FLORIDA CATALOG 2013-14
MISSION

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

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

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

6 Assessment and Planning: Rasmussen College students, both on campus and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists Rasmussen College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
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2013-2014 ACADEMIC CALENDAR

- **Summer Quarter**  
  July 8 – September 22
- **Early Fall Quarter**  
  August 12 – September 22
- **Fall Quarter**  
  October 7 – December 22
- **Early Winter Quarter**  
  November 12 – December 22
- **Winter Quarter**  
  January 6 – March 23
- **Early Spring Quarter**  
  February 10 – March 23
- **Spring Quarter**  
  April 7 – June 22
- **Early Summer Quarter**  
  May 12 – June 22
- **Summer Quarter**  
  July 7 – September 21

COLLEGE HOLIDAYS

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- Christmas Day
Congratulations on becoming a college student. I am excited to welcome you to Rasmussen College!

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

MANAGER OF STUDENT RECORDS
- Evaluates your transcripts for transfer credit
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements
CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

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

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

CERTIFICATE COURSES
LOWER DIVISION
AGC 1022 Financial Accounting I 4
AGC 1033 Financial Accounting II 4
AGC 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 3
E 242 Career Development 2
GEB 1011 Introduction to Business 4
MAD 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 demonstrate mastery of the subject matter through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

DIPLOMA

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper
• Auditing Clerk
• Bank Teller
• Accounts Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4
MAJOR AND CORE COURSES
LOWER DIVISION
AGC 2580 Financial Investigation 4
AGC 2930 Accounting Capstone 4
BUL 2241 Business Law 4
FIN 1202 Financial Markets and Institutions 4
MAD 2062 Business Ethics 4
MAR 2011 Principles of Marketing 4
Total Diploma Credits 12
General Education Credits 12
Major and Core Credits 61

TOTAL DIPLOMA CREDITS 73*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements. * Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses)** 8
ECO 1000 Principles of Economics 4
SYG 1000 Introduction to Sociology 4
ECO 2013 Macroeconomics 4
ECO 2023 Microeconomics 4
Total Associate’s Degree Credits 32
General Education Credits 32
Major and Core Credits 61
TOTAL AS DEGREE CREDITS 93*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program. * Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. **It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

SCHOOL OF BUSINESS MISSION STATEMENT

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

rasmussen.edu
BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
ACG 3080 Managerial Accounting Theory and Practice 4
ACG 3085 Advanced Auditing Concepts and Standards 4
ACG 3110 Intermediate Financial Reporting I 4
ACG 3120 Intermediate Financial Reporting II 4
ACG 3130 Intermediate Financial Reporting III 4
ACG 4010 Cost Accounting Principles and Applications 4
ACG 4020 Advanced Financial Accounting 4
ACG 4250 International Accounting 4
ACG 4402 Accounting Information Systems 4
ACG 4931 Accounting Capstone II 4
BUL 3247 Business Law II 4
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 Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64

TOTAL BS DEGREE CREDITS 181*

PUBLIC ACCOUNTING BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES

CPA COURSES

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

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

TOTAL PUBLIC ACCOUNTING BS DEGREE CREDITS 231*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS 37*

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

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

Total Diploma Credits
General Education Credits 12
Major and Core Credits 47

TOTAL DIPLOMA CREDITS 59*

See page 35 for General Education course selections.

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

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

RASMUSSEN COLLEGE FLORIDA
SCHOOL OF BUSINESS

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4
Social Sciences (Select 2 courses)** 8
ECO 1000 Principles of Economics
SYG 1000 Introduction to Sociology
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
ACG 2062C Computer Focused Principles 3
APA 1500 Payroll Accounting 4
MNA 1161 Customer Service 4
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58
TOTAL AS DEGREE CREDITS 90*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

BUSINESS MANAGEMENT BACHELOR’S DEGREE

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

OBJECTIVE:
Graduates of this program know concepts in management, organizational leadership, and business ethics. They understand finance and accounting, and advanced management theories and techniques that can be incorporated in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; infuse their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate efficiently within a continually changing environment.

Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
ACG 3357 Accounting for Business Managers 4
BUL 4388 Business Law and Ethics 4
GEB 3110 Research and Report Writing 4
GEB 4220 Managing a Diverse Workforce 4
GEB 4310 Statistics for Business 4
GEB 4410 Advanced Principles of Marketing 4
GEB 4505 Organizational Development 4
ISM 3015 Management of Information Systems 4
MAN 3175 Applied Management Principles 4
MAN 3504 Operations Management 4
MAN 4143 Contemporary Leadership Challenges 4
MAN 4240 Organizational Behavior Analysis 4
MAN 4441 Negotiation and Conflict Management 4
MAN 4602 International Business 4
MAN 4720 Strategic Management 4
MAN 4900 Management Capstone 3
RMI 4020 Risk Management 4
Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 67
TOTAL BS DEGREE CREDITS 181*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
- Social Sciences (Select 2 courses)** 8
- ECO 1000 Principles of Economics 4
- SYG 1002 Introduction to Sociology 4
- ECO 2013 Macroeconomics 4
- ECO 2043 Microeconomics 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

MAJOR AND CORE COURSES

LOWER DIVISION
- ACG 1022 Financial Accounting I 4
- ACG 1033 Financial Accounting II 4
- CGS 1240 Computer Applications and Business Systems Concepts 3
- COM 1007 Professional Communication 4
- E242 Career Development 2
- FIN 3000 Principles of Finance 4
- GEB 1011 Introduction to Business 4
- HSA 2010 Marketing and Communications in Healthcare 4
- HSA 2117 U.S. Healthcare Systems 4
- HSA 2537 Electronic Health Records and Medical Office Procedures 4
- HSC 1531 Medical Terminology 4
- HSC 2641 Medical Law and Ethics 4
- MAN 1300 Introduction to Human Resource Management 4
- MAN 2021 Principles of Management 4
- PLA 2476 Employment Law 4
- PSY 1012 General Psychology 4

