applications and Business Systems Concepts  
- **COM 1007**  Professional Communication  
- **E242**  Career Development  
- **FIN 1000**  Principles of Finance  
- **GEB 1011**  Introduction to Business  
- **HSA 2010**  Marketing and Communications in Healthcare  
- **HSA 2117**  US Healthcare Systems  
- **HSC 1351**  Medical Terminology  
- **HSC 2641**  Medical Law and Ethics  
- **MAN 1300**  Introduction to Human Resource Management  
- **MAN 2021**  Principles of Management  
- **OST 1461**  Medical Office Procedures  
- **PLA 2476**  Employment Law  
- **PSY 1012**  General Psychology  

#### Upper Division
- **GEB 3110**  Research and Report Writing  
- **HSA 3109**  Foundations of Managed Care  
- **HSA 3110**  Introduction to Healthcare Administration  
- **HSA 3170**  Financial Management of Healthcare Organizations  
- **HSA 3383**  Quality Improvement in Healthcare  
- **HSA 3422**  Regulation and Compliance in Healthcare  
- **HSA 4010**  Healthcare Operations Management  
- **HSA 4124**  International Healthcare  
- **HSA 4150**  Healthcare Planning and Policy Management  
- **HSA 4191**  Healthcare Information Systems  
- **HSA 4210**  Advanced Healthcare Law and Ethics  
- **HSA 4922**  Healthcare Management Capstone  
- **HSC 4500**  Epidemiology  
- **MAN 4143**  Contemporary Leadership Challenges  

### Total Bachelor’s Degree Credits 180 *

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

- Students must complete the senior seminar 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 STEP 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.

### 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. They value lifelong learning, honesty, and integrity in applying their management expertise to serve the healthcare community.

---

**School of Business Mission Statement**

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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. 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 critical thinking, communication, and professionalism in the workplace. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate Courses

Diploma Courses
CGS 1240 Computer Applications and Business Systems Concepts 3
COM 1002 Introduction to Communication 4
E170 Introduction to Graduate Research 2
ENC 1101 English Composition 4
MAT 1031 College Algebra 4

Child and Family Studies Specialization
EEC 2225 Guiding Children’s Behavior 4
EEC 2239 Parent Education and Support 4
EEC 2204 Child and Family Advocacy 4
SYG 1000 Introduction to Sociology 4

TOTAL DIPLOMA CREDITS 71*

Child Development Specialization
(Students will complete these additional courses)
EEC 2217 Emerging Literacy Through Children’s Literature 4
EEC 2401 Dynamics of the Family 4
EEC 2500 Infant and Toddler Development 4
EEE 2010 The Exceptional Child 4

TOTAL DIPLOMA CREDITS 71*

English Language Learner Specialization
(Students will complete these additional courses)
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 Intervening with English Language Learners 4

TOTAL DIPLOMA CREDITS 71*

Child with Special Needs Specialization
(Students will complete these additional courses)
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
EEE 2010 The Exceptional Child 4

TOTAL DIPLOMA CREDITS 71*

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 the quarter they are scheduled to graduate from an Associate’s Degree program.

Certificate Courses
E242 Career Development 2
EEC 1202 Early Childhood Education Curriculum and Instruction 4
EEC 1700 Foundations of Child Development 4
EEC 1734 Health, Safety, and Nutrition 4
EEC 1860 Knowledge: Exceptional I 6
EEC 1861 Application: Exceptional I 6
EEC 1862 Reflection: Exceptional I 6
EEC 2613 Observation and Assessment in Early Childhood Education 4
EEC 2930 Early Childhood Education Capstone 2

TOTAL CERTIFICATE CREDITS 38*

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. Graduates value critical thinking, communication, and professionalism in the workplace. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate Courses

Diploma Courses
CGS 1240 Computer Applications and Business Systems Concepts 3
COM 1002 Introduction to Communication 4
E170 Introduction to Graduate Research 2
ENC 1101 English Composition 4
MAT 1031 College Algebra 4

Child and Family Studies Specialization
EEC 2225 Guiding Children’s Behavior 4
EEC 2239 Parent Education and Support 4
EEC 2204 Child and Family Advocacy 4
SYG 1000 Introduction to Sociology 4

TOTAL DIPLOMA CREDITS 71*

Child Development Specialization
(Students will complete these additional courses)
EEC 2217 Emerging Literacy Through Children’s Literature 4
EEC 2401 Dynamics of the Family 4
EEC 2500 Infant and Toddler Development 4
EEE 2010 The Exceptional Child 4

TOTAL DIPLOMA CREDITS 71*

English Language Learner Specialization
(Students will complete these additional courses)
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 Intervening with English Language Learners 4

TOTAL DIPLOMA CREDITS 71*

Child with Special Needs Specialization
(Students will complete these additional courses)
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
EEE 2010 The Exceptional Child 4

TOTAL DIPLOMA CREDITS 71*

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 the quarter they are scheduled to graduate from an Associate’s Degree program.

AS Degree

Career Opportunities:
• Early Childhood Teacher
• Teacher’s Assistant
• Early Childhood Special Education Assistance
• 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 critical thinking, communication, diverse perspectives, technology and information literacy, professionalism in the workplace, and lifelong learning. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate and Diploma Courses

General Education Courses
Humanities (Select 2 courses) 8
Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

NOTE: Students who take Principles of Economics may not take Microeconomics or Macroeconomics.

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

Total additional general education credits 20

See page 40 for General Education Course Selections.

Child and Family Studies Specialization
TOTAL AS DEGREE CREDITS 91*

Child Development Specialization
TOTAL AS DEGREE CREDITS 91*

English Language Learner Specialization
TOTAL AS DEGREE CREDITS 91*

Child with Special Needs Specialization
TOTAL AS DEGREE CREDITS 91*

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 the quarter they are scheduled to graduate from an Associate’s Degree program.

• Students must complete the sophomore seminar the quarter in which they finish the diploma 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.

• Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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 MANAGEMENT BS Degree

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 (Required course) 4
Natural Sciences (Required course) 8
PHS 1500 Structure and Function of the Human Body 4

Social Sciences (Select 2 courses) 8
NOTE: Students who have Principles of Economics may not take Macroeconomics or 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

See page 40 for General Education Course Selections.

Major and Core Courses
Lower Division
CGS 1240 Computer Applications and Business Systems Concepts 3
E 242 Career Development 2
HIM 1222 Basic ICD-9-CM Coding 4
HIM 1234 Intermediate ICD-9-CM Coding 3
HIM 1258c Ambulatory Care Coding 3
HIM 2000 Introduction to Health Information Management 4
HIM 2272c Medical Insurance and Billing 3
HIM 2304 Management of Health Information Services 4
HIM 2410 Health Information Law & Ethics 4
HIM 2510 Quality Analysis and Management 4
HIM 2652 Healthcare Information Technologies 4
HIM 2940 Medical Coding Practicum 1
HIM 2941 Health Information Practicum 4
HSA 2117 U.S. Healthcare Systems 4
HSC 1531 Medical Terminology 4
MEA 1243 Pharmacology for the Allied Health Professional 4
MEA 2203 Pathophysiology 5

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 4482 Health Information Management Capstone 2
HIM 4537 Health Information Management Facility Professional Practice Experience 1
HSA 3383 Quality Improvement in Healthcare 4
HSA 3422 Regulation and Compliance in Healthcare 4
HSA 3751 Healthcare Statistics 4
HSA 4210 Advanced Healthcare Law & Ethics 4
MAN 3210 Advanced Human Resource Management 4

Total Degree Credit Hours
Total lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 58
Total upper division major/core credits 66

TOTAL BS DEGREE CREDITS 180*

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

• Students must complete the senior seminar 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 STEP placement exam or by successful completion of Foundation Courses.

This program requires specific immunizations prior to professional practice experience.

BS Degree

Career Opportunities:
• Medical Records Manager
• Privacy Officer
• Risk Management Officer
• Clinical Data Analyst
• Corporate Compliance Officer

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

Entrance Requirements for Health Information Management Bachelor’s Program Applicants pursuing admittance into the Health Information Management BS degree must possess an AS in Health Information Technology/Management from a CTHIM accredited program earned within the past 5 years or have an AS 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. This program is not available online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment.

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 TECHNICIAN AS Degree

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, use and understand scanning technology, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. They value critical thinking, communication, diverse perspectives, technology and information literacy, 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
- English Composition (Required course)
  ENG 1101 English Composition 4
- Communication (Select 1 course)
  HIM 1222 Basic ICD-9-CM Coding 3
- Humanities (Select 2 courses)
  HIM 1234 Intermediate ICD-9-CM Coding 3
- Math (Required course)
  HIM 1258C Ambulatory Care Coding 3
- Natural Sciences (Required course)
  HIM 2000 Introduction to Health Information Management 4
- Social Sciences (Select 2 courses)
  HIM 2272C Medical Insurance and Billing 3
  HIM 2304 Management of Health Information Services 4

Total general education credits 32

See page 40 for General Education Course Selections.

Major and Core Courses
- CGS 1240 Computer Applications and Business Systems Concepts 3
- E 242 Career Development 2
- HIM 1222 Basic ICD-9-CM Coding 4
- HIM 1234 Intermediate ICD-9-CM Coding 3
- HIM 1258C Ambulatory Care Coding 3
- HIM 2000 Introduction to Health Information Management 4
- HIM 2272C Medical Insurance and Billing 3
- HIM 2304 Management of Health Information Services 4
- HIM 2410 Health Information Law & Ethics 4
- HIM 2510 Quality Analysis and Management 4
- HIM 2652 Healthcare Information Technologies 4
- HIM 2940 Medical Coding Practicum 1
- HIM 2941 Health Information Practicum 2
- HSA 2117 U.S. Healthcare Systems 4
- HSC 1531 Medical Terminology 4
- MEA 1243 Pharmacology for the Allied Health Professional 4
- MEA 2203 Pathophysiology 5

TOTAL AS DEGREE CREDITS 90 *

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
- Students must complete the junior seminar 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 STEP placement exam or by successful completion of Foundation Courses.

** The Health Information Technician Associate Degree Program offered at the Brookline, Brooklyn Park, Essex, Glenview, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota — the Rockford Campus in Illinois — and the Green Bay Campus in Wisconsin — is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technician Associate’s Degree offered at the Aurora campus in Illinois is in Candidacy Status for accreditation by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

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.

This program requires specific immunizations prior to professional practice experience.
MEDICAL ADMINISTRATION • Diploma • AS Degree

Diploma

Career Opportunities:
- Medical Administrative Assistant/Secretary
- Medical Coder/Biller
- Medical Receptionist

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

Diploma Courses
- CGS 1240 Computer Applications and Business Systems Concepts 3
- COM 1002 Introduction to Communication 4
- E362 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 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
- PHA 1500 Structure and Function of the Human Body 4

TOTAL DIPLOMA CREDITS 58*

AS Degree

Career Opportunities:
- Medical Office Manager
- Medical Coder/Biller
- Medical Administrative Assistant/Secretary
- 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 critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

In addition to all Diploma Courses

General Education Courses
- English Composition (Required course) 4
- ENC 1101 English Composition
- Humanities (Select 2 courses) 8
- Math (Required course) 4
- MMT 1031 College Algebra
- Social Sciences (Select 2 courses) 8

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits 24
See page 40 for General Education Course Selections.

Major and Core Courses
- HIM 2940 Medical Coding Practicum 1
- MEA 1243 Pharmacology for the Allied Health Professional 4
- OST 1764C Word for Windows 3

TOTAL AS DEGREE CREDITS 90*

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

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

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

Diploma

Career Opportunities:
• Medical Assistant
• Medical Office Administrative Assistant

Objective:
The objectives of the Medical Assisting Diploma program are to prepare students to become valuable members of a healthcare team by supporting and assisting providers in delivering quality healthcare services; and to prepare students who are proficient in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors for entry-level medical assistant positions. Graduates value critical thinking, effective communication, diverse perspectives and medical ethics as they pertain to the medical assisting career.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Diploma Courses
BSC 2087C Human Anatomy & Physiology I 5
BSC 2089C Human Anatomy & Physiology II 5
E242 Career Development 2
 ENC 1101 English Composition 4
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MEA 1206 Clinical Skills I 4
MEA 1207 Clinical Skills II 4
MEA 1243 Pharmacology for the Allied Health Professional 4
MEA 2203 Pathophysiology 5
MEA 2267 Laboratory Skills for Medical Assisting 4
MEA 2290 Radiography Skills 3
MEA 2804 Medical Assistant Externship 8
OST 1461 Medical Office Procedures 4

TOTAL DIPLOMA CREDITS 60*

** Medical Assisting students must receive the first injection of the Hepatitis B series prior to the start of Clinical Skills I. Prior to the student beginning the first quarter of the program, the student must successfully complete the required coursework. In addition to fulfilling Rasmussen College’s general graduation requirements, Medical Assisting students must successfully complete all Medical Assisting competency exams. Prior to beginning the externship, medical assisting students must successfully pass a cardiopulmonary resuscitation (CPR) and first aid certification test.

*** All Medical Assisting students are required to attend the Medical Assisting Programmatic Orientation within the first three quarters of the program. In addition to the coursework listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

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, communication, diverse perspectives, technology and information literacy, and medical ethics as they relate to the medical assisting career and the global community.

In addition to all Diploma Courses

General Education Courses
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
MAT 1031 College Algebra

Natural Sciences (Select 1 course) 4
Social Sciences (*Required, Select 1 additional course) 8
PSY 1012 General Psychology*

Total general education credits 28

See page 40 for General Education Course Selections.

Major and Core Courses
CGS 1240 Computer Applications and Business Systems Concepts 3

TOTAL AS DEGREE CREDITS 91*

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 the quarter in which they finish the diploma 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.

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

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park, Eagan, Green Bay, Mankato, and St. Cloud Campuses; and the Medical Assisting AAS Degree program at the Aiken, Elizabethtown, and the Medical Office Assisting AAS Degree Program in Woodbury’s campus is 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).

This program requires specific immunizations prior to professional practice experience.
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 honesty and integrity, compassion for patients, and patient confidentiality.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Certificate Courses
CGS 1240 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MAT 1031 College Algebra 4
MEA 1243 Pharmacology for the Allied Health Professional 4
MEA 2203 Pathophysiology 5
PHA 1500 Structure and Function of the Human Body 4
PTN 1001 Introduction to Pharmacy 4
PTN 2017 Pharmacy Math and Dosages 4
PTN 2220 Pharmacy Software/Automation/Insurance Billing 3
PTN 2340 Unit Dose and Medication Preparation 3

TOTAL CERTIFICATE CREDITS 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 critical thinking, communication, honesty and integrity, compassion for patients, and patient confidentiality.

In addition to all Certificate Courses

Diploma Courses
COM 1002 Introduction to Communication 4
COM 1007 Professional Communication 4
HSA 2117 U.S. Healthcare Systems 4
ENC 1101 English Composition 4
MNA 1161 Customer Service 4
OST 1100C Keyboarding I 3
PTN 2050 Pharmacy Technician Capstone 3

TOTAL DIPLOMA CREDITS 70*

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 critical thinking, communication, diverse perspectives, technology and information literacy, honesty and integrity, compassion for patients, and patient confidentiality.

In addition to all Certificate and Diploma Courses

General Education Courses
Humanities (Select 2 courses) 8
Natural Sciences (Select 1 course other than PHA 1500) 4
Social Sciences (Select 2 courses) 8

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total additional general education credits 20

See page 40 for General Education Course Selections.

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 STEP 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.
CRIMINAL JUSTICE BS Degree

• Client Services/Corrections • Criminal Offenders • Homeland Security • Investigation/Law Enforcement

BS Degree

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. They value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, honesty, and integrity in the criminal justice system.

Foundation Courses

BSO80 Reading and Writing Strategies 4
BSO99 Foundations of Math 4

General Education Courses

Lower Division
English Composition (Required course) 4
ENC 1101 English Composition 4

Humanities (Select 1 course) 8

Math (Required course) 4
MAT 1001 College Algebra 4

Natural Sciences (Select 1 course) 4
SYG 1000 Introduction to Sociology 4

Upper Division
Communication (Select 1 course) 4

Humanities (Select 2 courses) 8

Math/Natural Sciences (Select 1 course) 4

Social Sciences (Select 2 courses) 8

See page 40 for General Education Course Selections.