UPPER DIVISION
- GEB 3110 Research and Report Writing 4
- GEB 4220 Managing a Diverse Workforce 4
- HSA 3109 Foundations of Managed Care 4
- HSA 3110 Introduction to Healthcare Administration 4
- HSA 3170 Financial Management of Healthcare Organizations 4
- HSA 3383 Quality Improvement in Healthcare 4
- HSA 3422 Regulation and Compliance in Healthcare 4
- HSA 3751 Healthcare Statistics 4
- HSA 4110 Healthcare Operations Management 4
- HSA 4120 International Healthcare 4
- HSA 4150 Healthcare Planning and Policy Management 4
- HSA 4191 Healthcare Information Systems 4
- HSA 4210 Advanced Healthcare Law and Ethics 4
- HSA 4922 Healthcare Management Capstone 3
- HSC 4500 Epidemiology 4
- MAN 4143 Contemporary Leadership Challenges 4

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

TOTAL BS DEGREE CREDITS 180 *

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

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

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES
LOWER DIVISION
- 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
- E242 Career Development 2
- GEB 1011 Introduction to Business 4
- MAN 2021 Principles of Management 4
- MAN 2062 Business Ethics 4
- MAR 2011 Principles of Marketing 6

TOTAL CERTIFICATE CREDITS 36*

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

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

TOTAL DIPLOMA CREDITS 61*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
- COMM 1101 Communication (Select 1 course) 4
- HUM 1201 Humanities (Select 2 courses) 8
- MATH 1101 Math/Natural Sciences (Select 1 course) 4
- SOC 1101 Social Sciences (Select 2 courses)** 8
- ECO 1000 Principles of Economics 4
- SYG 1001 Introduction to Sociology 4
- ECO 2013 Macroeconomics 4
- ECO 2023 Microeconomics 4

MAJOR AND CORE COURSES
LOWER DIVISION
- FIN 1000 Principles of Finance 4
- GEB 2930 Business Capstone 2

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

TOTAL AS DEGREE CREDITS 91*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES

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

CERTIFICATE COURSES

LOWER DIVISION

<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>BUL 2241</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>CGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COM 1007</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 2062</td>
<td>Business Ethics</td>
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</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 37*

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

<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>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
<td></td>
</tr>
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</table>

MAJOR AND CORE COURSES

LOWER DIVISION

<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 2873</td>
<td>Public Relations and Advertising</td>
<td>4</td>
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</table>

Total Diploma Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Education Credits</td>
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<tr>
<td>Major and Core Credits</td>
<td>49</td>
</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 57*

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

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
MARKETING ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses)** 8
ECO 1000 Principles of Economics
SYG 1000 Introduction to Sociology
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

MAJOR AND CORE COURSES

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

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.
# Multimedia Technologies Diploma

## Digital Design and Animation

### Career Opportunities:
- Graphic Designer
- Print and Digital Designer
- 3D Artist

### Objective:
Graduates of this program know basic theories of visual and interactive media design. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>4</td>
</tr>
<tr>
<td>B087</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Courses

**Lower Division**

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

**Select 1 Math course; College Algebra recommended**

### Major and Core Courses

**Lower Division**

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

**Specialization Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1309C Drawing Design and Art Theory</td>
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</tr>
<tr>
<td>DIG 1302C Introduction to 3D Arts and Animation</td>
<td>3</td>
</tr>
<tr>
<td>DIG 1303C 3-Dimensional Animation</td>
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</table>

**Total Diploma Credits**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Credits</td>
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</tr>
<tr>
<td>Major and Core Credits</td>
<td>59</td>
</tr>
<tr>
<td><strong>Total Diploma Credits</strong></td>
<td><strong>71</strong></td>
</tr>
</tbody>
</table>

See page 35 for general education course selections.

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

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

---

# Web Design

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

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

### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>4</td>
</tr>
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<td>B087</td>
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### General Education Courses

**Lower Division**

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<tbody>
<tr>
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**Select 1 Math course; College Algebra recommended**

### Major and Core Courses

**Lower Division**

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</tr>
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<td>GEB 1011 Introduction to Business</td>
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</tr>
<tr>
<td>GEB 1014 Project Planning and Documentation</td>
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</tr>
<tr>
<td>GEB 2444 Internet Business Models and E-Commerce</td>
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</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td>GRA 1741C Color Theory and Techniques</td>
<td>3</td>
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</tbody>
</table>

**Specialization Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2804C Networking and Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1400C Dynamic Content Management</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2857C Server Side Scripting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Diploma Credits**

<table>
<thead>
<tr>
<th>Category</th>
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</tr>
</thead>
<tbody>
<tr>
<td>General Education Credits</td>
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<td>Major and Core Credits</td>
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</tr>
<tr>
<td><strong>Total Diploma Credits</strong></td>
<td><strong>71</strong></td>
</tr>
</tbody>
</table>

See page 35 for general education course selections.

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
Digital Design and Animation Specialization
DIG 2950  Multimedia Portfolio Development 2
Web Design Specialization
DIG 2950  Multimedia Portfolio Development 2
Total Associate’s Degree Credits 32
Major and Core Credits 61
TOTAL AS DEGREE CREDITS 93*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Senior Art Director
• Visual Media Producer
• Website Designer
• Multimedia Artist and Animator
• 3D Animator

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
ART 3332  Figure Drawing 4
DIG 3316  The Study of Animation 4
DIG 3318  Flash Animation 4
DIG 3323  Polygon Modeling 4
DIG 3330  Advanced Methods of Computer Graphics 4
DIG 3333  Digital Photography 4
DIG 3512  Advanced HTML Coding with CSS 4
DIG 3552  Concept Development for Digital Media 4
DIG 4323  3D Game Character Creation 4
DIG 4330  Advanced Applications of Digital and Experimental Art 4
DIG 4355  Digital Effects Creation 4
DIG 4432  Storyboard Development for Digital Media 4
DIG 4933  Digital Video/Audio Project 4
DIG 4934  Web Design Project 4
DIG 4935  Animation Graphics Project 4
GEB 3051  The Business of Digital Media 4
Total Bachelor’s Degree Credits 64

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SCHOOL OF EDUCATION

EARLY CHILDHOOD EDUCATION • CERTIFICATE • DIPLOMA • AS DEGREE
CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

FOUNDATION COURSES

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

CERTIFICATE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<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 1735</td>
<td>Health, Safety, and Nutrition/CDA Application</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2613</td>
<td>Observation and Assessment in Early Childhood Education</td>
<td>4</td>
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</tbody>
</table>

Choose either Track I ** or Track II

Track I **

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>EEC 1860</td>
<td>Knowledge: Externship I</td>
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<tr>
<td>EEC 1861</td>
<td>Application: Externship II</td>
<td>6</td>
</tr>
<tr>
<td>EEC 1862</td>
<td>Reflection: Externship III</td>
<td>6</td>
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</table>

Track II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC1863</td>
<td>Teacher Reflection I: Early Childhood Education as a Profession</td>
<td>6</td>
</tr>
<tr>
<td>EEC1864</td>
<td>Teacher Reflection II: Morality and Ethics in Early Childhood Education</td>
<td>6</td>
</tr>
<tr>
<td>EEC1865</td>
<td>Teacher Reflection III: The Intentional Teacher</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 36*

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

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

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

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

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

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

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

EARN AS YOU LEARN

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

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
CGS 1240 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2

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

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

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

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

Total Diploma Credits
General Education Credits 12
Major and Core Credits 57
TOTAL DIPLOMA CREDITS 69*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

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

MAJOR AND CORE COURSES

LOWER DIVISION
Child and Family Studies Specialization
EEC 2935 Summative Project for Early Childhood Education 2

Child Development Specialization
EEC 2935 Summative Project for Early Childhood Education 2

English Language Learner Specialization
EEC 2935 Summative Project for Early Childhood Education 2

Child with Special Needs Specialization
EEC 2935 Summative Project for Early Childhood Education 2

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

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

CERTIFICATES

CAREER OPPORTUNITIES:
• Phlebotomist
• Laboratory Assistant
• EKG Technician
• Patient Care Technician
• Personal Care Aide

RASMUSSEN COLLEGE FLORIDA
SCHOOL OF HEALTH SCIENCES

TOTAL CERTIFICATE CREDITS
MLT 1040C
CVT 1000C
BMS 2990C
BMS 1108C

OBJECTIVE:
Graduates positively care of program know how to perform a variety of patient care duties in a number of clinical settings. They demonstrate detailed knowledge about the cardiovascular system and are able to apply their knowledge to obtain accurate testing results. They value their interactions with patients and the health care team in multiple health care settings.

CVT 1000C Introduction to Electrocardiograms
CVT 1150 Cardiovascular Anatomy and Pathology
CVT 2000C Advanced Electrocardiograms
CVT 2990C EKG Externship and Capstone
HIM 1035 Introduction to Electronic Health Records

TOTAL CERTIFICATE CREDITS 38*

PHLEBOTOMY TRACK

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

HIM 1035 Introduction to Electronic Health Records
MLT 1137C Introduction to Laboratory Processing
MLT 1040C Phlebotomy
MLT 2140C Phlebotomy II
MLT 2990C Phlebotomy Externship and Capstone

TOTAL CERTIFICATE CREDITS 38*

See page 35 for general education course selections.

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

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

This program is only available at the Land O’ Lakes/East Pasco, New Port Richey/West Pasco and Tampa/Brandon campuses.

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

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ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Phlebotomist
• Laboratory Assistant
• EKG Technician
• Patient Care Technician
• Personal Care Aide
• Phlebotomy Services Representative
• Monitor Technician
• Cardiovascular Technician
• Patient Care Assistant
• Healthcare Associate

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION CERTIFICATE COURSES

LOWER DIVISION
English Composition (Required course)
ENC 1101  English Composition 4
Communication (Select 1 course other than COM 1002) 4
Humanities (Select 3 courses) 12
Math/Natural Sciences (Select 2 courses other than PHA 1500) 8
Social Sciences (Select 3 courses) 12

MAJOR AND CORE COURSES

LOWER DIVISION
HSA 2117  US Healthcare Systems 4
MEA 1243  Pharmacology for the Allied Health Professional 4
MEA 2203  Pathophysiology 5
Total Associate’s Degree Credits 48
General Education Credits 48
Major and Core Credits 24
Track Credits 19
TOTAL AS DEGREE CREDITS 91*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

This program is only available at the Land O’ Lakes/East Pasco, New Port Richey/West Pasco and Tampa/Brandon campuses.