Unrestricted Elective Credits*** 12

Major and Core Courses

Lower Division
CCI 1000 Introduction to Criminal Justice 4
CCI 1153 Criminology: Motives for Crime Deviance 4
CCI 2053 Ethics in Criminal Justice 4
CCI 2685 Domestic Violence 4
CCI 2930 Contemporary Issues in Criminal Justice Capstone 4
CGS 1240 Computer Applications and Business Systems Concepts 3
CJC 1000 Introduction to Corrections 4
CJE 1001 Policing in America 4
CJE 1223 Drugs and Crime 4
CJL 1381 Juvenile Justice: Delinquency, Dependency, and Diversion 4
CJE 4424 Juvenile Justice: Delinquency, Dependency, and Diversion 4
CIJ 1381 Criminal Law and Procedures: Crime and the Courtroom 4
E170 Introduction to Undergraduate Research 2
E242 Career Development 2

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

Choose either Track I or Track II

Track I (not available in Rasmussen College Online)
CCI 4392 Criminal Justice Internship 9

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

Client Services/Corrections Specialization

CCJ 3670 Women and Criminal Justice 4
CCJ 4695 Special Populations in Criminal Justice 4
CJC 3415 Diversion and Rehabilitation 4
CIC 4164 Community Corrections 4

Total Credits 16

Criminal OFFENDERS Specialization

CCJ 3641 Organized Criminal Syndicates 4
CCI 4603 Forensic Psychology 4
CCI 4627 Special Offenders: Serial Killers 4
CCI 4690 Special Offenders: Sex Offenders 4

Total Credits 16

Homeland Security Specialization***

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

Total Credits 16

Investigation/Law Enforcement Specialization

(students will complete these additional courses)
CJE 4176 Crimes Across Borders 4
CCI 4603 Forensic Psychology 4
CJE 3610 Criminal Investigations 4
CJL 3674 Examination of Forensic Science 4
CIL 3113 Criminal Evidence 4

Total Credits 16

Total Degree Credit Hours

Total lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 47
Total upper division major/core credits 49
Total unrestricted elective credits 12
Credits in specialization 16

TOTAL BS DEGREE CREDITS 180*

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

* Students must complete the senior seminar 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 STEP 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.
## SCHOOL OF JUSTICE STUDIES

### CRIMINAL JUSTICE AS Degree
- Corrections
- Homeland Security
- Law Enforcement
- Psychology

#### Foundation Courses
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

#### General Education Courses
- **English Composition (Required course)**
  - ENC 1101 English Composition 4
- **Communication (Select 1 course)**
  - 4
- **Humanities (Select 2 courses)**
  - 8
- **Math (Required course)**
  - MAT 1031 College Algebra 4
- **Natural Sciences (Select 1 course)**
  - 4
- **Social Sciences (Required courses)**
  - 8
- SYG 1000 Introduction to Sociology
- PSY 1012 General Psychology

#### Total general education credits 32
See page 40 for General Education Course Selections.

#### Major and Core Courses
- **Lower Division**
  - CCJ 1000 Introduction to Criminal Justice 4
  - CCJ 1153 Criminology: Motives for Criminal Deviance 4
  - CCJ 2063 Ethics in Criminal Justice 4
  - CGS 1240 Computer Applications and Business Systems Concepts 3
  - CIC 1000 Introduction to Corrections 4
  - CJE 1006 Policing in America 4
  - CIL 1381 Criminal Law and Procedures: Crime and the Courtroom 4
  - E170 Introduction to Undergraduate Research 2
  - E242 Career Development 2

#### Corrections Specialization
- (students will complete these additional courses)
  - CCJ 2685 Domestic Violence 4
  - CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
  - CJX 1245 Case Management: Strategies for Rehabilitation 4
  - CJX 2300 Legal Principles in Corrections 4
  - CJX 2400 Counseling Clients 4
  - CJE 1233 Drugs and Crime 4
  - CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4

#### TOTAL AS DEGREE CREDITS 91*

#### Homeland Security Specialization
- (students will complete these additional courses)
  - CCJ 2685 Domestic Violence 4
  - CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
  - CJE 1009 Juvenile Justice 4
  - CJE 1233 Drugs and Crime 4
  - CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
  - DSC 1003 Introduction to Homeland Security 4
  - DSC 2005 Terrorism 4

#### TOTAL AS DEGREE CREDITS 91*

#### Law Enforcement Specialization
- (students will complete these additional courses)
  - CCJ 2685 Domestic Violence 4
  - CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
  - CJE 1233 Juvenile Justice 4
  - CJE 1251 Crime Scene to Conviction: Critical Skills in Documentation 4
  - CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
  - CJE 2380 Legal Code for Law Enforcement 4
  - CJE 2702 Practical Psychology for Law Enforcement 4

#### TOTAL AS DEGREE CREDITS 91*

#### Psychology Specialization
- (students will complete these additional courses)
  - CCJ 2033 Social Psychology 4
  - CCJ 2685 Domestic Violence 4
  - CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
  - CJE 1233 Drugs and Crime 4
  - CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
  - HUS 2520 Abnormal Psychology 4
  - HUS 2540 Community Psychology 4

#### TOTAL AS DEGREE CREDITS 91*

In addition to the courses listed, at designated points in their programs the student is required to complete with a passing grade a seminar course.
- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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.
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.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
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<td>Foundations of Math</td>
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Certificate Courses

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<td>CJC 1245</td>
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<td>CJC 2400</td>
<td>Counseling Clients</td>
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<td>E242</td>
<td>Career Development</td>
<td>2</td>
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<tr>
<td>HUS 1001</td>
<td>Introduction to Human Services</td>
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<td>HUS 1230</td>
<td>Introductory Strategies to Crisis Intervention</td>
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<td>HUS 1551</td>
<td>Cultural Diversity in Human Services</td>
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<td>HUS 2520</td>
<td>Abnormal Psychology</td>
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<td>HUS 2540</td>
<td>Community Psychology</td>
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<td>HUS 2712</td>
<td>Organization and Leadership in Human Services</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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</table>

TOTAL CERTIFICATE CREDITS 38*

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. They value critical thinking, communication, and providing services to individuals or groups with varying needs.

In addition to all Certificate Courses

Diploma Courses

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<th>Course Title</th>
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<td>CJE 1233</td>
<td>Drugs and Crime</td>
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<tr>
<td>CJE 2172</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>COM 1002</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1301</td>
<td>College Algebra</td>
<td>4</td>
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<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
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Choose either Track I or Track II

Track I (not available in Rasmussen College Online)

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<td>HUS 2937</td>
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Track II

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<td>COM 1007</td>
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<td>HUS 2955</td>
<td>Human Services Capstone</td>
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</table>

TOTAL DIPLOMA CREDITS 74*

AS Degree

Career Opportunities:
• Community Service Specialist
• Community Service Assistant
• Social Service Specialist
• Human Service Assistant
• Program Assistant Specialist
• Social Service Assistant
• Program Assistant

Objective:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. They value critical thinking, communication, diverse perspectives, technology and information literacy, and providing services to individuals or groups with varying needs.

In addition to all Certificate and Diploma Courses

General Education Courses

| Humanities  | (Select 2 courses) | 8 |
| Natural Sciences  | (Select 1 course) | 4 |
| Social Sciences  | (Required course) | 4 |
| SYG 1000  | Introduction to Sociology | |

Total additional general education credits 16

See page 40 for General Education Course Selections.

TOTAL AS DEGREE CREDITS 90*

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

• Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.
• Students must complete the sophomore seminar the quarter in which they finish the diploma 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.

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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.
PARALEGAL AS Degree

Foundation Courses
- B080  Reading and Writing Strategies 4
- B099  Foundations of Math 4

General Education Courses
- English Composition (Required course) ENC 1101 4
- Communication (Select 1 course) CJC 1001 4
- Humanities (Select 2 courses) HUM 1001 8
- Math (Required course) MAT 1031 4
- Natural Sciences (Select 1 course) NAT 1001 4
- Social Sciences (Required courses) SOC 1001 8
- SYG 1000  Introduction to Sociology 4
- PSY 1012  General Psychology 4

Total general education credits 32
See page 40 for General Education Course Selections.

Major and Core Courses
- CGS 1240  Computer Applications and Business Systems Concepts 3
- CJL 1381  Criminal Law and Procedure I 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 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 2732  Law Office Technology 4
- PLA 2800  Family Law 4

Chose either Track I or Track II

Track I (not available in Rasmussen College Online)
- PLA 2940  Paralegal Internship 5

Track II
- PLA 2816  Paralegal Capstone 5

TOTAL AS DEGREE CREDITS 94*

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

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

Rasmussen College’s Eagan 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.

AS Degree

Career Opportunities:
- Paralegal
- Legal Assistant
- Legal Secretarial
- 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 critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.
PARALEGAL Certificate

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 critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.

Foundation Courses
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

Major and Core Courses
- ENC 1101 English Composition 4
- MAT 1031 College Algebra 4
- PLA 1013 Introduction to Law and the Legal System 4
- PLA 1203 Civil Litigation and Procedure I 4
- PLA 1223 Civil Litigation and Procedure II 4
- PLA 1310 Paralegal Ethics 4
- PLA 1573 Contracts: Managing Legal Relationships 4
- PLA 2200 Legal Research 4
- PLA 2230 Legal Writing 4
- PLA 2587 Torts: Auto Accidents and Other Legal Injuries 4
- PLA 2732 Law Office Technology 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 (not available in Rasmussen College Online)
- PLA 2940 Paralegal Internship 5

Track II
- PLA 2816 Paralegal Capstone 5

TOTAL CERTIFICATE CREDITS 61*

*Credits do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

** Students must complete one additional general education course or transfer in the equivalent.

Paralegal Certificate Program 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.
NURSING BS Degree
RN to BSN Program

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

General Education Courses
Lower Division
English Composition (Required course) 4
ENC1101 English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
MAT 1031 College Algebra
Natural Sciences (Select 1 course) 4

Social Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Microeconomics or Macroeconomics

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

See page 40 for General Education Course Selections.

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

Total Degree Credit Hours
Total lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 81
Total upper division major/core credits 44

TOTAL BS DEGREE CREDITS 181*

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 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 STEP 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.

BS Degree
Career Opportunities:
- Clinical Practice
- Administration
- Nursing Education
- Nursing Leadership

Objective:
Graduates of this program know the theoretical foundations of nursing and can apply them in ways that improve patient outcomes and promote nursing as a profession. They understand the legal, ethical, and clinical aspects of nursing practice and leadership. They are able to perform advanced patient assessments based on an understanding of evidence-based research and human pathophysiology. Graduates value critical thinking, communication, diverse perspectives, and lifelong learning.

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.
PROFESSIONAL NURSING  AS Degree

AS Degree

Career Opportunities in:
- Hospital
- Clinics
- Rehabilitation Centers
- Nursing Homes

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 Applied 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

<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 (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1031</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Natural Sciences (Required course)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSC 2020C</td>
<td>Introduction to Human Biology</td>
<td>4</td>
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</tbody>
</table>

Social Sciences (**Required, select 1 additional course)

<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>
</tbody>
</table>

Total general education credits

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
</tr>
</tbody>
</table>

See page 40 for General Education Course Selections.

PRACTICAL NURSING  Diploma

Diploma

Career Opportunities in:
- Hospital
- 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.

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 the quarter in which they finish the diploma course requirements.

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

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

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

TOTAL DIPLOMA CREDITS: 89

This program is only offered at the Fort Myers, Ocala and New Port Richey campuses.

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

TOTAL AS DEGREE CREDITS: 113

This program is only offered at the Fort Myers, Ocala and New Port Richey 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 the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

TOTAL AS DEGREE CREDITS: 113

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

General Education Courses

Lower Division

English Composition (Required courses) 8
ENC 1101 English Composition
ENC 1121 English Composition 2

Communication (Select 1 course) 4
PHR 2103 Introduction to Critical Thinking

Humanities ("Required course, Select 2 additional courses") 12

Math (Required courses) 9
MAC 1106 Advanced Algebra
MAD 2112 Introduction to Discrete Mathematics

Natural Sciences (Select 1 course) 4

Social Sciences (Select 2 courses) 8

Upper Division

Communication (Select 1 course) 4

Humanities (Select 2 courses) 8

Math/Natural Sciences (Select 1 course) 4

Social Sciences (Select 2 courses) 8

See page 40 for General Education Course Selections.

Unrestricted Upper Division Elective Credits 4

Major and Core Courses

Lower Division

CDA 1202 Foundations of Software Design 3
CDA 2110 Introduction to Computer Systems 4
CEN 1400 Mobile Application Development 3
CGS 1545 Relational Databases 3
COP 1000 Fundamentals of Programming 3
COP 1224 Programming I 4
COP 2224 Programming II 4
COP 2250 Java I 3
COP 2323 Object-Oriented Programming 3
COT 1202 Discrete Structures for Computer Science 3
E242 Career Development 2
MAC 1200 Precalculus 3
MAC 2100 Calculus I 4
MAC 2200 Calculus II 4

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

Total Degree Credit Hours

Total lower division general education credits 45
Total upper division general education credits 24
Total lower division major/core credits 46
Total upper division major/core credits 61
Unrestricted upper division elective credits 4

TOTAL BS DEGREE CREDITS 180

Entrance requirements for Software Application Development 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 each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

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

- Students must complete the senior seminar the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.

BS Degree

Career Opportunities:

- Software Engineer
- Application Integration Engineer
- Software Architect
- Software Developer
- Applications Developer
- Web Programmer

Objective:

Graduates of this program understand and can apply theoretical concepts in the development of course projects 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 programming 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 testing, develop program documentation and flow charts, and apply best practices in the software development process.

The program will enhance critical thinking and reasoning faculties, problem solving skills, information literacy, and communication competence, enabling students to excel in the software application development industry. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, collaborative team strategies for project completion, standard industry ethical practices, and lifelong learning.
AS Degree

Career Opportunities:
- Programmer Analyst
- Applications Developer
- Business Systems Analyst
- Software Developer

Objective:
Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required courses)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101 English Composition</td>
<td>1</td>
</tr>
<tr>
<td>ENC 1121 English Composition 2</td>
<td>1</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (**Required, Select 2 additional courses)</td>
<td>12</td>
</tr>
<tr>
<td>PHI 2103 Introduction to Critical Thinking*</td>
<td>3</td>
</tr>
<tr>
<td>Math (Required courses)</td>
<td>9</td>
</tr>
<tr>
<td>MAC 1106 Advanced Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAD 2112 Introduction to Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics</td>
<td></td>
</tr>
</tbody>
</table>

Total general education credits | 45 |

See page 40 for General Education Course Selections.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA 1202 Foundations of Software Design</td>
<td>3</td>
</tr>
<tr>
<td>CDA 2110 Introduction to Computer Systems</td>
<td>4</td>
</tr>
<tr>
<td>CEN 1400 Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1545 Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000 Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 1224 Programming I</td>
<td>4</td>
</tr>
<tr>
<td>COP 2224 Programming II</td>
<td>4</td>
</tr>
<tr>
<td>COP 2250 Java I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2323 Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>COT 1202 Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>MAC 1200 Precalculus</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2100 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2200 Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL AS DEGREE CREDITS | 91 |

Entrance requirements for Software Application Development 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 each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.
DIGITAL DESIGN AND ANIMATION BS Degree

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)  8
COM 1007 Professional Communication  4
COT 1438 Technology’s Role in the 21st Century  2
DIG 1280C Audio/Video Editing  3
DIG 1500C Digital Media Assembly  3
DIG 1520C Digital Media Production  3
DIG 2620C Multimedia Technologies  3
DIG 2950 Multimedia Portfolio Development  2
E242 Career Development  2
GEB 1011 Introduction to Business  4
GEB 1014 Project Planning and Documentation  4
GEB 2444 Internet Business Models and E-Commerce  4
GRA 1121C Digital Publishing  3
GRA 1206C Typography  3
GRA 1741C Color Theory and Techniques  3

Upper Division
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math (Required course)  4
MAT 1031 College Algebra
Natural Sciences (Select 1 course)  4
Social Sciences (Select 2 courses)  8

See page 40 for General Education Course Selections.

Major and Core Courses
Lower Division
CGS 1586C Introduction to Computer Graphics  3
CGS 1883C Fundamentals of Web Authoring and Design  3
COM 1007 Professional Communication  4
COT 1438 Technology’s Role in the 21st Century  2
DIG 1109C Introduction to Multimedia Design  3
DIG 1280C Audio/Video Editing  3
DIG 1500C Digital Media Assembly  3
DIG 1520C Digital Media Production  3
DIG 2620C Multimedia Technologies  3
DIG 2950 Multimedia Portfolio Development  2
E242 Career Development  2
GEB 1011 Introduction to Business  4
GEB 1014 Project Planning and Documentation  4
GEB 2444 Internet Business Models and E-Commerce  4
GRA 1121C Digital Publishing  3
GRA 1206C Typography  3
GRA 1741C Color Theory and Techniques  3

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

Elective Courses
(Select one of the following elective groups)

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

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

Total Degree Credit Hours
Total lower division general education credits  32
Total upper division general education credits  24
Total lower division major/core credits  52
Total upper division major/core credits  64
Total elective credits  9

TOTAL BS DEGREE CREDITS 181

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 the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.
GAME AND SIMULATION PROGRAMMING BS Degree

BS Degree

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

Objective:
Graduates of this program understand and can apply the technical concepts and knowledge needed to develop games and simulation projects from concept to product. They understand games and simulations in terms of storyline, plot, visual elements, interface design, hardware requirements, and the necessary coding to complete projects. They can develop stories and characters for games and simulations, and employ programming techniques, applied math and physics, and networking skills for multi-player games. They can perform software testing, product documentation, audience analysis, and implementation efficacy research while delivering products to consumers. The program will enhance critical thinking and reasoning faculties, information literacy, and communication competence, enabling students to excel in the game and simulation production industry. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, collaborative team strategies for project completion, standard industry ethical practices, and lifelong learning.

Foundation Courses
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

General Education Courses
Lower Division
- English Composition (Required course)
  ENC 1101 English Composition 4
- Communication (Select 1 course)
- Humanities (Select 2 courses)
- Math (Required course)
  MAT 1031 College Algebra 4
- Natural Sciences (Select 1 course)
- Social Sciences (Select 1 course)

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

See page 40 for General Education Course Selections.