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

MEDICAL BILLING AND CODING • CERTIFICATE • DIPLOMA
HEALTH INFORMATION TECHNICIAN AS DEGREE
HEALTH INFORMATION MANAGEMENT BS DEGREE

MEDICAL BILLING AND CODING CERTIFICATE

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
HIM 1110 Anatomy and Pharmacology for Coders 3
HIM 1125 ICD-CM Coding 4
HIM 1126C ICD-PCS Coding 4
HIM 1258C Ambulatory Care Coding 3
HIM 2272C Medical Insurance and Billing 3
HIM 2410 Health Information Law and Ethics 4
HIM 2940 Medical Coding Practicum 1
HSC 1531 Medical Terminology 4
MEA 2203 Pathophysiology 5
Total Certificate Credits
General Education Credits 4
Major and Core Credits 36
TOTAL CERTIFICATE CREDITS 40*

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENG 1101 English Composition
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course other than PHA 1500) 4

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

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

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

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HEALTH INFORMATION TECHNICIAN ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

TOTAL AS DEGREE CREDITS 90*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 66

TOTAL BS DEGREE CREDITS 180*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

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

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240 Computer Applications and Business Concepts 3
E242 Career Development 2
HIM 1258C Ambulatory Care Coding 3
HIM 1311 ICD Coding 3
HIM 2272C Medical Insurance and Billing 3
HSA 1050 Customer Service in Healthcare 1
HSA 2537 Electronic Health Records and Medical Office Procedures 4
HSC 1410 Medical Writing, Style, and Grammar 3
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MEA 1243 Pharmacology for the Allied Health Professional 4
MEA 2203 Pathophysiology 5
MTS 2005 Introduction to Medical Transcription 4
OST 2110C Keyboarding I 3
OST 2240 Medical Transcription 3
OST 2465 Medical Administration Capstone 1

Total Diploma Credits
General Education Credits 8
Major and Core Credits 50
TOTAL DIPLOMA CREDITS 58*

ASSESS THE NEW DEGREE

ASSOCIATE’S DEGREE

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
ACG 1022 Financial Accounting I 4
HSA 2117 US Healthcare Systems 4
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58
TOTAL AS DEGREE CREDITS 90*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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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 the critical thinking, effective communication, diversity awareness skills and medical ethics as they pertain to the medical assisting career.

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required course): 4
- ENC 1101 English Composition: 4
- Math/Natural Sciences (Required course): 4
- MATH 1500 Structure and Function of the Human Body: 4

**MAJOR AND CORE COURSES**
- E242 Career Development: 2
- HSA 1050 Customer Service in Healthcare: 1
- HSC 2537 Electronic Health Records and Medical Office Procedures: 4
- HSC 2641 Medical Law and Ethics: 4
- MEA 1102 Introduction to Medical Assisting: 3
- MEA 1206 Clinical Skills I: 4
- MEA 1207 Clinical Skills II: 4
- MEA 1243 Pharmacology for the Allied Health Professional: 4
- MEA 2203 Pathophysiology: 5
- MEA 2267 Laboratory Skills for Medical Assisting: 4
- MEA 2290 Radiography Skills: 3
- MEA 2804 Medical Assistant Externship: 8
- MEA 2820 Medical Assisting Capstone: 2

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

Medical Assisting students must receive the first injection of the Hepatitis B immunization series by the end of week two in the Introduction to Medical Assisting course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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

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

**ASSOCIATE’S DEGREE**

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

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**
- GCS 1240 Computer Applications and Business Systems Concepts: 3

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

*See page 35 for General Education Course Selections.

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

**Career Opportunities In:**
- Retail Pharmacy
- Clinical Pharmacy

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

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

**General Education Courses**
- **Lower Division**
  - Math/Natural Sciences 8
  - (*Required, select 1 additional course)
  - PHA 1500 Structure and Function of the Human Body

**Major and Core Courses**
- **Lower Division**
  - CGS 1240 Computer Applications and Business Systems Concepts 3
  - E242 Career Development 2
  - HSC 1531 Medical Terminology 4
  - HSC 2641 Medical Law and Ethics 4
  - MEA 1243 Pharmacology for the Allied Health Professional 4
  - MEA 2203 Pathophysiology 5
  - PTN 1001 Introduction to Pharmacy 4
  - PTN 2017 Pharmacy Math and Dosages 4
  - PTN 2220 Pharmacy Software/Automation/Insurance Billing 3
  - PTN 2340 Unit Dose and Medication Preparation 3

**TOTAL Certificate Credits**
- General Education Credits 8
- Major and Core Credits 36
- **TOTAL Certificate Credits** 44

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

### Diploma

**Career Opportunities In:**
- Retail Pharmacy
- Clinical Pharmacy

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

**In Addition to All Certificate Courses**
- **General Education Courses**
  - Lower Division
    - English Composition (Required course)
    - Communication (Select 1 course)

**Major and Core Courses**
- **Lower Division**
  - COM 1007 Professional Communication 4
  - HSA 2117 U.S. Healthcare Systems 4
  - MNA 1161 Customer Service 4
  - OST 1100C Keyboarding I 3
  - PTN 2050 Pharmacy Technician Capstone 3

**TOTAL Diploma Credits**
- General Education Credits 16
- Major and Core Credits 54
- **TOTAL Diploma Credits** 70

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

### Associate’s Degree

**Career Opportunities In:**
- Retail Pharmacy
- Clinical Pharmacy
- Hospitals and Healthcare Facilities

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

**In Addition to All Diploma Courses**
- **General Education Courses**
  - Lower Division
    - Humanities (Select 2 courses) 8
    - Math/Natural Sciences (Select 1 course other than PHA 1500) 4
    - Social Sciences (Select 2 courses) 8
  - Total Associate’s Degree Credits 36
  - Major and Core Credits 54
  - **Total AS Degree Credits** 90

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

GENERAL EDUCATION CREDITS

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES
CCJ 1000 Introduction to Criminal Justice 4
CCJ 1153 Criminology: Motives for Criminal Deviance 4
CCJ 1153 Field Communications in Criminal Justice 2
CCJ 2053 Ethics in Criminal Justice 4
CCJ 2170 Practical Psychology for the Criminal Justice Professional 4
CCJ 2345 Critical Thinking and Evidence-Based Practices in Criminal Justice 4
CCJ 2685 Domestic Violence 4
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CGS 1240 Computer Applications and Business Systems Concepts 3
CJC 1000 Introduction to Corrections 4
CJE 1006 Policing in America 4
CJE 1233 Drugs and Crime 4
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
CJL 1552 Introduction to Criminal Law 4
CJL 1747 Applied Criminal Procedures 4
E170 Introduction to Undergraduate Research 2

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

TOTAL AS DEGREE CREDITS 91* See page 35 for General Education Course Selections


BACHELOR'S DEGREE

CAREER OPPORTUNITIES: **
• Detective Investigator
• Probation/Parole Officer
• Crime Victims Advocate
• Juvenile Justice Specialist

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

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Choose either Track I or Track II

Track I (not available for National Online students)
CCJ 4392 Criminal Justice Internship 9

Track II
CCJ 4454 Criminal Justice Seminar 5
CCJ 4479 Senior Thesis 4

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

Total Bachelor's Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 59
Upper Division Major and Core Credits 49
Upper Division Elective Credits 16

TOTAL BS DEGREE CREDITS 180*

See page 35 for General Education Course Selections

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

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

** Additional training may be required.

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

CERTIFICATE

CAREER OPPORTUNITIES:
• Program Assistant Specialist

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

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

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

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

Total Certificate Credits
General Education Credits 4
Major and Core Credits 34

TOTAL CERTIFICATE CREDITS 38*

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

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• Human Service Assistant

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

Choose either Track I or Track II
Track I**
HUS 2937 Internship for Human Services 9
Track II
COM 1007 Professional Communication 4
HUS 2955 Human Services Capstone 5

Total Diploma Credits
General Education Credits 16
Major and Core Credits 58

TOTAL DIPLOMA CREDITS 74*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

ASSOCIATE’S DEGREE

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required course) 4
SYG 1000 Introduction to Sociology 4

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

TOTAL AS DEGREE CREDITS 90*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

rasmussen.edu
PARALEGAL AS DEGREE

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
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<td>CJE 1381</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
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<td>E242</td>
<td>Career Development</td>
<td>4</td>
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<td>PLA 1013</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1203</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
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<td>PLA 1223</td>
<td>Civil Litigation and Procedure II</td>
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<tr>
<td>PLA 1310</td>
<td>Paralegal Ethics</td>
<td>2</td>
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<tr>
<td>PLA 1573</td>
<td>Contracts: Managing Legal Relationships</td>
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<td>PLA 2204</td>
<td>Law Office Technology: Cyberspace and the Paralegal Profession</td>
<td>4</td>
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<tr>
<td>PLA 2320</td>
<td>Legal Research</td>
<td>4</td>
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<tr>
<td>PLA 2330</td>
<td>Legal Writing</td>
<td>4</td>
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<tr>
<td>PLA 2435</td>
<td>Corporate Law</td>
<td>4</td>
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<tr>
<td>PLA 2587</td>
<td>Torts: Auto Accidents and Other Legal Injuries</td>
<td>4</td>
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<tr>
<td>PLA 2610</td>
<td>Real Estate Law</td>
<td>4</td>
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<td>PLA 2800</td>
<td>Family Law</td>
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Chose either Track I or Track II

Track I**

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<td>PLA 2940</td>
<td>Paralegal Internship</td>
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<tr>
<td>PLA 2916</td>
<td>Paralegal Capstone</td>
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Track II

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<tr>
<td>PLA 2816</td>
<td>Paralegal Internship</td>
<td>5</td>
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</tbody>
</table>

8 Total Associate’s Degree Credits: 32
8 Major and Core Credits: 62

94* TOTAL AS DEGREE CREDITS

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

PARALEGAL CERTIFICATE

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PLA 1013</td>
<td>Introduction to Law and the Legal System</td>
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<tr>
<td>PLA 1203</td>
<td>Civil Litigation and Procedure I</td>
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<td>PLA 1223</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
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<tr>
<td>PLA 1310</td>
<td>Paralegal Ethics</td>
<td>4</td>
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<tr>
<td>PLA 1573</td>
<td>Contracts: Managing Legal Relationships</td>
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<tr>
<td>PLA 2204</td>
<td>Law Office Technology: Cyberspace and the Paralegal Profession</td>
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<tr>
<td>PLA 2587</td>
<td>Torts: Auto Accidents and Other Legal Injuries</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2800</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>Electives (choose 1 course, for 4 credits)</td>
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<td></td>
</tr>
<tr>
<td>PLA 2435</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2610</td>
<td>Real Estate Law</td>
<td>4</td>
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Chose either Track I or Track II

Track I**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PLA 2940</td>
<td>Paralegal Internship</td>
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Track II

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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PLA 2916</td>
<td>Paralegal Capstone</td>
<td>5</td>
</tr>
</tbody>
</table>

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

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

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

Paralegal Certificate Entrance Requirements: Admission into the Paralegal Certificate program requires candidates to have earned an Associate’s degree which includes general education courses equivalent to those required in Rasmussen College’s Paralegal AS, or a Bachelor’s degree or higher.

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

- Clinical Practice
- Administration
- Nursing Education
- Nursing Leadership

OBJECTIVE:

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

PROGRAM ENROLLMENT:

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

FOUNDATION COURSES

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

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<thead>
<tr>
<th>Division</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>UPPER DIVISION</td>
<td>Communication (Select 1 course)</td>
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<tr>
<td></td>
<td>Humanities (Select 2 courses)</td>
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<tr>
<td></td>
<td>Math/Natural Sciences (Select 1 course)</td>
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<tr>
<td></td>
<td>Social Sciences (Select 2 courses)</td>
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MAJOR AND CORE COURSES