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 1224 Programming I 4
- COP 2224 Programming II 4
- COP 2250 Java I 3
- COP 2323 Object-Oriented Programming 3
- COP 2535 Data Structures 4
- COT 1438 Technology’s Role in the 21st Century 2
- DIG 1710 Game Preproduction 4
- DIG 1711 Game Design Theory I 4
- DIG 2563 Interactive Storytelling 3
- DIG 2718 Console Development 4
- E170 Introduction to Undergraduate Research 2
- E242 Career Development 2
- MTB 1381 Math for Game and Simulation Production I 4
- MTB 2381 Math for Game and Simulation Production II 4

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

Total Degree Credit Hours
- Total lower division general education credits 32
- Total upper division general education credits 24
- Total lower division major/core credits 64
- Total upper division major/core credits 60

TOTAL BS DEGREE CREDITS 180*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
- Students must complete the Senior Seminar 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 STEP placement exam or by successful completion of Foundation Courses.
## INFORMATION SYSTEMS MANAGEMENT AS Degree

- Computer Information Technology
- Computer Information Technology with Multimedia
- IP Telephony
- Network Administration
- Network Security
- Web Programming

### Foundation Courses
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1101</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>EN 1102</td>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>EN 1103</td>
<td>Humanities (Select 2 courses)</td>
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<tr>
<td>MA 1031</td>
<td>Math (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>MA 1032</td>
<td>MAT 1031 College Algebra</td>
<td>8</td>
</tr>
</tbody>
</table>

### Natural Sciences (Select 1 course)

- ENCC 1640 Introduction to Environmental Science 3

### Social Sciences (Select 2 courses)

- MA 1031 Math (Required course) 4
- MA 1032 Math (Required course) 4

### Total general education credits

32

### Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1508</td>
<td>Logic and Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>COM 1007</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>EAP 2201</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>GEO 1011</td>
<td>Introduction to Business</td>
<td>4</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>

### Computer Information Technology

#### Career Opportunities:
- Computer Support Specialist
- Computer Application Support Specialist

#### Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1821</td>
<td>Introduction to Website Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2911</td>
<td>Information Technology Capstone</td>
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<td>CTS 1217C</td>
<td>Professional Presentations</td>
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<tr>
<td>CTS2401C</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2511</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2444</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>OST 1764C</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1000C</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1300C</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1776</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2383C</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total AS Degree Credits

90*

### Computer Information Technology with Multimedia

#### Career Opportunities:
- Computer Support Specialist
- Computer Application Support Specialist

#### Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1821</td>
<td>Introduction to Website Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2911</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td>CTS 1217C</td>
<td>Professional Presentations</td>
<td>3</td>
</tr>
<tr>
<td>CTS2401C</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2511</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2444</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>OST 1764C</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1000C</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1300C</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1776</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2383C</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total AS Degree Credits

90*

### 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 know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, and ensure the security of sensitive information within a database. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CAP 2134</td>
<td>Database Security</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1545</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1110</td>
<td>Operating Systems Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2911</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td>CTP 1000C</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>CTP 1230C</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CTP 2610</td>
<td>PHP/MySQL Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2811C</td>
<td>SQL Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>CSE 1014</td>
<td>Project Planning and Documentation</td>
<td>4</td>
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<tr>
<td>ISM 2202C</td>
<td>Business Intelligence Reporting</td>
<td>3</td>
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</tbody>
</table>

### Total AS Degree Credits

90*

### IP Telephony

#### Career Opportunities:
- Network Administrator with VoIP

#### Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to support and coordinate technology and communication hardware. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CET 2623C</td>
<td>Quality of Service (QoS)</td>
<td>3</td>
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<td>CET 2629</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>CET 2675C</td>
<td>IP Telephony</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2911</td>
<td>Information Technology Capstone</td>
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<tr>
<td>CTP 1230C</td>
<td>Networking Fundamentals</td>
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<td>CTP 1438</td>
<td>Technology’s Role in the 21st Century</td>
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<td>CIS 1300C</td>
<td>Microsoft Windows Workstations</td>
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<tr>
<td>CTP 1632C</td>
<td>Voice Over IP Fundamentals</td>
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<tr>
<td>CTP 1676</td>
<td>Fundamentals of PC Hardware and Software</td>
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</tr>
<tr>
<td>CTS 2383C</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CSE 1014</td>
<td>Project Planning and Documentation</td>
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</tr>
</tbody>
</table>

### Total AS Degree Credits

90*

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

- Students must complete the junior seminar 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 STEP placement exam or by successful completion of Foundation Courses.
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. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business’s network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CET 2629</td>
<td>Cisco Networking Fundamentals and Routing</td>
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<tr>
<td>CET 2810C</td>
<td>Microsoft Exchange Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2911</td>
<td>Information Technology Capstone</td>
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<tr>
<td>CNT 1000C</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>COT 1438</td>
<td>Technology’s Role in the 21st Century</td>
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<tr>
<td>CTS 1300C</td>
<td>Microsoft Windows Workstations</td>
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<tr>
<td>CTS 1776</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2383C</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1014</td>
<td>Project Planning and Documentation</td>
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</tr>
<tr>
<td>TOTAL AS DEGREE CREDITS</td>
<td></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>

Network Security

Career Opportunities:
- Network Security Specialist

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know techniques used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CET 2629</td>
<td>Cisco Networking Fundamentals and Routing</td>
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<tr>
<td>CET 2660C</td>
<td>Networking Security</td>
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<td>CNT 1000C</td>
<td>Networking Fundamentals</td>
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</tr>
<tr>
<td>COT 1438</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>CTS 1300C</td>
<td>Microsoft Windows Workstations</td>
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</tr>
<tr>
<td>CTS 1776</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2383C</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1014</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>ISM 2321</td>
<td>Managing Information Security</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL AS DEGREE CREDITS</td>
<td></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>

Web Programming

Career Opportunities:
- Web Developer

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know a variety of interactive tools and technologies to build robust web applications and user-friendly web interfaces, and they possess a comprehensive skill set in web programming, project management, and website creation. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CGS 1545</td>
<td>Relational Databases</td>
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<tr>
<td>CGS 1820C</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 1176</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP 1801</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>COP 2004</td>
<td>PERL/CIL</td>
<td>3</td>
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<tr>
<td>COP 2250</td>
<td>Java I</td>
<td>3</td>
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<tr>
<td>COP 2323</td>
<td>Object-Oriented Programming</td>
<td>3</td>
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<tr>
<td>COP 2333</td>
<td>Advanced Visual Basic</td>
<td>3</td>
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<tr>
<td>COP 2842</td>
<td>PHP/MySQL</td>
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<tr>
<td>COP 2890</td>
<td>Web Programming Capstone</td>
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<tr>
<td>GRA 1722C</td>
<td>Introduction to Web Design Software</td>
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<tr>
<td>TOTAL AS DEGREE CREDITS</td>
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</tbody>
</table>

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

**Career Opportunities:**
- Graphic Designer
- Print and Digital Designer
- Website Designer

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

**Digital Design and Animation Specialization**

**Objective:**
Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking and communication.

**Diploma Courses**
- ART 1309C Drawing Design and Art Theory 3
- CGS 1586C Introduction to Computer Graphics 3
- CGS 1883C Fundamentals of Web Authoring and Design 3
- COM 1002 Introduction to Communication 4
- COM 1007 Professional Communication 4
- COT 1438 Technology’s Role in the 21st Century 2
- DIG 1109C Introduction to Multimedia Design 3
- DIG 1280C Audio/Video Editing 3
- DIG 1302C Introduction to 3D Arts and Animation 3
- DIG 1303C 3-Dimensional Animation 3
- DIG 1500C Digital Media Assembly 3
- DIG 1520C Digital Media Production 3
- DIG 2620C Multimedia Technologies 3
- ENC 1001 Career Development 2
- ENC 1101 English Composition 4
- GEB 1011 Introduction to Business 4
- GEB 1014 Project Planning and Documentation 4
- GEB 2444 Internet Business Models and E-Commerce 4
- GRA 1121C Digital Publishing 3
- GRA 1206C Typography 3
- GRA 1741C Color Theory and Techniques 3
- MAT 1031 College Algebra 4

**TOTAL DIPLOMA CREDITS** 71*

### Web Design Specialization

**Objective:**
Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving video and audio assets. Graduates value critical thinking and communication.

**Diploma Courses**
- CGS 1883C Fundamentals of Web Authoring and Design 3
- CGS 1586C Introduction to Computer Graphics 3
- COM 1002 Introduction to Communication 4
- COM 1007 Professional Communication 4
- COT 1438 Technology’s Role in the 21st Century 2
- CTS 2804C Networking and Internet Technologies 3
- CTS 2857C Server Side Scripting 3
- DIG 1109C Introduction to Multimedia Design 3
- DIG 1280C Audio/Video Editing 3
- DIG 1300C Digital Media Assembly 3
- DIG 1520C Digital Media Production 3
- DIG 2620C Multimedia Technologies 3
- ENC 1001 Career Development 2
- ENC 1101 English Composition 4
- GEB 1011 Introduction to Business 4
- GEB 1014 Project Planning and Documentation 4
- GEB 2444 Internet Business Models and E-Commerce 4
- GRA 1121C Digital Publishing 3
- GRA 1206C Typography 3
- GRA 1741C Color Theory and Techniques 3
- MAT 1031 College Algebra 4

**TOTAL DIPLOMA CREDITS** 71*

### AS Degree

**Career Opportunities:**
- Graphic Designer
- Graphic Artist & Interactive Media Developer
- 3D Character Modeler
- Interactive Multimedia Specialist
- Website Designer

**Objective:**
Graduates of this program know basic theories of visual and interactive media design, project management, and portfolio development. They understand business and can apply this understanding to multimedia projects. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

**In addition to all Diploma Courses**

**General Education Courses**
- Humanities (*Required, Select 1 additional course) 8
- ART 1204 Art Appreciation* 4
- Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

**Total additional general education credits** 20

**See page 40 for General Education Course Selections.**

**Additional Major and Core Course**

**Digital Design and Animation Specialization**
- DIG 2950 Multimedia Portfolio Development 2

**TOTAL AS DEGREE CREDITS** 93*

**Web Design Specialization**
- DIG 2950 Multimedia Portfolio Development 2

**TOTAL AS DEGREE CREDITS** 93*

*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 the quarter in which they finish the diploma 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 either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.*
ACCOUNTING • Certificate • Diploma

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.

Foundation Courses
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

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

TOTAL CERTIFICATE CREDITS 39*

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

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 critical thinking, communication, and the ability to relate accounting concepts to the world around them.

In addition to all Certificate Courses

Diploma Courses
- ACG 2680 Financial Investigation 4
- ACG 2930 Accounting Capstone 2
- BUL 2241 Business Law 4
- COM 1002 Introduction to Communication 4
- ENC 1101 English Composition 4
- FIN 1202 Financial Markets and Institutions 4
- MAN 2062 Business Ethics 4
- MAR 2021 Principles of Marketing 4
- MAT 1031 College Algebra 4

TOTAL DIPLOMA CREDITS 73*

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 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 STEP 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.
BUSINESS • Certificate • Diploma
• Business Administration • Call Center Management • Child Development
• Entrepreneurship • Human Resources • Internet Marketing • Marketing and Sales

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 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 critical thinking, communication, and lifelong learning.

In addition to all Certificate Courses

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 critical thinking, communication, and lifelong learning.

In addition to all Certificate Courses

Diploma Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 1002</td>
<td>Introduction to Communication</td>
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<tr>
<td>ENC 1101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>FIN 1000</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>GEB 2930</td>
<td>Business Capstone</td>
<td>2</td>
</tr>
<tr>
<td>MAN 1300</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1031</td>
<td>College Algebra</td>
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</tr>
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</table>

Business Administration Specialization
(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACG 2062C</td>
<td>Computer Focused Principles</td>
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</tr>
<tr>
<td>APA 1500</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2511</td>
<td>Excel</td>
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</tr>
<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
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</table>

TOTAL DIPLOMA CREDITS 73*

Call Center Management Specialization
(students will complete these additional courses)

<table>
<thead>
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<th>Course</th>
<th>Title</th>
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<td>MNA 2134</td>
<td>Call Center Customer Service Representative Skills</td>
<td>4</td>
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<tr>
<td>MNA 2137</td>
<td>Call Center Strategic Leadership</td>
<td>4</td>
</tr>
<tr>
<td>MNA 2138</td>
<td>Call Center Operations Management</td>
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</tr>
<tr>
<td>MNA 2139</td>
<td>Call Center Labor Force Management</td>
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TOTAL DIPLOMA CREDITS 75*

Human Resources Specialization
(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GEB 2240</td>
<td>Entrepreneurial Product and Service Planning</td>
<td>4</td>
</tr>
<tr>
<td>GEB 2244</td>
<td>Entrepreneurial Finance: Capitalization for the Entrepreneur</td>
<td>4</td>
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</table>

TOTAL DIPLOMA CREDITS 71*

Marketing and Sales Specialization
(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ADV 2000</td>
<td>Principles of Advertising</td>
<td>4</td>
</tr>
<tr>
<td>GEB 2444</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
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<tr>
<td>MAR 1410</td>
<td>Sales Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MAR 2230</td>
<td>Principles of Retailing</td>
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TOTAL DIPLOMA CREDITS 75*

Certificate Courses

<table>
<thead>
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<th>Title</th>
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</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>
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Certificate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<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>
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<tr>
<td>BIL 2241</td>
<td>Business Law</td>
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<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>
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<tr>
<td>E 242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
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<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 2062</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>4</td>
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</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 the quarter they are scheduled for the E242 Career Development course.

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
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</table>

Certificate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 1022</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 75*

In addition to all Certificate Courses

Call Center Management Specialization
(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>MNA 2134</td>
<td>Call Center Customer Service Representative Skills</td>
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<tr>
<td>MNA 2137</td>
<td>Call Center Strategic Leadership</td>
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<tr>
<td>MNA 2138</td>
<td>Call Center Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>MNA 2139</td>
<td>Call Center Labor Force Management</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 75*

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 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 STEP placement exam or by successful completion of Foundation Courses.

School of Business Mission Statement

The Rasmussen 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.
MEDICAL BILLING AND CODING • Certificate • Diploma

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 principals, 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 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

Certificate Courses
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 2000 Introduction to Health Information Management 4
HIM 2272C Medical Insurance and Billing 3
HIM 2410 Health Information Law and Ethics 4
HIM 2940 Medical Coding Practicum 1
HSC 1531 Medical Terminology 4
MEA 2203 Pathophysiology 5
PHA 1500 Structure and Function of the Human Body 4

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.

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 principals, 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 critical thinking, communication, ethical and professional behavior in the workplace and the confidentiality of patient information.

In addition to all Certificate Courses

Diploma Courses
COM 1002 Introduction to Communication 4
ENC 1101 English Composition 4
MAT 1031 College Algebra 4
MEA 1243 Pharmacology for the Allied Health Professional 4

TOTAL DIPLOMA CREDITS 56*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
• Students must complete the sophomore seminar 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 STEP placement exam or by successful completion of Foundation Courses.
CRIMINAL JUSTICE • Certificate • Diploma
• Corrections • Homeland Security • Law Enforcement • Psychology

Certificate

Career Opportunities:
• Security Professional

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 critical thinking, communication, and integrity in the criminal justice system.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Certificate Courses
CCJ 1000 Introduction to Criminal Justice 4
CCJ 1153 Criminology: Motives for Criminal Deviance 4
CCJ 2053 Ethics in Criminal Justice 4
CCJ 2685 Domestic Violence 4
CGS 1240 Computer Applications and Business Systems Concepts 3
CJC 1000 Introduction to Corrections 4
CJE 1006 Policing in America 4
CJR 1381 Criminal Law and Procedures: Crime and the Courtroom 4
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
ENC 1101 English Composition 4

TOTAL CERTIFICATE CREDITS 39*

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

• Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.

Diploma

Career Opportunities:
• Security Professional
• Corrections Specialist

Objective:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system.

In addition to all Certificate Courses

Corrections Specialization
(students will complete these additional courses)
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
CJC 1233 Drugs and Crime 4
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
MAT 1031 College Algebra 4
PSY 1012 General Psychology 4

TOTAL DIPLOMA CREDITS 71*

Homeland Security Specialization
(students will complete these additional courses)
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CJE 1233 Drugs and Crime 4
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
DSC 1003 Introduction to Homeland Security 4
DSC 2005 Terrorism 4
DSC 2011 Security Challenges 4
MAT 1031 College Algebra 4
PSY 1012 General Psychology 4

TOTAL DIPLOMA CREDITS 71*

Law Enforcement Specialization
(students will complete these additional courses)
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CJE 1251 Crime Scene to Conviction: Critical Skills in Documentation 4
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
CJE 2380 Legal Code for Law Enforcement 4
CJE 2702 Practical Psychology for Law Enforcement 4
MAT 1031 College Algebra 4
PSY 1012 General Psychology 4

TOTAL DIPLOMA CREDITS 71*

Psychology Specialization
(students will complete these additional courses)
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CJE 1233 Drugs and Crime 4
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
HUS 2520 Abnormal Psychology 4
HUS 2540 Community Psychology 4
MAT 1031 College Algebra 4
PSY 1012 General Psychology 4

TOTAL DIPLOMA CREDITS 71*

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 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 STEP placement exam or by successful completion of Foundation Courses.

TOTAL DIPLOMA CREDITS 71*

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 the quarter they are scheduled for the E242 Career Development course.
SOFTWARE APPLICATION DEVELOPMENT Certificate

Certificate

Career Opportunities:
- Programmer Analyst
- Applications Developer
- Business Systems Analyst
- Software Developer

Objective:
Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA 1202</td>
<td>Foundations of Software Design</td>
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<tr>
<td>CDA 2110</td>
<td>Introduction to Computer Systems</td>
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<tr>
<td>CEN 1400</td>
<td>Mobile Application Development</td>
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<tr>
<td>CGS 1545</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 1224</td>
<td>Programming I</td>
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<tr>
<td>COP 2224</td>
<td>Programming II</td>
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</tr>
<tr>
<td>COP 2290</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2323</td>
<td>Object-Oriented Programming</td>
<td>3</td>
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<tr>
<td>COT 1202</td>
<td>Discrete Structures for Computer Science</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>MAC 1106</td>
<td>Advanced Algebra</td>
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</table>

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 the quarter they are scheduled for the E242 Career Development course.

Entrance requirements for Software Application Development 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 each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.
SCHOOL OF TECHNOLOGY AND DESIGN

INFORMATION SYSTEMS MANAGEMENT
Certificate • Diploma

- Computer Information Technology • Computer Information Technology with Multimedia
- Database Administration • Network Administration • Network Security • Web Programming

Computer Information Technology
- Certificate

Career Opportunities:
- Computer Support Specialist
- Computer Application Support Specialist

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support.

Foundation Courses
B099  Reading and Writing Strategies  4
B099  Foundations of Math  4

Certificate Courses
CGS 1240  Computer Applications and Business Systems Concepts  3
CGS 1821  Introduction to Website Design  3
CIS 1308  Logic and Troubleshooting  4
CTS 217C  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  3
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 the quarter 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 STEP placement exam or by successful completion of Foundation Courses.

Computer Information Technology
- Diploma

Career Opportunities:
- Computer Support Specialist
- Computer Application Support Specialist

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

Foundation Courses
B090  Reading and Writing Strategies  4
B099  Foundations of Math  4

Diploma Courses
CGS 1240  Computer Applications and Business Systems Concepts  3
CGS 1821  Introduction to Website Design  3
CGS 2051  Advanced Website Design  3
CGS 217C  Professional Presentations  3
CGS 2303C  Microsoft Windows Server  3
CGS 2401C  Access  3
CGS 2511  Excel  3
E242  Career Development  2
ENC 1101  English Composition  4
GEB 1011  Introduction to Business  4
GEB 2444  Internet Business Models and E-Commerce  4
MAT 1031  College Algebra  3
MNA 1161  Customer Service  3
OST 1764C  Word for Windows  3

TOTAL DIPLOMA CREDITS  71*

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 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 STEP placement exam or by successful completion of Foundation Courses.
### Database Administration • Diploma

**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 know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database. Graduates value critical thinking, communication, and business and professional skills.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

**Diploma Courses**
- CAP 2134 Database Security 4
- CGS 1545 Relational Databases 3
- CIS 1110 Operating Systems Fundamentals 4
- CIS 1308 Logic and Troubleshooting 4
- CIS 2911 Information Technology Capstone 2
- COM 100T Professional Communication 4
- COP 1000 Fundamentals of Programming 3
- COP 1176 Introduction to Visual Basic 3
- COP 2610 PHP/MySQL Administration 4
- CIS 2911 Information Technology Capstone 2
- E242 Career Development 2
- ENC 1101 English Composition 4
- GEB 1011 Introduction to Business 4
- MAN 2062 Business Ethics 4
- MAT 1031 College Algebra 4
- MNA 1161 Customer Service 4

**TOTAL DIPLOMA CREDITS 66**

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### Network Security • Diploma

**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 used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

**Diploma Courses**
- CET 2629 Cisco Networking Fundamentals and Routing 3
- CET 2660 Network Security 3
- CGS 1240 Computer Applications and Business Systems Concepts 3
- CIS 1308 Logic and Troubleshooting 4
- CIS 2911 Information Technology Capstone 2
- MAN 2062 Business Ethics 4
- MAT 1031 College Algebra 4
- MNA 1161 Customer Service 4

**TOTAL DIPLOMA CREDITS 66**

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### Web Programming • Diploma

**Career Opportunities:** Web Developer

**Objective:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know a variety of interactive tools and technologies to build robust web applications and user-friendly web interfaces, and they possess a comprehensive skill set in web programming, project management, and website creation. Graduates value critical thinking, communication, and business and professional skills.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

**Diploma Courses**
- CGS 1240 Computer Applications and Business Systems Concepts 3
- CGS 1545 Relational Databases 3
- CGS 1820C Introduction to HTML 3
- CIS 1308 Logic and Troubleshooting 4
- COM 100T Professional Communication 4
- COP 1000 Fundamentals of Programming 3
- COP 1176 Introduction to Visual Basic 3
- COP 1801 Javascript 3
- COP 2004 PERL/CGI 3
- COP 2250 Java I 3
- COP 2323 Object-Oriented Programming 3
- COP 2333 Advanced Visual Basic 3
- COP 2842 PHP/MySQL 3
- COP 2890 Web Programming Capstone 2
- E242 Career Development 2
- ENC 1101 English Composition 4
- GEB 1011 Introduction to Business 4
- MAT 1031 College Algebra 4
- MNA 1161 Customer Service 4

**TOTAL DIPLOMA CREDITS 68**

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

* Students must complete the sophomore seminar 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 STEP placement exam or by successful completion of Foundation Courses.
### General Education Course Selections

#### All BS and AS Degree Programs (Except Computer Science BS, Software Application AS, and Nursing AS Program)

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition</strong></td>
<td><strong>Communication</strong></td>
</tr>
<tr>
<td>ENC 1101 English Composition</td>
<td>ENC 3311 Advanced Composition</td>
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<tr>
<td><strong>Humanities</strong></td>
<td><strong>Mathematics</strong></td>
</tr>
<tr>
<td>ART 1204 Art Appreciation</td>
<td>MAC 1106 Advanced Algebra*</td>
</tr>
<tr>
<td>CRW 2001 Creative Writing</td>
<td>MAD 2112 Introduction to Discrete Mathematics*</td>
</tr>
<tr>
<td>ENC 2102 Writing About Literature</td>
<td><strong>Social Sciences</strong></td>
</tr>
<tr>
<td>FIL 2000 Film Appreciation</td>
<td><strong>Natural Sciences</strong></td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>ASP 2002 Introduction to Astronomy</td>
</tr>
<tr>
<td>MAT 1031 College Algebra</td>
<td>BSC 2020C Introduction to Human Biology</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
<td>GLY 1000 Introduction to Geology</td>
</tr>
<tr>
<td>AMH 2030 United States History: 1900 to the Present</td>
<td>PHA 1500 Structure and Function of the Human Body</td>
</tr>
<tr>
<td>AMH 2070 Florida History</td>
<td>ZOO 1206 Introduction to Zoology</td>
</tr>
<tr>
<td>ECO 1000 Principles of Economics</td>
<td><strong>Upper Division</strong></td>
</tr>
<tr>
<td>ECO 2023 Microeconomics</td>
<td><strong>Communication</strong></td>
</tr>
<tr>
<td>GEA 1000 Microeconomics</td>
<td>ENC 3311 Advanced Composition</td>
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<tr>
<td>GEA 1010 Human Geography</td>
<td><strong>Humanities</strong></td>
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<tr>
<td>PSY 1012 General Psychology</td>
<td>SYO 4180 Work and Family</td>
</tr>
<tr>
<td>SYG 1000 Introduction to Sociology</td>
<td>See specific course requirements on program pages.</td>
</tr>
</tbody>
</table>

#### Computer Science BS Degree and Software Application Development AS Degree

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition</strong></td>
<td><strong>Communication</strong></td>
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<tr>
<td>ENC 1101 English Composition</td>
<td>ENC 3311 Advanced Composition</td>
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<td><strong>Mathematics</strong></td>
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<tr>
<td>ART 1204 Art Appreciation</td>
<td>MAC 1106 Advanced Algebra*</td>
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<td>CRW 2001 Creative Writing</td>
<td>MAD 2112 Introduction to Discrete Mathematics*</td>
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<td><strong>Natural Sciences</strong></td>
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<tr>
<td><strong>Math</strong></td>
<td>ASP 2002 Introduction to Astronomy</td>
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<tr>
<td>MAT 1031 College Algebra</td>
<td>BSC 2020C Introduction to Human Biology</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
<td>GLY 1000 Introduction to Geology</td>
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<td>AMH 2030 United States History: 1900 to the Present</td>
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<td><strong>Upper Division</strong></td>
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<tr>
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<td><strong>Communication</strong></td>
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<tr>
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<td>ENC 3311 Advanced Composition</td>
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<tr>
<td>GEA 1010 Human Geography</td>
<td><strong>Humanities</strong></td>
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<td>PSY 1012 General Psychology</td>
<td>SYO 4180 Work and Family</td>
</tr>
<tr>
<td>SYG 1000 Introduction to Sociology</td>
<td>See specific course requirements on program pages.</td>
</tr>
</tbody>
</table>

*Required courses.

### General Education Course Selections

#### Professional Nursing AS Degree Program

<table>
<thead>
<tr>
<th>English Composition</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition</td>
<td>COM 1002 Introduction to Communication</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td><strong>Humanities</strong></td>
</tr>
<tr>
<td>ART 1204 Art Appreciation</td>
<td>ART 1204 Art Appreciation</td>
</tr>
<tr>
<td>CRW 2001 Creative Writing</td>
<td>CRW 2001 Creative Writing</td>
</tr>
<tr>
<td>ENC 2102 Writing About Literature</td>
<td>ENC 2102 Writing About Literature</td>
</tr>
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<td>FIL 2000 Film Appreciation</td>
<td>FIL 2000 Film Appreciation</td>
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<tr>
<td><strong>Math</strong></td>
<td><strong>Math</strong></td>
</tr>
<tr>
<td>MAT 1031 College Algebra</td>
<td>MAT 1031 College Algebra</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
<td><strong>Social Sciences</strong></td>
</tr>
<tr>
<td>AMH 2030 United States History: 1900 to the Present</td>
<td>AMH 2030 United States History: 1900 to the Present</td>
</tr>
<tr>
<td>AMH 2070 Florida History</td>
<td>AMH 2070 Florida History</td>
</tr>
<tr>
<td>ECO 1000 Principles of Economics</td>
<td>ECO 1000 Principles of Economics</td>
</tr>
<tr>
<td>ECO 2023 Microeconomics</td>
<td>ECO 2023 Microeconomics</td>
</tr>
<tr>
<td>GEA 1000 Human Geography</td>
<td>GEA 1000 Human Geography</td>
</tr>
<tr>
<td>PSY 1012 General Psychology</td>
<td>PSY 1012 General Psychology</td>
</tr>
<tr>
<td>SYG 1000 Introduction to Sociology</td>
<td>SYG 1000 Introduction to Sociology</td>
</tr>
</tbody>
</table>

See specific course requirements on program pages.
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. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

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

Example of Course Identifier

Prefix: ENC

<table>
<thead>
<tr>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### General Rule for Course Equivalencies

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

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC 101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” “1” represents “Freshman Composition,” “0” represents “Freshman Composition Skills,” and the “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, 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. Equivalences are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at 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 student. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

### Authority for Acceptance of Equivalent Courses

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

### Exceptions to the General Rule for Equivalency

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

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the __900-999__ series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
D. College preparatory and vocational preparatory courses.
E. Graduate courses.
F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.

G. Courses not offered by the receiving institution.

### Courses at Non-Regionally Accredited Institutions

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

### Troubleshooting and Technical Support

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.

### Course Descriptions

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 comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

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

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

- **IMT 151 Introduction to Medical Theories and Techniques**

The first three characters of the code are an alphanumeric acronym representing the title of the course.

In the example, “IMT” represents “Introduction to Medical Theories and Techniques.”

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

1. Designates courses generally offered during the student’s first year of study.
2. Designates courses generally offered during the student’s second year of study.
4. Represent Accounting courses.
5. Represent Computer Science courses.
6. Represent Management courses.
7. Represent Medical courses.
8. Not currently used.
9. Represent General Education courses.

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

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

1. Indicates that the course is the first course within a group or series.
2. Represents additional courses within a series or group of courses, but does not necessarily imply a sequence within the series or group. That is, these courses may or may not require a prerequisite.
3. Indicates an individual course.
4. Indicates an individual course.

In the example, the final digit “1” indicates that this course is a stand-alone course.

### Course Descriptions

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

An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student’s ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.
A course is a study of the internal audit principles, practices, and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.

Prerequisite: Advanced Auditing Concepts and Standards

ACG 4931 Accounting Capstone II
40 hours, 4 credits

This course is a study of the internal audit principles, practices, and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.

Prerequisite: Advanced Auditing Concepts and Standards
AMH 3304 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role of Hollywood films played in the popular culture will be examined.
Prerequisite: none

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

AML 4453 Studies in American Literature and Culture
40 hours, 4 credits
A variable topics course examining issues, movements, forms or themes that cross traditional period boundaries. Topics may include the city and the country in American literature, the body and technology, American regionalisms, the Pragmatist tradition, and nature and eco-criticism in American letters.
Prerequisite: Introduction to Literature

AML 4680 Literature of American Minorities
40 hours, 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, sexuality/sensual 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. This course also introduces 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 1309 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, lighting, perspective, figure drawing and historical studies.
Prerequisite: Color Theory & Techniques

ART 3332 Figure Drawing
60 hours, 4 credits
Figure Drawing will emphasize the traditional and realistic approaches used to draw the human figure accurately. There will be an emphasis on gesture, proportions and 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

BO90 Reading and Writing Strategies
40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending college-level texts.
Prerequisite: Placement determined by placement test score

BO99 Foundations of English II
40 hours, 4 credits
This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.
Prerequisite: Placement determined by placement test score

BO99 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, percents.
Prerequisite: Placement determined by placement test score

BSC 2087C Human Anatomy and Physiology I
80 hours, 5 credits
A study of the structure and function of the human body. A body-based approach to learning will include the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems. Students will complete laboratory exercises coordinated with course content and will include microscopic observation, experimentation, dissection activities and study of anatomical models.
Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

BSC 2089C Human Anatomy and Physiology II
80 hours, 5 credits
This course is a continuation of the study of human anatomy and physiology begun in Human Anatomy and Physiology I. The digestive, endocrine, lymphatic and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.
Prerequisite: Human Anatomy and Physiology I

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

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

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

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

CCJ 1000 Introduction to Criminal Justice
40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, the interactions and relationships, and the role of each in the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system. For residential only, this course includes a fieldwork assignment.
Prerequisite: none

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

CAP 2732C Graphics Development with DirectX
60 hours, 4 credits
During this course the fundamentals of DirectX are examined and backed up by a solid foundation in software engineering practices. The student will gain a professional game developer understanding of how DirectX (the current version) works. The student will also be able to deliver a programming knowledge of DirectX and will have a practical, Software Engineering approach to creating software.
Prerequisites: Math for Game and Simulation Production II, Data Structures

CAP 3051 Graphics Development with OpenGL
60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphics and their relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGl system. Much of this involves solving to problems such as how we represent light, model the way objects reflect light, and the path that light takes as it reflects through the scene.
Prerequisite: Programming II

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

CCI 1000 Introduction to Criminal Justice
40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, the interactions and relationships, and the role of each in the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system. For residential only, this course includes a fieldwork assignment.
Prerequisite: none

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

Designated Education courses
Designated Health Sciences, Practical Nursing, and Technology courses
Designated Design and Professional Nursing courses

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

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

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

CCJ 2930 Contemporary Issues in Criminal Justice Capstone 40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice, students must be enrolled in the Criminal Justice program and in their last or second to last quarter.
Co-requisite: Sophomore Seminar.

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

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

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

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

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

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

CCJ 3706 Statistics in Criminal Justice 40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCRC and NCVS data sets.
Prerequisite: College Math Course

CCJ 4039 Criminal Justice Senior Thesis 40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.
Prerequisite: Criminal Justice Seminar. Students should be in their last or second-to-last quarter.

CCJ 4192 Criminal Justice Internship 250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences.
Pre-requisite: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter.

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

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

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

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

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

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

CCJ 4931 Critical Issues in Criminal Justice 40 hours, 4 credits
This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security.
Prerequisite: Contemporary Issues in Criminal Justice Capstone

CDA 1202 Foundations of Software Design 40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisite: none

CDA 2010 Introduction to Computer Systems 40 hours, 4 credits
This course is an introduction to the study of software control over the various hardware components of a computer’s architecture – the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, computer organization and computing language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.
Prerequisite: Foundations of Software Design

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

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

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

CEN 1400 Mobile Application Development 40 hours, 3 credits
In this course, we understand the development cycle of a mobile application for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites for mobile marketplace commerce systems where apps, games, and music can be deployed. Instruction will focus on mobile application best practices for ease and efficiency of program development.
Prerequisite: Java I

CEN 3210 Database Systems Design 50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relationships and tables as well as how to modify the relationship 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: Database Design and SQL.
### COURSE DESCRIPTIONS

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

**CEN 4310 Software Systems Principles**
40 hours, 3 credits
This course provides an historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parse trees. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process creation, process scheduling, and communication, and API services. The design and development of programs using dedicated OS features is also considered.
Prerequisite: Introduction to Computer Systems

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

**CEN 4110 Engineering Virtual Worlds**
40 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

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

**CET 2623 Quality of Service (QoS)**
40 hours, 3 credits
This course will look at how Quality of Service can affect not only IP-based applications running on a network but also general network performance. Various tools and procedures are introduced in this course for dealing with congestion, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be attention paid to the topic of QoS on the LAN, and why it is an important topic to consider and review for overall network performance.
Prerequisite: IP Telephony

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

**CET 2660C Networking Security**
40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Networking Fundamentals

**CET 2675C IP Telephony**
40 hours, 3 credits
This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in different network configurations and environments. In this first of a two course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony.
Prerequisite: Voice Over IP Fundamentals

**CET 2810C Microsoft Exchange Server**
40 hours, 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory

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

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

**CIS 1586C Introduction to Computer Graphics**
40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: none

**CIS 1820C Introduction to HTML**
40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML conforming to XML and HTML coding standards. The course is a 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 hours, 3 credits
Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.
Prerequisite: Computer Applications and Business Systems Concepts

**CIS 1883C Fundamentals of Web Authoring and Design**
40 hours, 3 credits
This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating webpages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation — adding interactivity, color use, file management and formats, testing, publishing, and publicizing are addressed.
Prerequisite: Introduction to Multimedia Design

**CIS 2640C Advanced Website Design**
40 hours, 3 credits
Students learn how to use web publishing tools most often by professional designers. Topics include advanced techniques for the design, layout, and authorship of web pages.
Prerequisite: Introduction to Website Design

**CIS 1110 Operating Systems Fundamentals**
60 hours, 4 credits
Students are introduced to the principles of various types of modern computer 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

**CIS 1308 Logic and Troubleshooting**
40 hours, 4 credits
This course gives students a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logic, students develop computer puzzle-solving exercises and activities that illustrate effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply logical reasoning in order to anticipate potential failure concerns. By the end of the course, students will be prepared to deal with crashes, system hangs, boot errors, and other software issues.
Prerequisite: none

**CIS 1309 Computer Forensics**
40 hours, 4 credits
This course introduces students to the principles of fundamental computer 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

**CIS 3191 Introduction to Computer Programming**
40 hours, 2 credits
This course summarizes key learning throughout the student’s career. 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 the student’s last quarter.
Co-requisite: Freshman Seminar

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

**CIS 4362C Network Security and Cryptography**
40 hours, 3 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, internet privacy and public key infrastructure.
Prerequisites: Computer Applications and Business Systems Concepts, Networking Fundamentals for Business Professionals

**CIS 4385C Computer Forensics**
40 hours 3 credits
This course examines computer literacy and C.L. Legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are addressed.
Prerequisites: Computer Applications and Business Systems Concepts

**CJC 1000 Introduction to Corrections**
40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of rehabilitation and incapacitation are examined.
Prerequisite: Introduction to Criminal Justice