<table>
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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tr>
<td>NUR 3177</td>
<td>Health Assessment</td>
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<tr>
<td>NUR 3205</td>
<td>Applied Pathophysiology</td>
<td>4</td>
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<tr>
<td>NUR 3418</td>
<td>Introduction to Alternative and Complementary Therapies</td>
<td>4</td>
</tr>
<tr>
<td>NUR 3508</td>
<td>Quality and Safety in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 3655</td>
<td>Transcultural Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 3816</td>
<td>Dimensions of Professional Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 4165</td>
<td>Nursing Research</td>
<td>4</td>
</tr>
<tr>
<td>NUR 4529</td>
<td>Public Health and Community Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 4773</td>
<td>Leadership and Management in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 4870</td>
<td>Nursing Informatics</td>
<td>4</td>
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<tr>
<td>NUR 4909</td>
<td>Nursing Capstone</td>
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</tbody>
</table>

Total Bachelor’s Degree Credits: 181*

Upper Division General Education Credits: 24
Upper Division Major and Core Credits: 44

TOTAL BS DEGREE CREDITS (INCLUDING TRANSFER CREDITS) 181*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

RASMUSSEN COLLEGE FLORIDA
SCHOOL OF NURSING

RN TO BSN PROGRAM/NURSING BS DEGREE
ONLINE ONLY

SCHOOL OF NURSING
MISSION STATEMENT

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

rasmussen.edu
PROFESSIONAL NURSING AS DEGREE

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

OBJECTIVE:
The objective of the Professional Nursing program is to provide the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry-level professional nursing position; and in turn facilitate competency in the core components of professional nursing: professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care. This program is designed to prepare the graduate to utilize and apply the nursing process (assessment, diagnosis, planning, intervention and evaluation) to provide care across the life span and in diverse settings within the healthcare continuum. Upon successful completion of this program, the graduate will receive an Associate of Science Degree in Nursing and will be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain licensure as a registered nurse.

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Mathematics (Required course) 4
MAT 1031 College Algebra 4
Natural Sciences (Required courses) 19
BSC 2020C Introduction to Human Biology 4
BSC 2087C Human Anatomy and Physiology I 4
BSC 2089C Human Anatomy and Physiology II 4
MCB 2010C Introduction to Microbiology 4
Social Sciences (Required courses) 8
DEP 2004 Human Growth and Development 4
PSY 1012 General Psychology 4

MAJOR AND CORE COURSES
LOWER DIVISION
NUR 1172 Nutritional Principles in Nursing 4
NUR 1245 Introduction to Professional Nursing 4
NUR 1381 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 4
NUR 2034C Fundamentals of Professional Nursing 6
NUR 2103C Comprehensive Pharmacology 6
NUR 2239C Professional Nursing I 6
NUR 2371C Mental Health Nursing 4
NUR 2413C Professional Nursing II 6
NUR 2558C Maternal Child Health Nursing 4
NUR 2601C Professional Nursing III 6
NUR 2734C Role, Scope, Quality, and Leadership in Professional Nursing 4
NUR 2944 Professional Nursing Capstone 2
Total Associate's Degree Credits 47
General Education Credits 47
Major and Core Credits 56
TOTAL AS DEGREE CREDITS 103

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

To graduate in this program, students must complete all required coursework beginning with BSC (except for Introduction to Human Biology), MCB, and NUR with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

The Professional Nursing AS Degree program at the Ocala School of Nursing campus is a candidate for accreditation by the Accreditation Commission for Education in Nursing.

MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current practical nursing license will receive credit for NUR 1172 Nutritional Principles in Nursing (4 credits) and NUR 2034C Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. Students may also transfer in up to 47 credits in successfully completed applicable general education coursework; graduates of Rasmussen College’s Practical Nursing program will receive credit for ENC 1101 English Composition, MAT 1031 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.
CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Long-Term Care Facilities
- Assisted Living Centers
- Dental Offices
- Physician’s Offices

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

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOWER DIVISION</td>
<td></td>
</tr>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
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<tr>
<td>ENC 1101 English Composition</td>
<td></td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td>Math/ Natural Sciences (Required courses)</td>
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<tr>
<td>MAT 1031 College Algebra</td>
<td>4</td>
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<tr>
<td>PHA 1500 Structure and Function of the Human Body</td>
<td>8</td>
</tr>
<tr>
<td>MAJOR AND CORE COURSES</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>LOWER DIVISION</td>
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<tr>
<td>NUR 1172 Nutritional Principles in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PRN 1060C Fundamental of Practical Nursing</td>
<td>6</td>
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<tr>
<td>PRN 1086 Introduction to Practical Nursing</td>
<td>2</td>
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<tr>
<td>PRN 1147C Practical Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>PRN 1232C Basic Pharmacology</td>
<td>3</td>
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<tr>
<td>PRN 1486 Gerontologic Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PRN 1532C Practical Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>PRN 1673C Psychosocial Nursing</td>
<td>2</td>
</tr>
<tr>
<td>PRN 1748C Practical Nursing III</td>
<td>6</td>
</tr>
<tr>
<td>PRN 1808C Family Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PRN 1971 Practical Nursing Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Diploma Credits: 16
Major and Core Credits: 46
TOTAL DIPLOMA CREDITS: 62

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

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

### CAREER OPPORTUNITIES:
- Web Developer

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

### FOUNDATION COURSES

<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>
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</tr>
<tr>
<td>B087</td>
<td>Practical Math</td>
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</table>

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

<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>CGS 1545</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820C</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1308</td>
<td>Logic and Troubleshooting</td>
<td>3</td>
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<tr>
<td>COM 1007</td>
<td>Professional Communication</td>
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<tr>
<td>COP 1125</td>
<td>Programming Fundamentals</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>
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<tr>
<td>COP 2004</td>
<td>PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>COP 2250</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2323</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<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>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>GRA 1722C</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2062</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
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</tbody>
</table>

Total Diploma Credits: 68

### ASSOCIATE’S DEGREE

### CAREER OPPORTUNITIES:
- Web Developer

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

#### LOWER DIVISION

<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</td>
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</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition</td>
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<tr>
<td>MA 1722</td>
<td>Mathematical Sciences (Select 1 course)</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Associate’s Degree Credits: 32

Major and Core Credits: 60

### TOTAL AS DEGREE CREDITS

92

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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DIPLOMA

ASSOCIATE’S DEGREE

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29
SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AS DEGREE
COMPUTER SCIENCE  BS DEGREE

SOFTWARE APPLICATION DEVELOPMENT CERTIFICATE

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
CDA 1202  Foundations of Software Design  3
CDA 2110  Introduction to Computer Systems  4
CEN 1400  Mobile Application Development  3
CGS 1545  Relational Databases  3

CORE
CO 1225  Programming Fundamentals  3
CO 1224  Programming I  4
CO 2224  Programming II  4
CO 2250  Java I  3
CO 2323  Object-Oriented Programming  3
COT 1202  Discrete Structures for Computer Science  3
E242  Career Development  2

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

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

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

SOFTWARE APPLICATION DEVELOPMENT ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course)  4
ENC 1101  English Composition
Communication (“Required, select 1 additional course”)  8
ENC 1121  English Composition 2

Humanities (“Required course, select 2 additional courses”)  12
PHI 2103  Introduction to Critical Thinking
Math/Natural Sciences (“Required, select 1 additional course”)  8
MAD 2112  Introduction to Discrete Mathematics
Social Sciences (Select 2 courses)  8

MAJOR AND CORE COURSES

LOWER DIVISION
MAC 1200  Pre-Calculus  3
MAC 2100  Calculus I  4
MAC 2200  Calculus II  4

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

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

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

TOTAL BS DEGREE CREDITS 180

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION TECHNOLOGY MANAGEMENT
DIPLOMAS • AS DEGREE • BS DEGREE
INFORMATION SECURITY BS DEGREE

INFORMATION TECHNOLOGY
MANAGEMENT DIPLOMAS

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

OBJECTIVE:
Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, network and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required Course)  4
ENC 101  English Composition  4
Math/Natural Sciences (Required Course)  4
MAT 1031  College Algebra  4

MAJOR AND CORE COURSES
LOWER DIVISION
CET 2660C  Networking Security  3
CGS 1240  Computer Applications and Business Systems Concepts  3
CIS 1028C  Fundamentals of Hardware and Software I  3
CIS 1175C  Fundamentals of Hardware and Software II  3
CIS 1308  Logic and Troubleshooting  4
CIS 2093C  Systems Analysis  3
CIS 2911  Information Technology Capstone  2
CNT 1244C  Introduction to Networks  3
COM 1007  Professional Communication  4
COP 112C  Programming Fundamentals  3
CTS 2383C  Microsoft Windows Server  3
E242  Career Development  2
GEB 1011  Introduction to Business  4
MNA 1161  Customer Service  4

Choose One Track:
Computer Information Technology Track**
CIS 1317C  Helpdesk Support  3
CIS 1423C  Mac Integration  3
CIS 2404C  Software Packaging and Deployment  3
CIS 2555C  Mobile Support Principles  3
CTS 1300C  Microsoft Windows Workstations  3

General Track**
CGS 1820C  Introduction to HTML  3
CTS 1300C  Microsoft Windows Workstation  3
CIS 1317C  Helpdesk Support  3
CTS 2321  Linux Administration  3
CTS 2633C  Microsoft Access  3

Network Administration Track
CET 2522C  Cisco Network Routing and Switching  3
CIS 2138C  Windows Scripting  3
CTS 2320C  Windows Active Directory  3
CTS 2321  Linux Administration  3
CTS 2811C  SQL Server Administration  3

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

Total Diploma Credits
General Education Credits  8
Major and Core Credits  44
Track Credits  15
TOTAL DIPLOMA CREDITS  67*
SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

INFORMATION TECHNOLOGY MANAGEMENT AS

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

OBJECTIVE:
Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, network and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

IN ADDITION TO ALL DIPLOMA COURSES

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

Associate's Degree Credits
General Education Credits  32
Major and Core Credits  59
TOTAL AS DEGREE CREDITS  91*
SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
CIS 3436C IT Security for Managers 4
CIS 400SC IT Operations Management 4
CIS 4198C Risk Management and Business Continuity 4
CIS 4264C Storage Management 3
CIS 4371C Operating Systems Design 3
CNT 3126 Advanced Networking 4
CNT 3229 Asset Management 3
CNT 3348 Infrastructure Hardware 4
CNT 3569 Support Management 4
CNT 3777 Virtualization 4
CNT 4016 Cloud Computing 4
CNT 4283 Enterprise Application Support 4
CNT 4361 Information Technology Management Capstone 2
CNT 4437 Service Management 4
CNT 4520 Systems Monitoring 4
ISM 3015 Management of Information Systems 4
ISM 3812 Project Management for IT 3
MAN 4240 Organizational Behavior Analysis 4
Total Bachelor's Degree Credits 32

See page 35 for general education course selections.

Graduation Requirements
Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.

INFORMATION SECURITY BS

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

OBJECTIVE:
Graduates of this program will gain advanced knowledge in collecting and preparing evidence of computer crimes such as fraud, child pornography, and cyber espionage. The curriculum emphasizes a comprehensive understanding of the forensic tools and techniques used to investigate and analyze network-related incidents and digital devices. Graduates will be exposed to ethical and professional information systems management security standards in project management and report writing. Graduates of this program will also be able to address current and future cyber security challenges such as the collection and preservation of digital evidence, with a strong foundation of fundamental information systems management security principles. In addition, a graduate of this program will be prepared to provide exceptional service in the technology realm of the criminal justice field. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways, and integrity in the criminal justice system.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
CIS 3140C Advanced Cisco Network Security – CCNA 4
CIS 3209C SSCP Certification Preparation 4
CIS 3257 Legal and Security Issues 4
CIS 3375 Wireless, Mobile, and Cloud Security 3
CIS 3664 Security Strategies for Web Apps and Social Networking 3
CIS 4039 Auditing Information Technology Infrastructure 4
CIS 4137 Access Controls, Authentication, and PKI 4
CIS 4189C Risk Management and Business Continuity 4
CIS 4215 Windows Security Strategies 4
CIS 4352 Linux Security Strategies 4
CIS 4362C Network Security and Cryptography 3
CIS 4385C Computer Forensics 3
CIS 4456 Hacker Techniques, Tools, and Applications 4
CIS 4581 ISS Capstone 3
CNT 3126 Advanced Networking 4
CNT 3777 Virtualization 4
CNT 3849C Scripting - Shell Scripting / Python / Perl 4
CNT 4016 Cloud Computing 4
Total Bachelor's Degree Credits 32

See page 35 for general education course selections.