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

**CJC 2300 Legal Principles in Corrections**
40 hours, 4 credits
Students will examine constitutional amendments and regulations concerning management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections
CJE 1670 Introduction to Forensic Science 40 hours, 4 credits
A course designed to familiarize students with the application of science to criminal and civil law. Students will examine the five basic services that a forensic laboratory provides: the analysis of evidence and their collection and presentation of all types of evidence.
Prerequisite: Introduction to Criminal Justice
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
CJE 2380 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations such as juveniles and domestic-violence victims.
Prerequisite: Policing in America
CJE 2561 Introduction to Investigations 40 hours, 4 credits
Students will become familiar with the fundamentals of criminal investigation, including the process and responsibilities of investigators. They will examine property and person-to-person crimes, with a special focus on writing skills and the management of an investigation.
Prerequisite: Criminal Law and Procedures
CJE 2702 Practical Psychology for Law Enforcement 40 hours, 4 credits
Students will learn the process and function of securing and working a crime scene. They will become familiar with different types of evidence, including trace, biological, and impression evidence. They will examine the proper collection and documentation of evidence from a crime scene.
Prerequisite: Introduction to Forensic Science
CJE 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
CJL 1381 Criminal Law and Procedures: Crime and the Courtroom 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 crime.
Prerequisites: Introduction to Corrections, Policing in America, Research Methods in Criminal Justice
CJL 2070 Legal Principles in Corrections 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections
CJL 3131 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.
Prerequisites: Criminal Law and Procedures: Crime and the Courtroom
CJE 1764 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 criminology, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law
CJE 4176 Crimes Across Borders 40 hours, 4 credits
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.
Prerequisites: Introduction to Criminal Justice, Research Methods in Criminal Justice
CJE 3579 Forensic Scene Analysis 40 hours, 4 credits
Students will learn the process and function of securing and working a crime scene. They will become familiar with different types of evidence, including trace, biological, and impression evidence. They will examine the proper collection and documentation of evidence from a crime scene.
Prerequisite: Introduction to Forensic Science
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 criminology, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law
CJE 4176 Crimes Across Borders 40 hours, 4 credits
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.
Prerequisites: Introduction to Criminal Justice, Research Methods in Criminal Justice
CJL 1381 Criminal Law and Procedures: Crime and the Courtroom 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 crime.
Prerequisites: Introduction to Corrections, Policing in America, Research Methods in Criminal Justice
CJL 2070 Legal Principles in Corrections 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections
CJL 3131 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.
Prerequisites: Criminal Law and Procedures: Crime and the Courtroom
CJE 1560 Criminal Investigations 40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law
CIE 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
CJE 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, program evaluations, and “what works” in both social-service and criminal-justice systems.
Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Domestic Violence
CJE 4164 Community Corrections 40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections
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. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice
CJE 1233 Drugs and Crime 40 hours, 4 credits
This course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and other drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
CJE 1251 Crime Scene to Conviction: Critical Skills in Documentation 40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Policing in America
CJT 3004 Criminal Justice Systems Concepts 50 hours, 4 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.
Prerequisite: Operating Systems Design
COM 1002 Introduction to Communication 40 hours, 4 credits
The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and nonverbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: Passing grade in Reading and Writing Strategies or placement determined by STEP assessment score.
COM 1007 Professional Communication 40 hours, 4 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide-Area Networks and includes law enforcement is accomplished in those environments and how they are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts
CJT 4112 Network Systems Design 50 hours, 4 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide-Area Networks and includes law enforcement is accomplished in those environments and how they are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts
CJT 1000C Networking Fundamentals 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide-Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cable and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting.
Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software
CJT 2020 Network Fundamentals for Business Professionals 40 hours, 3 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.
Prerequisite: Operating Systems Design

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

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

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

**COP 1705 Database Design & SQL**  
40 hours, 3 credits  
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.  
Prerequisites: none

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

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

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

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

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

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

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

**COP 2610 PHP/MySQL Administration**  
40 hours, 3 credits  
Students learn the fundamental areas of two widely used web application database tools, PHP and MySQL for implementing and managing database-driven web applications. Topics include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.  
Prerequisite: SQL Server Administration

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

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

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

**COP 3592 Introduction to Computer Science Concepts**  
40 hours, 3 credits  
Course covers basic computer organization, computer languages and software, language translation and interpretation, object oriented design, object oriented programming, classes, objects, and inheritance, file systems and I/O.  
Prerequisite: Computer Applications and Business Systems Concepts

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

**COP 4555 Programming Languages Principles**  
40 hours, 4 credits  
An introduction to programming language principles, including the history of programming languages, formal models for specifying languages, design goals, run-time structures, and implementation techniques, along with a survey of the principal programming language paradigms.  
Prerequisite: none

**COP 4848 Multiplayer Game Programming**  
40 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 MMORPG situations.  
Prerequisite: Practical Game Development

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

**COT 1458 Technology’s Role in the 21st Century**  
20 hours, 2 credits  
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the uses of technology in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope and application of technology within the context of everyday life.  
Prerequisite: none
COURSE DESCRIPTIONS

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

CTS 2312C Microsoft Windows Active Directory
40 hours, 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this class the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Microsoft Windows Server

CTS 2321 Linux Administration
40 hours, 3 credits
This course is designed for introduction of the Linux operating system. The students will learn to install, configure, maintain, administration, and use programming features of Unix operating system. Students will learn how to download and install source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course materials.
Prerequisite: Fundamentals of PC Hardware and Software

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

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

CTS 2511 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 electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

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

CTS 2811C SQL Server Administration
40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server. 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 2837C Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.
Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

DEP 2004 Human Growth and Development
40 hours, 4 credits
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.
Prerequisite: none

DIG 1100C 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. Preparation 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: none

DIG 1171 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 class are designed to be ideal for practical experience in game development from the pre-production standpoint. In addition, the information provided in this course is intended as a grounding study for any real life application where inspiration must combine with practical knowledge and application to create a makable product.
Prerequisite: Game Design Theory I

DIG 1320C Digital Media Production
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 model 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 1330C 3-Dimensional Animation
40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model 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 1500C Digital Media Assembly
40 hours, 3 credits
This course helps prepare students to take both parts of the Microsoft Certified Technology Specialist exam.
Prerequisite: Introduction to Multimedia Design

DIG 1720C Digital Media Production
40 hours, 3 credits
This course provides students with the practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: Introduction to Multimedia Design

DIG 2620C Multimedia Technologies
40 hours, 3 credits
This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Digital Media Production

DIG 2711 Game Design Theory II
40 hours, 4 credits
This course explores the integration of storytelling and interactive design through the study of different, often conflicting, perspectives on how we tell stories in different media. Students will examine the new ways interactive stories are changing and the impact these changes need to be made as games become part of the library experience.
Prerequisite: Game Design Theory I

DIG 2718 Console Development
60 hours, 4 credits
This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production

DIG 2950C Portfolio Development
20 hours, 2 credits
This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production

DIG 3316 The Study of Animation
60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. The course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: none
**DIG 3318 Flash Animation**
60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Students will learn the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output. Prerequisite: Multimedia Technologies

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

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

**DIG 3331 Digital Photography**
60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also dope 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 3367 3D Content Creation**
60 hours, 4 credits
During this course, students will learn about the primary industry software tools used in the creation of 3D objects and textures. Students will work with industry standard 3D applications in order to create and manipulate two-dimensional texture mapping and three-dimensional models for video game production. Through the use of this software and programming experience a student will be able to bridge the gap between the programming and designer cohorts. Prerequisite: Game Preproduction

**DIG 3457 Portfolio, Package, and Publish**
40 hours, 4 credits
This course focuses on the processes and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation. All students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output. Prerequisite: Multimedia Programming

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

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

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

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

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

**DIG 4323 3D Game Character Creation**
60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Student will engage in the study of character posing and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters. Prerequisite: Polygon Modeling

**DIG 4330 Advanced Applications of Digital and Experimental Art**
60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems. Prerequisite: Advanced Methods of Computer Graphics

**DIG 4355 Digital Effects Creation**
60 hours, 4 credits
This course is an introduction to computer generated fireworks, animation and special effects in film and video as an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters. Prerequisite: Polygon Modeling

**DIG 4352 Storyboard Development for Digital Media**
40 hours, 4 credits
This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing 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 4791 Game Assets**
60 hours, 4 credits
This course is concerned with 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 more. Students will examine architecture design between platforms, object oriented practices for game play, asset management and coding best practices. It also covers area like cross-platform porting and multi-lingual techniques. Prerequisite: Applied Game and Simulation Theory

**DIG 4792 Game Audio Assets**
60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and compressed hardware configurations and loading sounds in ADPCM format. Students will explore play back “one shot” and looping sounds; and stream audio from an external media. 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 is designed to allow the game or simulation student to explore the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics. Prerequisite: Programming II

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

**DIG 4932 Video Game Production Project**
70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation. Prerequisites: Graphic Design with DirectG, Graphics Development with OpenGL, Application of Physics in Game and Simulation Production

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

**DIG 4943 Web Design Project**
60 hours, 4 credits
The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will be a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, concept design, physical design, testing, and implementation. Prerequisite: Multimedia Technologies

**DIG 4951 Animation Graphics Project**
60 hours, 4 credits
This course combines the accumulated knowledge of students in the design, creation and 3D environments. The culmination of this knowledge will be a final 3D Animation project using modeling, texturing and animation techniques. Students are expected to explore various aspects in completing a professional summarative 3D animation project. Prerequisite: The Study of Animation
DSC 1003 Introduction to Homeland Security
40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of homeland security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice

DSC 2005 Terrorism
40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations. The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

DSC 211 Security Challenges
40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

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

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

DSC 4214 Emergency Management
40 hours, 4 credits
This course will examine the role of private and public 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 will be managed and the response and the public will be informed.
Prerequisites: Introduction to Homeland Security, Security Challenges

E170 Introduction to Undergraduate Research
20 hours, 2 credits
In this course, students will use a variety of Rasmussen College library & World Wide Web 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
The course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.
Prerequisite: none

E270 Sophomore Seminar 0 credits
This seminar course challenges students at the end of their sophomore year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.

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

E410 Senior Seminar 0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from a Bachelor’s Degree program.

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

ECC 1202 Early Childhood Education Curriculum and Instruction
40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmental appropriateness 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.
Prerequisites: Foundations of Child Development

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

EEC 1734 Health, Safety, and Nutrition
40 hours, 4 credits
This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour observation in the field of education.
Prerequisites: Foundations of Child Development

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

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

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

EEC 2213 Language and Literacy Acquisition
40 hours, 4 credits
Students will examine how infants, toddlers, 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

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

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

Designated Education courses
Integrated Health Sciences; Practical Nursing, and Technology courses
Designated Design and Professional Nursing courses

Course Descriptions

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Health, Safety, and Nutrition

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition
EEC 2403 Advocating for Children with Special Needs
40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition
EEC 2404 Child and Family Advocacy
40 hours, 4 credits
Students will explore how to 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
EEC 2412 Involving Parents of English Language Learners
40 hours, 4 credits
Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition
EEC 2500 Infant and Toddler Development
40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/ emotional, physical, and cognitive development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition
EEC 2613 Observation and Assessment in Early Childhood Education
40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

Films

FIL 2000 Film Appreciation
40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film. They will learn a critical approach to film and the motion picture industry.
Prerequisites: none
FIN 1000 Principles of Finance
40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting
FIN 1202 Financial Markets and Institutions
40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none
FIN 3400 Corporate Finance
40 hours, 4 credits
A comprehensive study of the implementation and use of theories, applications, and financial tools used by corporations in their operations.
Prerequisites: Financial Accounting I Computer Applications and Business Systems Concepts
GEA 1000 Human Geography
40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prerequisite: none
GEA 3212 Geography of the United States and Canada
40 hours, 4 credits
This course presents a comprehensive study of the physical, economic, and social character of the geographic regions of the US and Canada and their significance in the economic and political affairs of the world.
Prerequisite: none
GBE 1011 Introduction to Business
40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none
GBE 1014 Project Planning and Documentation
40 hours, 4 credits
This course encompasses timelines, deadlines, teambuilding, communication issues and problem solving. The course is 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
Co-requisite: Freshman Seminar

Business

GBE 1112 Introduction to Entrepreneurship
40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through multiple 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
GBE 2600 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 employee compensation and benefits is explored. This 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
GBE 2240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a 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.
Prerequisite: Introduction to Entrepreneurship
GBE 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
GBE 2252 Multicultural Communications for Business
40 hours, 4 credits
This course provides an introduction to the challenges a diverse workforce presents in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating cultural attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.
Prerequisite: none
GBE 2444 Internet Business Models and E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.
Prerequisite: none

Science

Prerequisite: none
Course Descriptions

GEB 2300 Business Capstone
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate's Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone Project. Students have the opportunity to participate in an optional internship/externship program.
Prerequisite: Students must be enrolled in the Business Associate's Degree program and in their last or second-to-last quarter.
Co-requisite: Sophomore Seminar

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 will include an analysis of corporate finance, asset pricing, leverage and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, and as well as other topics. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Financial Accounting II

GEB 4100 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 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 seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: Principles of Management

GEB 4230 Website Development for Business
40 hours, 4 credits
This course teaches students the business strategies and techniques for website design and development. Key areas include usability studies, information architecture design, and working with information technology professionals to develop the website. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Advanced Search Engine Marketing Strategies, Web Analytics

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. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Marketing

GEB 4500 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 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. Private and public law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisites: Business Ethics, Business Law

GEO 1004 Physical Geography
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. Private and public law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisites: Business Ethics, Business Law

GEO 3204 Physical Geography
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. Private and public law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisites: Business Ethics, Business Law

GEO 1004 Physical Geography
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. Private and public law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisites: Business Ethics, Business Law

GEO 3204 Physical Geography
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. Private and public law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisites: Business Ethics, Business Law

HIM 2941 Health Information Practicum
30 hours, 1 credit
This course offers supervised practical experience in an online setting, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor. The practicum offers students experience in coding and applying coding guidelines to a variety of healthcare settings.
Prerequisites: Introduction to Health Information Management

HIM 2510 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies such as Lean and Six Sigma, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.
Prerequisite: Introduction to Health Information Management

HIM 2652 Healthcare Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management, Computer Applications and Business Systems Concepts

HIM 2941 Health Information Practicum
30 hours, 1 credit
This course offers supervised practical experience in an online setting, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor. The practicum offers students experience in coding and applying coding guidelines to a variety of healthcare settings. Students will develop an understanding of HIPAA coding with an emphasis on HIPAA code changes.
Prerequisites: 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 the health information technician and management of health information services. 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 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 intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

HIM 3105 Health Information Management Systems 40 hours, 4 credits
A study of the various, administrative, and specialty service applications used in healthcare organization and is specialized. 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.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

HIM 3202 Data, Information, and File Structures 60 hours, 4 credits
A lab-based environment to apply knowledge of data base architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

HIM 3304 Financial Management of Health Information Services 40 hours, 4 credits
An exploration of healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitalization, and cost containment techniques are introduced.
Prerequisite: none

HIM 3412 Project Management 40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient work flow and appropriate outcomes.
Prerequisite: none

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

HIM 3644 Reimbursement Methodologies 40 hours, 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, case mix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisites: Introduction to Health Information Management, Medical Insurance and Billing, Medical Coding Practicum

HIM 4003 Electronic Data Security 40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Healthcare Information Technologies; Health Information Practicum

HIM 4115 Applied Research in Health Information Management 40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmates and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.
Prerequisites: Healthcare Statistics; Introduction to Healthcare Administration

HIM 4275 Health Information Management Professional Practice Experience 120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The student must find and secure the site by networking early in their program. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site.
Prerequisites: This course must be completed in the 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, U.S. Healthcare Systems

HIM 4482 Health Information Management Capstone 20 Hours, 2 credits
A student-centered experience in the final quarter of the program. Students discuss practicum experiences and present administrative projects. It will include employment readiness and career preparation and study with preparation for the RHIA exam.
Prerequisites: This course must be completed in the final quarter.

HIM 4537 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 Credit
A 30-hour practicum experience that will focus on a non-hospital environment of the students choice. The student must find and secure the site by networking early in their program. The experience will include health information management-shadowing, observation, and/or performance of tasks and must be approved by the instructor.
Prerequisite: Must be completed in the final quarter.

HSA 2010 Marketing and Communication in Healthcare 40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business market, market research techniques, market research concepts, marketing channels, and promotional strategies and techniques.
Prerequisite: none

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.
Prerequisite: none

HSA 3109 Foundations of Managed Care 40 hours, 4 credits
This course is an introduction to the concept of managed care and the theory, issues, and controversy surrounding the managed-care delivery system.
Prerequisite: Introduction to Healthcare Administration

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

HSA 3170 Financial Management of Healthcare Organizations 40 hours, 4 credits
This course is an exploration of the fundamentals of healthcare finances/assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. The development and management of department budgets are discussed and applied. Sources of revenues and expenses commonly found in healthcare will also be explored.
Prerequisites: Introduction to Healthcare Administration; Health Information Management

HSA 3383 Quality Improvement in Healthcare 40 hours, 4 credits
This course examines methods for designing 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: Introduction to Healthcare Administration; Introduction to Health Information Management

HSA 3422 Regulation and Compliance in Healthcare 40 hours, 4 credits
This course presents an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management

HSA 3751 Healthcare Statistics 40 hours, 4 credits
This course introduces the student to the terms, formulae, and computations commonly used for healthcare statistics. Effective data collection, interpretation of information, and display of data are practiced in this course.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College Math course

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

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

HSA 4150 Healthcare Planning and Policy Management 40 hours, 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.
Prerequisite: Introduction to Healthcare Administration

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

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

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

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

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

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

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

HUM 2023 Humanities 40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student’s 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/internship project.
Prerequisite: none

HUS 2001 Introduction to Human Services 40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shapes programs. Human service intervention strategies utilized in daily practice are examined along with stress faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined.
Prerequisite: none

HUS 2320 Introductory Strategies to Crisis Intervention 40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics in the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals operate as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services

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

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

HUS 2540 Community Psychology 40 hours, 4 credits
Community psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and pro-active models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it.
Prerequisite: General Psychology

HUS 2712 Organization and Leadership in Human Services 40 hours, 4 credits
Working and managing within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing within 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 Clients

HUS 2937 Internship for Human Services 250 hours, 5 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the Classroom. It is an integral part of the total educational process.
Prerequisite: Students must be in their last or second-to-last quarter before graduation.
Co-requisite: Sophomore Seminar

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

ISM 2202 Business Intelligence Reporting 40 hours, 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using Crystal Reports as the basis for driving this information.
Prerequisite: SQL Server Administration

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

ISM 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 exposed 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 exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisites: Computer Applications and Business Systems Concepts, Introduction to Business
MA 265 Medical Assistant Internship 240 hours, 8 credits
Students will engage in an 11-week on-the-job Medical Assistant 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 clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extend receive pay for the externship hours worked. In the lecture portion 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 CAAM or MA depending on accreditation status).
Prerequisites: All Hepatitis B injections are completed; successful completion of background check; Attendance at Rasmussen Externship 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; Approval of Medical Assisting Program Coordinator.

MAA 3060 Algorithm Analysis 40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.
Prerequisite: 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 technique as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.

MAC 1200 Precalculus 40 hours, 3 credits
In this course, students will understand the application of function theory including the properties and behavior of various function types including polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through 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 takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Precalculus

MAC 2200 Calculus II 40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integration and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand how to determine improper integrals are convergent or divergent.
Prerequisite: Calculus I

MAN 3222 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, acquisition, and implementation. The role of these systems in talent acquisition is also examined.

MAN 3304 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 course content will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

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

MAN 4202 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to help students understand the impact human behavior has on work settings: from an interdisciplinary perspective. The topics covered will be discussed and analyzed from a management perspective: organizational structure, leadership, power, conflict management, and various other dynamics, motivation, morale, and compensation.
Prerequisite: Introduction to Business

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

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

MAN 4401 Negotiation and Conflict Management 40 hours, 4 credits
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: Introduction to Business

MAN 4402 International Business 40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workplace.
Prerequisites of Principles of Management

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

MAN 4802 Small Business Management I 40 hours, 4 credits
This course is a study of the factors involved in starting and managing a small-to-medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for exit or sale or termination. Students will prepare a simple business plan.
Prerequisites of Principles of Management

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

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

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

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

MAR 2230 Principles of Retailing
40 hours, 4 credits
This course is an overview of retail management, including organizing, merchandising, retail sales, customer service, personnel management, and operations.
Prerequisite: Principles of Marketing
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 2670 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
MAT 1031 College Algebra
40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.
MAT 1727 College Statistics
50 hours, 5 credits
In this course students will develop basic statistical literacy along with the ability to analyze and evaluate real-life situations using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: Passing grade in Foundation coursework or placement determined by placement score.

MEB 2010C Introduction to Microbiology
70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. It includes microorganism cell structure and function and metabolism; requirements and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa, and parasites; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none
MEB 1204 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technical skills, patient history, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, aspiration and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisite: Human Anatomy and Physiology I, Medical Terminology.
MEB 1207 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical-assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisites: Clinical Skills I; Human Anatomy and Physiology I; Medical Terminology.
MEB 1243 Pharmacology for the Allied Health Professional
40 hours, 4 credits
Students in this course will learn the pharmacology concepts necessary for a variety of allied health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiology and related diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body
MEB 2203 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.
Prerequisite: Human Anatomy and Physiology I, or Structure and Function of the Human Body
MEB 2267 Laboratory Skills for Medical Assisting
40 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn how to collect samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisites: Clinical Skills II
Pre- or Co-requisite: Pathophysiology
MEB 2290 Radiography Skills I
40 hours, 3 credits
This comprehensive study for limited scope of practice in radiography. Skills and processes will include: radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic procedure modules that will cover each 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.
Prerequisite: Anatomy and Physiology II
MEB 2804 Medical Assistant Internship
240 hours, 8 credits
Students will engage in a 11-week on-the-job Medical Assisting training experience in a physician’s office/Clinic or medical center. The extern will perform medical assistance duties in both the front-office and back-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion 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: All Hepatitis B injections are completed; successful completion of background check; Attendance at Kasama’s 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; Approval of Medical Assisting Program Coordinator; Completion of a 2-Step Mantoux screening test within 6 months of starting externship
MMC 3209 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 overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to attain success.
Prerequisite: none
MSS 2201C Trigger Point Therapy
40 hours, 3 credits
This course is an introduction to Trigger Point Therapy. Students will have the facts of scientific data of a Trigger Point. Students will have the knowledge of the physiological symptoms of a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy.
Prerequisite: Deep Tissue Massage
MSS 2240C Sports Massage
40 hours, 4 credits
This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will have the knowledge of concepts and the physiological effects that the body endures in athletic events. Students will have an understanding of different stretching applications to a client.
Prerequisite: Introduction to Massage Therapy, Kinesiology

Designated Education courses
Designated Health Sciences, Practical Nursing, and Technology courses
Designated Design and Professional Nursing courses
Course Descriptions

MSS 2271 Pathology for Massage Therapy
40 hours, 4 credits
This course, which is intended as a general one-quarter overview of pathology for Massage Therapy and allied health students, will cover the most basic concepts and terminology of health and disease. Students will acquire the knowledge of different disorders. Focus is on the structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.
Prerequisite: none

MSS 2287C Alternative Modalities
40 hours, 3 credits
This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians and chakras. The students will be able to incorporate principles of reflexology and aromatherapy into a massage session.
Prerequisites: Introduction to Massage Therapy, Kinesiology

MSS 2807C Clinic I
80 hours, 4 credits
In this course the student will perform a minimum of 40 hours in the Massage Clinic, performing at least 15 full body massage treatments. A supervisor will be present to evaluate and guide the student’s performance. Students are evaluated on hands-on skills and SOAP Charting.
Prerequisites: Human Anatomy and Physiology II, Kinesiology II, Deep Tissue Massage

MSS 2808C Clinic II
40 hours, 4 credits
In this course the student will perform a minimum of 80 hours in the Massage Clinic performing at least 30 full body massage treatments. A supervisor will be present to evaluate and guide the student’s performance. Students are evaluated on hands-on skills and SOAP Charting.
Prerequisite: Clinic I. This course is recommended for a student’s last quarter.

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

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

MTS 2005 Introduction to Medical Transcription
40 hours, 2 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work situations and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how 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-require: Medical Writing, Style and Grammar

MUS 1300 Music Appreciation
40 hours, 4 credits
Students will study the development of representative music styles and techniques in this course. Students will learn about the formal structure of music and the significant figures that have shaped the various periods in musical history.
Prerequisite: none

MUS 1420 Fundamentals of Nursing
250 hours, 13 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standard nursing practices. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embedded in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nursing 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 of pediatric and childbearing settings.
Prerequisite: Adult Nursing I

MUR 2711C Adult Nursing II
250 hours, 13 credits
This is the second of three adult health nursing courses. The focus of this course is on the care of adult clients with altered health status in acute care and psychiatric settings. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult 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 nursing practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisites: Fundamentals of Nursing, Comprehensive Pharmacology, Adult Nursing I

MUR 3177 Adult Nursing III
250 hours, 13 credits
This is the third of three adult health nursing courses. The focus of this course is on the care of adult clients with altered health status. This concentrated clinical course in an acute care setting promotes the student's transition from student to graduate with an 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 nursing practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisites: Foundations of Nursing, Comprehensive Pharmacology, Comprehensive Pharmacology Lab, Adult Nursing I, Maternal-Child Nursing, Adult Nursing II

MUR 1460C Maternal-Child Nursing
240 hours, 12 credits
In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children, and families in medically, their basic needs in a variety of settings. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nursing 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 of pediatric and childbearing settings.
Prerequisite: Adult Nursing I

MUR 2820 Nursing Role and Scope
20 hours, 2 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse. Clinical 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

MUR 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 the student with an understanding of the role of the nurse as provider of care, communicator, teacher, manager, and member of a profession. The student will be able to identify the interventions to guide the student’s approach to the assessment of the patient’s health risks and health education.
Prerequisite or Co-requisite: Quality and Safety in Nursing

MUR 3265 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 will be able to utilize and analyze data related to common health problems.
Prerequisite or Co-requisite: Quality and Safety in Nursing

MUR 3418 Introduction to Alternative and Complementary Therapies
40 hours, 4 credits
This course explores the use of alternative and complementary therapies in healthcare. Topics include examining safety issues, evidence based health care, and the various types of complementary and alternative therapies. Students will gain an understanding of alternative and complementary therapies used in healthcare.
Prerequisite: Transcultural Nursing

MUR 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 healthcare, legal standards and regulatory standards, 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

MUR 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. Nursing interventions that integrate varying cultural health practices will be explored.
Prerequisite or Co-requisite: Health Assessment
PHI 2103 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inducive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition

PHL 2671 Ethics
40 hours, 4 credits
This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in business and society.
Prerequisite: none

PHY 5930 The Physics of Gaming
40 hours, 4 credits
This course has been designed to teach the foundations of physics. In order to accurately depict events in a "game environment", the game/simulation programmer must understand the underlying physics principles that determine resultant actions in the physical world and have those principles conveyed in the "game world." Among the topics that will be covered in this course include Newton's laws of motion, kinematics, and the conservation of momentum in physical systems. Where appropriate some hands-on activities will be done to help illustrate important principles for the students.
Prerequisite: Math for Game and Simulation Production II

PLA 1201 Civil Litigation and Procedure
40 hours, 4 credits
Students will examine the lawyers and paralegals' roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be prepared to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System

PLA 1221 Civil Litigation and Procedure II
40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.
Prerequisite: Civil Litigation and Procedure I

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

PLA 1573 Contracts: Managing Legal Relationships
40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PLA 2230 Legal Writing
40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are compiled and utilized in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PLA 2235 Corporate Law
40 hours, 4 credits
This course will provide students with 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 decision makers 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
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects, and supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.

Prerequisite: Introduction to Law and the Legal System

PL 2610: Real Estate Law
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with warranties and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures.

The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.

Prerequisite: Introduction to Law and the Legal System

PLA 2732: Law Office Technology
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer based legal research and document movement.

Prerequisite: Introduction to Law and the Legal System

PLA 2800: Family Law
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 ante nuptial and property settlement agreements.

Prerequisite: Introduction to Law and the Legal System

PLA 2816: Paralegal Capstone
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “electronic office” and “paperless office” methods will be practiced.

Pre- or Co-requisite: Law Office Technology; Students must be in their last second or last-quarter.

PLA 2940: Paralegal Internship
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.

Prerequisite: Final-quarter status and consent of program coordinator.

The internship.

his/her experiences during the internship.

The student must periodically submit

130 hours, 5 credits

This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.

Prerequisite: Fundamentals of Practical Nursing I

This course introduces maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as sexuality and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn care and high-risk infants. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, growth and development of the child, and disease prevention.

Prerequisite: Nursing I

This course is an introduction to medical/surgical nursing and is comprised of both a theory and a clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.

Prerequisites: Foundations of Nursing; Introduction to Pharmacology; Human Anatomy and Physiology I

- Psychological Nursing
COURSE DESCRIPTIONS

REL 3308 Contemporary World Religions
40 hours, 4 credits
This course explores the unity and diversity of religious traditions in a global context in order to understand the mutual interactions between religions and cultures. Emphasis is placed on the role of religions in shaping human values which can either create or resolve social conflicts, and the impact these values can have on issues of race, ethnicity and religious diversity in a multicultural world.
Prerequisite: none

RMI 2011 Risk Management and Insurance
40 hours, 4 credits
A survey of the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review.
Prerequisite: Introduction to Human Resource Management

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

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

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

STA 2021 Introduction to Statistics
40 hours, 4 credits
In this course students will develop basic statistical literacy along with the ability to analyze and evaluate real-life problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: Passing grade in Foundation coursework or placement determined by placement test score.

STA 4025 Advanced Statistics
40 hours, 4 credits
This course will introduce the analysis of variance. Nonparametric statistical methods and applications, analysis of count data, chi-square and contingency tables, and simple and multiple linear regression methods with applications will be illustrated.
Prerequisite: Introduction to Statistics

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

SYG 3011 Social Problems
40 hours, 4 credits
This course is designed to acquaint students with the causes, consequences and solutions surrounding current social problems in the US. Issues such as crime, poverty, prejudice and discrimination, pollution and environmental despoliation, drug abuse, mental illness and others will be explored.
Prerequisite: Introduction to Sociology

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. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.
Prerequisite: Financial Accounting II

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

WST 4350 Gender in Math and Science
40 hours, 4 credits
This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none

WST 4302 Gender in Math and Science
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

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

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
Rasmussen College Admissions

Handicapping Disciplinrty

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Student Definition

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

Class Content

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

Class Standing

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

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

College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based upon fulfillment of the following requirements:

- Completed application form and enrollment agreement
- Application fee received by College
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College. If all information is true, all credits will be invalidated and any financial aid will have to be repaid.
- Completed Entrance Placement Examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.
- Rasmussen College Experience Course successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Exempt students will be required to successfully complete the Experience Course.
- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Surgical Technology, or Software Development must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard transcript. Additionally, if the transcript diploma is not in English, it is needed to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 133 computer-based.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. Government that you are eligible for an F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursing 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 of 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.

College Entrance Assessment

The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and math students are placed in the following courses:

- Writing 10-16 items correct
- Writing 17-24 items correct
- Writing 25-35 items correct
- Math 0-6 items correct
- Math 7-17 items correct

Assessment

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

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

The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments are designed to measure incoming student skills through a placement test to determine students’ reading, writing, and numeracy skills; ongoing skills in a formatted 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 E242 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 the dates depending on course sequencing or other scheduled courses that are required for a student’s program completion.

- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for E242 Career Development.
- Students must complete the sophomore seminar the quarter in which they finish the diploma 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 in the seminar course is a Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness components. Other external assessment tests may also be included in the seminar course.

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

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

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter the student may contact the background check firm directly to dispute the information contained in the background check. Within one week of sending the pre-adverse action letter, the College must ensure the student an adverse action letter indicating the action to be taken.

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

A S M U S S E N . E D U

ACADEMIC INFORMATION AND COLLEGE POLICIES

Rasmussen College

Catalog & Student Handbook


R A S M U S S E N C O L L E G E F L O R I D A

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C A T A L O G & S T U D E N T H A N D B O O K

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

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or does not begin class.

These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

**Applying For Admission into the School of Nursing**

Applicants pursuing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission.

1. **STEP Entrance/Placement Exam:** An applicant must achieve an acceptable score on the STEP entrance/placement exam above that requiring a Foundation course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math coursework and English Composition even if plans are to transfer credits from a previously attended program. Former or current students who have taken the STEP and have scored above that requiring a Foundation course are not required to repeat the STEP test. Once it has been determined that an applicant has scored sufficiently on the STEP, the School of Nursing Entrance Exam may be scheduled.

2. **School of Nursing Entrance Exam:** Applicants who have successfully completed the entrance exam will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing.

3. **Complete Application Requirements:** Applicants successfully completing the STEP and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for an interview with the Dean of Nursing:

   - Rasmussen College Application
   - Submit Official College Transcripts
   - Health Physical and proof of vaccinations
   - BLS-CPR with Defibrillator
   - Criminal Background Screening
   - Any additional program-specific requirements as specified at the time of enrollment.

4. **Interview with the Dean of Nursing:** Once all requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Once a candidate is deemed eligible for admission into the School of Nursing, a letter of acceptance will be sent via certified mail to the applicant. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into their previous program of study.

**Entrance requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs**

Minimum of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 525-word essay. Please speak with a program manager for details.

**Paralegal Certificate Program 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 Bachelor’s Degree must possess an AS in Health Information Technology/Management from a CAHIM accredited program or have an AS degree and possess a current RHIT credential.

**Individual Progress**

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress must complete the five steps to form and attestation of high school graduation. The STEP test is not required for LPNs. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students required to retake the STEP at Rasmussen College as long as they continue to select coursework and meet all additional requirements.

Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the STEP test). Eligible individual progress coursework will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfaction Academic Progress (SAP).

**Immunoassurance Requirements**

Minnenoswpa (M.J.E. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of acceptable exemptions.

In addition to other entrance requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

**Developmental Education and STEP Re-Test Policy**

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Returning students who did not take the STEP or COMPASS test but have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisite, can, at their own discretion, take the test at their own expense. Returning students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundation courses are prerequisite, or who do not wish to take the test, will be allowed, at the discretion of the Dean, to retake the assessment test. These credits are not counted toward graduation, and each must be passed with a grade of ‘C’ in order 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 course 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 STEP entrance exam may not be retaken 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 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 Dean.

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 B089. A “full quarter” excludes the mid-quarter start.

**Accommodations Policy**

Rasmussen College recognizes its obligations 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 a disability and requiring reasonable accommodations to the qualified disabled students and faculty members in all programs, activities and employment.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Officer, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Officer to request such services. Students who are unsure who to contact should check with their Dean.

**Equipment**

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to prenters, additional software packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College campus.

**Educational Records Definition**

A student’s education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the Institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

**Grading System Percentage Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 TO 100%</td>
</tr>
<tr>
<td>A+</td>
<td>93 TO 99%</td>
</tr>
<tr>
<td>A-</td>
<td>92 TO 90%</td>
</tr>
<tr>
<td>B+</td>
<td>89 TO 87%</td>
</tr>
<tr>
<td>B</td>
<td>86 TO 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82 TO 80%</td>
</tr>
<tr>
<td>C+</td>
<td>79 TO 77%</td>
</tr>
<tr>
<td>C</td>
<td>76 TO 73%</td>
</tr>
<tr>
<td>C-</td>
<td>72 TO 70%</td>
</tr>
<tr>
<td>D+</td>
<td>69 TO 67%</td>
</tr>
<tr>
<td>D</td>
<td>66 TO 63%</td>
</tr>
<tr>
<td>D-</td>
<td>62 TO 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

**ARMY**
Grade Grade Points Description
A 4.00 Excellent
A− 3.75
B+ 3.50
B 3.00 Very Good
B− 2.75
C+ 2.50
C 2.00 Average
C− 1.75
D+ 1.50
D 1.00 Below Average
D− 0.75
F/Fa 0.00 Failure
CG NA Course Waiver
IC NA See “Incomplete Policy”
SA NA Satisfactory
SX NA Satisfactory Foundation, Seminar courses, or College Experience course
TO NA Test-Out
TR NA Transfer In Credit
U/U NA Un satisfactory or failure to meet speed requirement
UX NA Unsatisfactory-Foundation, Seminar courses, or College Experience course
W/WO NA Withdrawal
WX NA Foundation Withdrawal or Medical Leave of Absence
ZF NA Failure to complete audit course requirement
ZP NA Successful completion of audit course requirement

Health Sciences Programs Grade Scale
The following grade scale applies to all ES, HIM, MA, ML, MT, PB, PT, ST, and M coursework.
Letter Grade Percentage apply:
A 100 to 93% subject to the work being a timely fashion.
A− 92 to 90%
B+ 89 to 87%
B 86 to 83%
B− 82 to 80%
C+ 79 to 77%
C 76 to 73%
C− Below 73%

Nursing Programs Grade Scale
Students are required to earn at least a “C” in their Nursing courses. This applies to all NUR, HUN, PHL, and PNR coursework level 000 through 2999. The grading scale for these courses is as follows:
Letter Grade Percentage
A 94-100%
B 85-93%
C 78-84%
F Below 78%

Students must maintain a 78% average on all quizzes and exams, assignments, etc., for any extra credit will be applied if earned or provided all work has been submitted in a timely fashion.
Clinical learning performance is graded as satisfactory or unsatisfactory. Satisfactory performance in the clinical area is required to earn a passing grade in the course. Failure to pass the clinical component will result in failure of the Nursing course. It should be noted that space may not be available and the student needing to repeat a course. Priority will not be given to those needing to repeat a course due to failure. Students who fail a course twice will be terminated from the Nursing program.

All grades are to be credits successfully completed with the exception of the “W/WD” and the “U/UN” which is counted as an attempted course for the purpose of maintaining time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See “Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines.”

Foundation Course Grade Retaking
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 73% or more 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 these prerequisite exams may still pass for the courses. In such cases, the final exam counts as 40% of their overall quarter grade, with their weekly work comprising the remaining 60%. The following grading scale is then used to determine if students have passed the courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT, PB, PT, ST and M coursework.</td>
<td>100%</td>
</tr>
<tr>
<td>PN, and PRN coursework level 000 through 2999.</td>
<td>100%</td>
</tr>
</tbody>
</table>

The Nursing Programs Grade Scale applies to Foundation and College Experience courses.

Late Assignment Submission Policy
Students may submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

Instructors may decide in the case of legitimately unavoidable circumstances to waive the late penalty, if not, though, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up.

The instructor should approve students beforehand of any such activities.

In no circumstances may students submit work after the last day of the academic term unless an incompletes grade has been requested and granted beforehand.

Incompletes Grade Policy
An ‘I’ indicates an incomplete grade, and is a temporary grade for a course when a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed which identifies:
   a. the work to be completed,
   b. qualifications for acceptable work,
   c. the deadline for completing the work (within two weeks of the last day of class),
   d. the grade to be entered should the student not complete the work by the deadline (the calculated grade),
   e. instructors will have one week, recalculation of grades and processing of all documents required.

2. Incomplete forms will be maintained by the respective course approval and resolution. Students must request an incomplete prior to the last day of the end of the term.

3. The Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. the work to be completed must be regularly assigned work, identified in the course syllabus.
   b. the student can reasonably be expected to complete the work by the deadline.
   c. the student’s grade will be substantially improved.
   d. the student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.
   f. By completing the work, one of the following will apply:
      i. the student will learn substantive information by completing the work.
      ii. the student will learn higher level thinking skills or gain substantially greater command of the subject.

4. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor performance, poor attendance, or failure to take assignments seriously.

5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an “F” (or the calculated grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Policy for Change of Grade
On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except as outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the exception of the ‘W/WD’ and the ‘U/UN’ which will not be changed.

• Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
• Accommodation for special circumstances such as short-term disability or family leave.

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

Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized later by someone other than the original instructor include:
• Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
• If the original instructor is no longer available to submit a grade change (for example, if an instructor takes a leave of absence or is no longer employed at the College), the Academic Dean may determine that a grade change is appropriate.
• The Dean may authorize grade changes in order to settle academic appeals.

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

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog is changing to a lower credential within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeal process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

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

A complete description and requirements of the 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 section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs.

If a student chooses to change his/her academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may request to be placed in a different catalog and 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 new enrollment agreement.
Transfer of Previously Earned College Credit and Prior Learning Assessments

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, 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.

- Rasmussen College awards transfer 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 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 directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.

- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade-point average.

- General education credits may be considered for transfer with the following conditions:

  - 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 (prefixes of PN/NN/NU/NUR/PNP 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 prefixes require a three (3) year transfer limit.

- The following courses in the Medical Assisting Program are not transferable: MEA1206 Clinical Skills I, MEA1207 Clinical Skills II, MEA2267 Laboratory Skills, and MEA2804 Medical Assisting Externship.

- Transfer of credit for Medical Laboratory Technician and Medical Laboratory Technology core courses (with prefixes) is subject to successful completion of skills validation and program space availability.

- Seminar Courses cannot be transferred in from another institution of higher learning.

- For students in AL who enroll in the Law Enforcement Associate’s, Law Enforcement Technology Associate’s, and Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes 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 competence by completing the course specific test out, if available.

2+2 Matriculation for Baccalaureate Candidates

For students who have completed an associate’s degree, who enroll in a Rasmussen College bachelor's degree in a similar program (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/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).

- A block of 90 quarter credits for graduates from outside institutions will be awarded.

- If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed.

- If the student has taken all of the required upper division courses and 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 2 year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.

For the Bachelor in Health Information Management, qualifying associate degrees have to be from a CAHIIM approved 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 within the last 5 years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIA credential and an earned associate degree in any field. If so, the student needs to submit his/her RHIA membership card, showing it as current.

For Bachelor of Healthcare Management, qualifying program credits must be transferred in based on the guidelines below:

1) Health Sciences Programs (Medical Assisting AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 77 credits. 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 fall.

2) Business Programs:

a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 81 credits. 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 for a total of 77 credits. 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.

c) The remaining core content necessary for the Bachelor of Healthcare Management program will be provided in the 300 and 400 level core courses.

4) For students transferring credits in from the medical field with Medical Assisting or Health Information Technician AAS/AS degrees the degree must have been earned from an institution with programmatic accreditation.
General Education Block Transfer for Baccalaureate Candidates
For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

- Confirmed associates degrees may be posted as a 32 credit general education block.
- Confirmed baccalaureate degree may be posted as a 66 credit block (32 lower-level, 24 upper-level).
- 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 Completion Block Policy
For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred associate’s degree, but not in a similar field as the bachelor’s degree they are enrolled in.

- Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
- Course by course transfer guidelines apply to required classes.
- Required 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 coursework.
- 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.

Medical Assisting Associate Degree Completer Block Policy
A total block transfer of 54 core credits may be allowed into the Medical Assistant AS program if one of the following criteria is met:

1. Graduated from a CAHEP 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 CAHEP 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 credits or course waivers for MEA 2290 (Radiography Skills) only if they have a limited scope x-ray operator certificate. Students will need to complete 20 general education credits and E242 (Career Development).

RN to Bachelor of Science Nursing (RN to BSN) Policy
For students who have an unencumbered Registered Nurse license and have successfully completed an associate’s degree in field, they will receive a block transfer of 113 or 109 credits, depending on state.

- Florida students will receive a block of 32 lower division general education plus a block of 81 lower division core classes.
- Minnesota residents will receive 77 lower division core, 32 lower division GE, and will need to complete core credits of unencumbered electives.
- Students who have the RN license alone will receive a block transfer of 81 (FL) or 77 (MN) 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 coursework, both core and general education, is transferable and follows the standard Course by Course Transfer Policy. All grades must be C or higher.
- There are no time limit restrictions on transfer of upper division coursework.
- There is no restriction on the total number of credits that may be transferred.

- RN to BSN is not available to Wisconsin residents.

Mobility Practical Nursing Block
Students who have successfully completed a practical nursing program and hold a current MN practical nursing license who wish to receive credit in the mobility program for the following courses through block transfer:

- NUR115 Comprehensive Pharmacology
- N1210 Adult Medical Surgical Nursing I
- N1215 Clinical Nursing Skills I
- N1000 Critical Thinking in Nursing
- N2015 Human Nutrition

Surgical Technology AAS Completer Block Policy
Students who have graduated from a CAHEP or ABHES accredited surgical technology diploma or certificate program and hold the CST (NBSTA) certification will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 20 general education credits and E242 Career Development.

Credit by Examination
- Enrolled students may request credit by examination for lower division courses if an exam has been developed. Credit examination is not offered for upper division courses.
- An examination score of 83% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the 67% transfer maximum.
- Credit by Examination will not count as credits for financial-aid eligibility.
- A credit by examination may be taken only once for each course.
- If a student has already attempted the course, as indicated by a posted W/D or F/A grade, no test-out attempt will be allowed.
- The following are not available for credit by examination: Program-specific Massage Therapy, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, the Healthcare Information Technologies and Pharmacy Software/Automation/Insurance Billing, and Success Strategies, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Coding Practicum Waiver
Students who have completed a cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
- Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
- If the waiver is granted, the grade will be posted on the student transcript as a Course Waive (CW).

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition Waivers
- Students who have earned a CDA Credential within the past three years, awarded by the National Council for CDAs, will be considered for specific courses related to the certification.
- The student’s credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waive (CW).

School of Health Sciences Waivers
- Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS or CCS-P) from AHIMA. In addition, an x-ray operator license may also be considered.
- Credits must be current.
- Course waivers will be considered for specific courses related to the certification.
- The student’s credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waive (CW).

College Equivalency Credit
Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:
- Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required. Applicable to General Education areas only.
- College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher required. Applicable to General Education areas only.
- CLEP DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements. Applicable to General Education areas only.
- College for military service may be awarded upon review of a military transcript. Rasmussen College recognizes the American Council on Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (SMART), Degree equivalence (non-traditional educational support (DANITES) transcript), College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (ATAMI) 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 (CRAE).
- Other types of college-equivalency courses and/or examinations may be evaluated by the Campus Registrar.

Prerequisites
In order to take a course listing a prerequisite, the student must have met the course prerequisite.

General Education Philosophy
The purpose of general education is to promote breadth of knowledge and intellectual inquiry as a central component of a program of study. Through the development of their general skills, students are expected to refine their communication and critical thinking abilities, apply these concepts to their chosen areas of program study and interact effectively 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 academic, career-focused, and interpersonal settings.
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 (e.g., print, electronic, and multimedia sources) and interpret data, 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 competencies. In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, thesis statements, effective and use of evidence, and/or the steps of the scientific method.

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

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

General Education Requirements for Rasmussen College Credentials
BS degree candidates must successfully complete an additional twenty-four to twenty-six upper division general education credits beyond the lower-division credits required in an Associate’s degree. These credits should be distributed across the following subject categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences.

AS degree candidates in most programs must successfully complete thirty-two to thirty-six upper division general education credits beyond the lower division credits required in an Associate’s degree. These credits should be distributed across the following subject categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences.

For students in the Software Application Development program must successfully complete forty-five to forty-five credits of general education coursework distributed across the same categories.

Diploma programs include general education courses as designated by program. Certificate programs may not include general education courses because they are very 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.

Health Sciences Extremities, Practicums, and Clinicals
Extremities, clinicals and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student. Practicums/Extremities in Health Sciences programs have various restrictions that affect the general, career focused, and interpersonal Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.
In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course.

All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be 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 rotation.

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

School of Business Mission Statement

The Rasmussen School of Business prepares students for successful careers in a 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.

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 and advocate developmentally and culturally appropriate practices among early childhood professionals. We value diversity, professionalism, collaboration, and research-based practice. We strive to provide young children with meaningful experiences that provide a foundation for a productive life.

Early Childhood Education Program Conceptual Framework

The Early Childhood Education Program at Rasmussen College prepares skilled teachers with a strong theoretical foundation and an understanding of the relationship between theory, teaching, learning, and professionalism. We ensure students receive rich opportunities for practical application in extension experiences. We are committed to teaching and using positive interpersonal communication skills in a diverse environment.

Graduation Requirements

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, 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 to complete the subject.

Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

Transcripts

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

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

Transfer to Other Colleges

Graduates or students who wish to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. Please consult with the Dean to determine the acceptance of transfer credits.

Attendance

A basic requirement for employment in any business is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Class absence also requires a call 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 responsibility of the student to contact the instructor and to get the assignments and information missed.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

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 withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy.

Practicums/Externships in Health Sciences programs have attendance requirements that are separate from the attendance policy above. Attendance policies can be found in the program-specific manuals/handbooks.

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, 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 dispersed from the home campus. The home campus monitors satisfactory 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 classes at other campuses.

Rasmussen College Academic Integrity Policy

I. Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions

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

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

ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.

Tuition Rates are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Courses</td>
<td>$350 per credit</td>
</tr>
<tr>
<td>2000-2000 level courses</td>
<td>$310 per credit</td>
</tr>
<tr>
<td>3000-4000 level courses</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>$310 per credit</td>
</tr>
</tbody>
</table>

ACADEMIC INFORMATION AND COLLEGE POLICIES

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

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

v. Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor’s materials or another student’s academic work.

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

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

a) Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.

b) Using charts, illustrations, images, figures, equations, tables, without crediting the source.

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

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

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

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 redo the work.

b) Second Offense. The student will be expelled from the course, and the final grade assigned for the course will be an F/FX. The student may re-take the course, but the FX/FX will remain on the transcript even if the student retakes 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 reenroll.

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 and comment on a student’s ethical behavior. As a form is sent at the request of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

IV. Concurrent Offenses: A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.
V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All appeals are reviewed by the Academic Misconduct Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Vice President of Academic Affairs thereafter. Response will be given within 30 days.

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 sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Drop 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 for details.

Drop/Add Class Policy: 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 FFA 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.

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 mid-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 FFA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

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, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course. Early Honors coursework is available to high school seniors who have reached the minimum age of 16 both on-campus or online with enrollment in the program dependent on space availability.

Limitations: This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current students, calendars should include the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or delete certain courses, programs, or areas of study, to make faculty assignments, and to modify tuition charges, interest charges, fees, and book prices. Many employers, certification boards, and licensing organizations require criminal background checks.

Therefore, prior criminal convictions may impair one's eligibility to sit for these exams or to secure employment in one's chosen career field.

Pharmacy Technicians: Pharmacy technicians convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy technicians convicted of drug-offense-related felonies are NOT eligible to sit for the PTCB exam.

Rasmussen College reserves the right to deny admission to anyone whose total credits reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.

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.

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

Student Senate: The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives. The representatives 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 check their Campus Director for information regarding student groups.

Exit Interviews: Students contemplating the termination of their education at Rasmussen College should contact the Academic Dean or Campus Director, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed.

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

The Student Financial Services Office is available for your association, prior to or during your withdrawal or termination from the College.

Florida Cancellation, Termination, and Refund Policy: If a student enrolls, discontinues attending or is terminated from the College the following policy will apply:

The College will acknowledge in writing any notice of tuition and 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 60% of the Period of Instruction, no refund will be made.
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In compliance with Iowa Code 714.23, the $100.00 cancellation fee is non-refundable.

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 in effect at the time of re-enrollment, without penalty or re-determination 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 Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the number of quarters that a student may accumulate.

Medical leave is intended for students who do not plan to return to Rasmussen College. In addition, loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew.

Medical withdrawals may be of 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 authorities for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others. Students are treated as a drop/withdrawal for Financial Aid purposes and must appeal the decision in writing. Students should contact the School Financial Services Office to determine the impact of a Medical Withdrawal.
- 3. Applying for a leave or withdrawal: To apply for a leave or withdrawal, the student must obtain the application form from the Campus Accommodations Office, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Officer.

When a Student Wants to Return After an Involuntary Medical Withdrawal

To return from Medical Leave, the student must contact the Campus Accommodations Office prior to the first day of the quarter in which he or she returns to the College.

A post-withdrawal disbursement occurs when a student who withdrew earns additional aid that had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school's determination that the student withdrew.

Income from Work and Tuition Waiver

If a student plans to work at the College while on Medical Leave, the student may receive a tuition waiver.

If the student does not work at the College while on Medical Leave, the student must repay the tuition waiver.

Medical leave is intended for students who do not plan to return to Rasmussen College.

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 coursework 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 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 process.

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

Students in Health Sciences programs and Nursing programs who wish to re-enter into the School of Health Sciences Programs must complete a complete 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.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status Form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain.

The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student.

The federal formulas take a Return of Title IV Funds formula and if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew or on or before the 60% completion point of the quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are certified to a student because of a credit balance on the student’s account, the student may be required to repay some or all of the federal grants if they withdraw.

Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

A post-withdrawal disbursement occurs when a student who withdrew earns additional aid that had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew.

In addition, loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew. Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for acceptance or non-acceptance.

If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student. The order is as follows: Unsubsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs.

Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education and the post-Withdrawal Disbursement Tracking Sheet.

Military Leave and Re-Entry

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 or re-determination 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.

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 while on leave will not apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

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).

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 to determine the appeal. Without penalty or re-determination of admission eligibility, the decision of the College President (or their designee) is final. The Appeal should be made in writing and set forth the basis of the appeal. The appeal should be made within 30 days of the school's determination that the student withdrew.
Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti – Harassment and Sexual Violence Policy

It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, religion, color, national origin, age, 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. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting incidents of harassment. This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or that they have been the victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President or President. Whether or not a person chooses to follow this route, an employee has the right of making an informal or formal complaint according to the procedures outlined below.

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

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the subject of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with the behavior and that it would not happen again.
2. Writing a letter to the person or talking to the person’s supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victims of harassment.
5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President. A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential to its great a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President, and the Human Resources Director and/or the Student Services, without the written permission of the person making the complaint. However, if, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.

If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will not discuss the case with others. Details about how to resolve the problem will be covered in the College’s informal resolution procedures and will be in various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to a great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be maintained by the College and those involved in the investigation.

If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with those individuals involved.

When 3 people of number report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainant.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constituting sexual harassment when:
1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement; or
2) submission or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working environment. Evidence of one or more of these circumstances would be required to prove discrimination under Title VII and/or the equal opportunity policies of the College.

Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to interfere with the person’s ability to work or engage in educational activities.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities, or other forms of advancement may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the policy of the Laborer, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or oral or anal penetration, by force or threat of force, coercion, or when the victim is unable to give consent by reason of mental or physical incapacity.

Hostile work environment: A condition in which an employee experiences an objectively severe, pervasive, or persistent environment of hostility that is so discriminatory that it interferes with their ability to do their job.

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the subject of such a complaint.

Hostile work environment: Where the harassment creates an offensive and unpleasing working environment.

Hosile work environment can be created by anyone in the work environment, whether he is supervisors, other employees, or customers. Sexual harassment consists of verbal harassment, sexual orientation harassment, and non-consensual sexual activity.

Hostile work environment: The ability to make informed choices about the relationship.
Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor will need to prove that the alleged perpetrator committed the sexual assault, and that the prior relationship with the victim/survivor was not relevant to the crime. The individual's previous relationship with the victim/survivor is not relevant to the crime.

Recommended Corrective Action

The purpose of any recommended corrective action is to resolve the complaint and to prevent further harassment. Recommended action may include counseling; a written or verbal reprimand of the harasser; suspension, dismissal, demotion, or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action.

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director, Regional Vice President, Executive Vice President, President, or the Chief Executive Officer.

False Charges

If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, an Executive Vice President or the President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action, up to and including suspension from the College or termination of employment or enrollment.

Victims’ Rights Under Sexual Assault Policy

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

1. The victim is aware that criminal charges can be made with local law enforcement officials.
2. The prompt assistance of campus administration, 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, Rasmussen management at the request of the victim, in providing 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 other Rasmussen personnel in cooperation with individuals who violate law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident.
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) 488-7182
   Toll-Free: 1-800-342-8170
   Fax: (850) 488-5291
   Website: http://fchrc.state.fl.us
   E-Mail: infochrc@myflorida.com

   For Those with Communication Impairments:
   The Florida Relay Service Voice (statewide) 711
   TDD/ASCR (800) 955-1320
   TDD/ASCR (800) 955-8771

   9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board.

   The campus administration will make further information available to the Office of the Crime Victim Ombudsman at http://www.og.state.mn.us/ (651-642-6550) or the Crime Victims Reparations Board website at http://www.og.state.mn.us/MCCS/ (651-282-6256).

   Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and welfare of its employees and their families, its students and the community.

Conform with this commitment, Rasmussen College strictly prohibits:

1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacture, furnishing, possession, transportation, sale or distribution of any illegal use, possession or trafficking of drugs.
3. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this policy is hereby declared a drug-free alcohol-free college and workplace. For more information visit The U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.alcoholverkehr.org.

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including buildings, parking areas, campus medicine rooms, or anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of employment, employees must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to that employee:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.
3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local, health, alcohol, law enforcement, or other appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

Drug Abuse

This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking ramp owner/operator. Rasmussen policy defers to agency/site-specific rules regarding School of Justice Studies training facilities.

Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) 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 request by a student or student’s parent.
2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is
inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution does not 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 request the institution to have its records amended in accordance with the request of the student.

4. The right to disclose – without the written consent of the student, an institution may disclose education records to “appropriate parties in connection with a disciplinary proceeding.” The institution must provide the student with written notice of the right to a hearing and must, if requested by the student, notify the student of the decision and advise the student of the right to appeal to the appropriate education administrative agency.

5. The right to inspect and review – an institution shall permit an eligible student to inspect and review the student’s education records within 45 days of the request for access.

6. The right to amend the records – if an eligible student wishes to request an amendment of the student’s education records, the student shall submit the request in writing to the Campus Director, who will notify the person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent) or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-6005.

Directory Information

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Director of the school within fifteen (15) days after the student starts classes.

Directory Information includes:

1. Student’s name, date of birth, address(ies), 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 attends 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 education purposes and others outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student’s record until the student instructs the institution in writing, to have the request removed.

Grievance Policy

It is the policy of Rasmussen College that students should have an opportunity to present school related complaints through grievance procedures. The College will attempt to resolve all complaints within a reasonable time framework.

An appropriate grievance is defined as a student’s expressed 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 grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” mean in 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 event an applicant, student, graduate, former student, or company with whom the institution has contracted (such as an attorney, auditor, or collection agent) or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. The right to disclose – without the written consent of the student or parent – personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel) or another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

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Pennsylvania Department of Education  
151 Market Street  
Harrisburg, PA 17120-0333  
Office of Attorney General  
Bureau of Consumer Protection  
14th Floor, Strawberry Square  
Harrisburg, PA 17120  
http://www.attorneygeneral.gov/uploadedFiles/Complaints/BCP_Complaint_Form.pdf

PUERTO RICO  
Puerto Rico Council on Higher Education  
PO Box 1090  
San Juan, PR 00910-1903

Rhode Island  
Rhone Island Board of Governors for Higher Education  
Shepford Building  
80 Washington Street  
Providence, RI 02903  
Rhode Island Department of Attorney General  
Consumer Protection Unit  
120 South Main Street  
Providence, RI 02903  
http://www.ri.gov.state.ri.us/documents/consumer/Consumer ComplaintForm.pdf

SOUTH CAROLINA  
South Carolina Commission on Higher Education  
1333 Main Street, Suite 200  
Columbia, SC 29601  
http://www.schev.edu/AcademicAffairs/License/Complaint_procedures_and_form.pdf

SOUTH DAKOTA  
South Dakota Board of Regents  
306 E. Capitol Ave, Suite 200  
Pierre, SD 57101-2454

SOUTHEAST GEORGIA  
Department of Consumer Affairs  
3144 Watson Blvd.  
Augusta, GA 30906  
http://www.caah.org/ConsumerComplaints.pdf

SOUTH KOREA  
Korea Consumer Affairs Agency  
183-11, Gwangjang-dong, Jongno-gu  
Seoul 110-820  
http://www.cca.go.kr/en/AboutUs/ConsumerComplaintCenter/

TENNESSEE  
Tennessee Higher Education Commission  
404 Lamar Hodges Parkway, Suite 100  
Nashville, TN 37243  
http://www.tn.gov/thec/Divisions/LRA/PostsecondaryEducation/Complaints/GradsComplaint.pdf

TEXAS  
Texas Workforce Commission  
Career Schools and Colleges - Room 226-T  
101 East 10th Street  
Austin, Texas 78718-0001  
http://www.twc.state.tx.us/info/prop_schools/p401a.pdf

West Virginia  
West Virginia Higher Education Policy Commission  
1018 Kanawha Blvd. E., Ste. 700  
Charleston WV 25301-2800

WISCONSIN  
Wisconsin Educational Approval Board  
30 W. Wellborn St., 9th Floor  
P.O. Box 8935  
Madison, WI 53708  
(608) 266-2112

WYOMING  
Wyoming Department of Education  
2300 Capital Avenue  
Cheyenne, WY 82002  
(307) 777-7400; (307) 777-7446

*This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as an endorsement of what agencies regulate the institution or what states the institution is licensed or required to be licensed in. States, through the relevant agency or Attorney General’s office, will accept complaints regardless of whether an institution is required to be licensed in that state.

**The enrollment and consumer protection divisions of the U.S. Department of Education are responsible for licensing and accreditation activities for all Title IV eligible institutions. Please contact the appropriate state or regional accreditation agency for information regarding the institutional licensure or accreditation status.

**The University of the People is not accredited by any national or regional accrediting agency authorized by the U.S. Department of Education.

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**Information about the requirements for state licensing and accreditation, along with a list of contact information for all 50 states, are available at the websites listed above. For questions about the status of a nursing or technical school in a particular state, please contact the appropriate state regulatory agency.

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Comments or suggestions for improvement should be directed to:  
Rasmussen College  
P.O. Box 31750  
Chicago, IL 60631  
(800) 906-7796  
(312) 644-5121

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**To obtain a copy of the Rasmussen College catalog, please visit our website or contact the Admissions Office at 1-877-700-5409.

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Rasmussen College Standards of Satisfactory Academic Progress (SAP)

Introduction: Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. A lack of satisfactory progress will likely jeopardize a student’s ability to complete their chosen program.

In order to be eligible for financial aid at Rasmussen College, a student must establish and maintain Satisfactory Academic Progress. When an individual becomes a student at Rasmussen College, the student accepts the responsibility to meet the standards of Satisfactory Academic Progress. Students are evaluated for SAP on a quarterly basis, and Rasmussen College expects students to progress through programs based on the standards listed in this catalog.

Methodology: Mid-quarter and final grade reports are compiled and prepared by Rasmussen College academic/services staff and available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly and students not meeting the standards are notified. At this time an academic plan will be created describing the steps a student needs to take to meet SAP standards during the upcoming term. Rasmussen 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 dean or campus director for the first Friday of each quarter in order to remain an enrolled student.

All grades relate to credits successfully completed with the exception of the “W/WD/WX” and “I/IN/UK” which are counted as attempted courses for the purpose of determining maximum time frame and percentage course completion and may have an effect on achieving satisfactory progress.

Courses that have been transferred from other institutions will be listed on the student’s transcript with a “TR” designation. Courses for which a student has received credit by examination will be listed as “TE” (Test-Out) on the student’s transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

SAP Components: All students must comply with the following three components that are used to measure a student’s Satisfactory Progress (SAP) towards the completion of a degree or certificate.

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) as defined in the chart below. CGPA is determined by grades earned in courses that have been completed. The minimum CGPA requirement is applied based on where the student is in their program as shown in the chart below.

A CGPA equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by cumulative credits earned divided by cumulative credits attempted within a program. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for CCR calculation. Minimum standards are listed in the chart below.

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. Total credits are indicated for each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.

The following grades will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, W/FX. In addition, Foundations courses are not included in the maximum number of credits attempted or successfully completed toward completion of the degree when assessing satisfactory progress.

Students who fail a class are allowed to repeat the class one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student’s financial aid award. Failed course credits count as credits attempted that are not earned. If a student repeats a failed course, the failing grade will be removed and replaced with the grade from the course when repeated and the student’s CGPA will be recalculated to reflect the new letter grade.

Financial Aid Warning: If a student’s CGPA falls below the standards listed in the chart, 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. At this time a notice of Financial Aid Warning will be sent to the student and the student must work with academic support staff regarding the conditions of their status and to be advised of a plan to return to good standing. A student is eligible for Title IV financial aid during the Financial Aid Warning period. At the end of the warning period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Warning period will not be eligible for financial aid.

Not Eligible for Title IV Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the warning or probation period and does not successfully appeal will not be eligible for further Title IV financial aid funding. Students are not allowed to be on Financial Aid Warning for more than one quarter at their own expense. Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, they will be included in SAP calculations as described elsewhere in this section. A student may not re-enter the College unless they have completed coursework elsewhere that would be acceptable for transfer into the College and would bring the student back into good standing.

### Chart: Satisfactory Academic Progress Standards

<table>
<thead>
<tr>
<th>Percentage of credits attempted toward maximum credit time frame</th>
<th>Minimum Cumulative Required GPA</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
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<tbody>
<tr>
<td>Up to 25%</td>
<td>1.50</td>
<td>25%</td>
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<tr>
<td>Greater than 25%, up to 50%</td>
<td>1.75</td>
<td>50%</td>
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<tr>
<td>Greater than 50%</td>
<td>2.00</td>
<td>67%</td>
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</table>

Within ten business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student’s CGPA and CCR.

### Financial Aid Probation:

If a student fails to make satisfactory academic progress, but submits a successful appeal and has their eligibility for aid reinstated, he or she will be assigned the status of Financial Aid Probation. A student is eligible for Title IV financial aid during the Financial Aid Probation period. At the end of the probation period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period will not be eligible for financial aid.

### Appeals:

The assigned status of Financial Aid Warning and the ruling of ineligibility for financial aid may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing and must address the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student’s CGPA and CCR.

Financial Aid Warning: If a student’s CGPA falls below the standards listed in the chart, 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. At this time a notice of Financial Aid Warning will be sent to the student and the student must work with academic support staff regarding the conditions of their status and to be advised of a plan to return to good standing. A student is eligible for Title IV financial aid during the Financial Aid Warning period. At the end of the warning period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Warning period will not be eligible for financial aid.

Not Eligible for Title IV Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the warning or probation period and does not successfully appeal will not be eligible for further Title IV financial aid funding. Students are not allowed to be on Financial Aid Warning for more than one quarter at their own expense. Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, they will be included in SAP calculations as described elsewhere in this section. A student may not re-enter the College unless they have completed coursework elsewhere that would be acceptable for transfer into the College and would bring the student back into good standing.
### CENTRAL OFFICE

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<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Kristi A. Waite</td>
<td>President, Rasmussen College</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>B.A., Concordia University</td>
<td></td>
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<tr>
<td>Dwayne Bertotto</td>
<td>Regional Admissions Vice President</td>
<td>Twin Cities</td>
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<tr>
<td>B.S., University of Wisconsin-Superior</td>
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<tr>
<td>Patrick Branham</td>
<td>Chief Financial Officer</td>
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<td>CPA, B.S., Illinois State University</td>
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<tr>
<td>Tawnie L. Cortez</td>
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<td>Donato J. DeVito</td>
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<td>Greta Ferkel</td>
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### CAMPUS ADMINISTRATION

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<tr>
<td>Eric Whitehouse</td>
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<td>Kim Myers</td>
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### ACADEMIC ADMINISTRATION

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<tr>
<td>Carrie Ann Potenza</td>
<td>Vice President of Academic Affairs</td>
<td>Twin Cities</td>
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<tr>
<td>Matthew Segard</td>
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<tr>
<td>Leah Mason</td>
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<td>George Rosehart</td>
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<td>Heather A. Haffner</td>
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<td>Shawn Uhlwelling</td>
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<tr>
<td>Ann Morgan</td>
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## FACULTY AND STAFF

### SCHOOL OF BUSINESS

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<tr>
<th>Name</th>
<th>Degree(s)</th>
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<td>Kathy Heldman</td>
<td>M.B.A., Webster University</td>
<td>Ocala</td>
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<tr>
<td>Douglas Connell</td>
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<td>Stephen Eisenberg</td>
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<td>Juan Gorringe</td>
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<td>Todd Stowe</td>
<td>Business Program Coordinator</td>
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<td>Jerry Lee</td>
<td>J.D., University of Toledo</td>
<td>M.A., B.S., Bowling Green State University</td>
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<tr>
<td>Latria Roundtree</td>
<td>M.B.A., Webster University</td>
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### SCHOOL OF EDUCATION

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<td>Cecelia Westby</td>
<td>Director</td>
<td>M.Ed., University of North Dakota</td>
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<tr>
<td>Tracey Canard</td>
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<td>M.S., B.S., University of Florida</td>
<td>New Port Richey</td>
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<tr>
<td>Lauren Drakes</td>
<td>Associate Professor</td>
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<td>B.A., City College</td>
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### SCHOOL OF HEALTH SCIENCES

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<td>Latricia Roundtree</td>
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<tr>
<td>Tina Reymers, RN, CHPS</td>
<td>Program Coordinator</td>
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<td>A.A.S., Moorhead State</td>
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<tr>
<td>Judy Johnson</td>
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<td>B.S., University of Illinois</td>
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<tr>
<td>Heath Zink</td>
<td>Program Coordinator</td>
<td>B.S., Ohio Northern University</td>
<td>Clinical Lab Science Certificate-Wright State University</td>
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### SCHOOL OF JUSTICE STUDIES

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<tr>
<td>Jarumas Weiland, RN</td>
<td>Program Coordinator</td>
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<td>B.S., Florida Gulf Coast University</td>
<td>Fort Myers</td>
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<td>Jaramas Weiland, RN</td>
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<td>Rebecca Sato</td>
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<td>Health Information Technology Program Coordinator</td>
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<tr>
<td>Jerome Brown</td>
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<td>Terry Cookley, RN</td>
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<td>Diploma, Little Company of Mary Hospital</td>
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<tr>
<td>Angela Finch</td>
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<tr>
<td>Amanda Vickery</td>
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<td>Keith Bostaph</td>
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<td>Carina Grifo</td>
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<td>Tanja King</td>
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<tr>
<td>Leann Manley</td>
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<tr>
<td>Cassandra Pinnell</td>
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<tr>
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</table>
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#### General Education & Developmental Education

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<th>Name</th>
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<td>Lorenzo Aguiar</td>
<td>M.A.</td>
<td>City College–New York</td>
<td>Fort Myers</td>
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<tr>
<td>Lynette Barnes</td>
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<td>B.A.</td>
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<td>John Butler</td>
<td>J.D., Thomas Cooley Law School</td>
<td>M.A., Texas Tech</td>
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<td>Demetria Ellis</td>
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<td>Judy Inks</td>
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<td>Joni Kahn</td>
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<tr>
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#### Library and Learning Center

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<tr>
<td>Emily O’Connor</td>
<td>Director of Library and Learning Resources</td>
<td>M.S., Florida State University</td>
<td>B.A., West Virginia Wesleyan College</td>
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<tr>
<td>Elizabeth Grimm</td>
<td>Reference Librarian</td>
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<td>B.A., University of New Hampshire</td>
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<tr>
<td>Todd Stowe</td>
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<tr>
<td>Leah Smithay</td>
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<tr>
<td>Jan McCartney</td>
<td>Reference Librarian</td>
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<td>Nina Prescott</td>
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<tr>
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<td>Librarian</td>
<td>M.S., M.S., Indiana University</td>
<td>B.A., University of Iowa</td>
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</table>
CAMPUS LOCATIONS

MINNESOTA

BLAINE
3629 95th Avenue NE
Blaine, MN 55014
763-795-4720

BLOOMINGTON
4400 West 78th Street
Bloomington, MN 55435
952-545-2000

BROOKLYN PARK
8301 93rd Avenue North
Brooklyn Park, MN 55445
763-493-4500

EAGAN
3500 Federal Drive
Eagan, MN 55122
651-687-9000

LAKE ELMO/WOODBURY
8665 Eagle Point Circle
Lake Elmo, MN 55042
651-259-6600

MANKATO
130 Saint Andrews Drive
Mankato, MN 56001
507-625-6556

MOORHEAD
1250 29th Avenue South
Moorhead, MN 56560
218-304-6200

ST. CLOUD
226 Park Avenue South
St. Cloud, MN 56301
320-251-5600

ILLINOIS

AURORA/NAPERVILLE
2363 Sequoia Drive
Aurora, IL 60506
630-888-3500

MOKENA/TINLEY PARK
8650 West Spring Lake Road
Mokena, IL 60448
815-534-3300

ROCKFORD
6000 East State Street
Rockford, IL 61108
815-316-4800

ROMEOVILLE/JOLIET
1400 West Normantown Road
Romeoville, IL 60446
815-306-2600

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FORT MYERS
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Fort Myers, FL 33905
239-477-2100

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Land O’Lakes, FL 33558
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NEW PORT RICHEY
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New Port Richey, FL 34654
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OCALA
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Ocala, FL 34474
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