Graduation Requirements
Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.

888-5-RASMUSSEN 33
GAME AND SIMULATION PROGRAMMING BS DEGREE

CAREER OPPORTUNITIES:

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

OBJECTIVE:

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

FOUNDATION COURSES

B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences 9
("Required, Select 1 additional course)
MAC 1106 Advanced Algebra* (5 credits) 8
Social Sciences (Select 2 courses) 8

UPPER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

CEN 1400 Mobile Application Development 3
CGS 1240 Computer Applications and Business Systems Concepts 3
COP 1125 Programming Fundamentals 3
COP 1224 Programming I 4
COP 2224 Programming II 4
COP 2323 Object-Oriented Programming 3
COP 2535 Data Structures 4
DIG 1118C Fundamentals of Game Development I 4
DIG 2007C Human-Computer Interaction and Interface Design 4
DIG 2172C Fundamentals of Game Development II 4
DIG 2282C Physics for Game and Simulation Production 3
DIG 2326C Web Application Development 3
DIG 2409C C# 3
DIG 1283 Interactive Storytelling 3
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 4620 Artificial Intelligence 4
CEN 4090 Software Engineering for Game and Simulation Production 4
CEN 4190 Engineering Virtual Worlds 4
DIG 3088C Principles of Computer Graphics 4
DIG 3117C Principles of Shader Programming 4
DIG 3245C Quality Assurance in Game and Simulation Production 4
DIG 3349C Game Engines and Integrated Game Development Environments 4
DIG 3438C Mobile Game Development 4
DIG 3457 Portfolio, Package and Publish 4
DIG 4073C Networking and Multiplayer Game Development 4
DIG 4188C Asset Development I 4
DIG 4291C Asset Development II 4
DIG 4310C Simulation Production Project I 4
DIG 4446C Simulation Production Project II 4
DIG 4500C Game Production Project I 4
DIG 4602C Game Production Project II 4

Total Bachelor's Degree Credits

Lower Division General Education Credits 33
Upper Division General Education Credits 24
Lower Division Major and Core Credits 60
Upper Division Major and Core Credits 64

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

Graduation Requirements

Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.
ALL BS AND AS DEGREE PROGRAMS  
(Except Computer Science BS, Software Application Development AS, and Professional Nursing AS Program)

LOWER DIVISION

English Composition

ENC 1101 English Composition 4

Communication

COM 1002 Introduction to Communication 4

ENC 1121 English Composition 2 4

SPO 2017 Oral Communication 4

Humanities

ART 1204 Art Appreciation 4

CRW 2001 Creative Writing 4

FIL 2000 Film Appreciation 4

HUM 2023 Humanities 4

LIT 2000 Introduction to Literature 4

PHI 2103 Introduction to Critical Thinking 4

SPN 271 Conversational Spanish 4

Math/Natural Sciences

AST 2002 Introduction to Astronomy 4

BSC 2020C Introduction to Human Biology 4

GLY 1000 Introduction to Geology 4

MAT 1031 College Algebra 4

MAT 1402 General Education Mathematics 4

PHA 1500 Structure and Function of the Human Body 4

SCE 1528 Scientific Literacy 4

Social Sciences

AMH 2030 United States History: 1900 to the Present 4

AMH 2070 Florida History 4

ECO 1000 Principles of Economics 4

ECO 2013 Macroeconomics 4

ECO 2023 Microeconomics 4

GEO 1000 Human Geography 4

POS 2020 American/U.S. National Government 4

PSY 1012 General Psychology 4

SSE 1495 Technology and Society 4

SSE 2003 Understanding Cultures 4

SYG 1000 Introduction to Sociology 4

UPPER DIVISION

Communication

ENC 3311 Advanced Composition 4

MMC 3407 Visual Communication in the Media 4

Humanities

AMH 3304 Visions of America Since 1945 4

AQL 4003 Comparative Politics 4

REL 3131 American Religious History 4

SYO 4180 Work and Family 4

See specific course requirements on program pages.

GENERAL EDUCATION COURSE SELECTIONS

GENERAL EDUCATION COURSE SELECTIONS

COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

LOWER DIVISION

English Composition

ENC 1101 English Composition 4

Communication

COM 1002 Introduction to Communication 4

ENC 1121 English Composition 2 4

SPO 2017 Oral Communication 4

Humanities

ART 1204 Art Appreciation 4

CRW 2001 Creative Writing 4

FIL 2000 Film Appreciation 4

HUM 2023 Humanities 4

LIT 2000 Introduction to Literature 4

PHI 2103 Introduction to Critical Thinking 4

SPN 271 Conversational Spanish 4

Math/Natural Sciences

AST 2002 Introduction to Astronomy 4

BSC 2020C Introduction to Human Biology 4

GLY 1000 Introduction to Geology 4

MAC 1106 Advanced Algebra 4

MAD 2112 Introduction to Discrete Mathematics 4

PHI 1500 Structure and Function of the Human Body 4

SCE 1528 Scientific Literacy 4

Social Sciences

AMH 2030 United States History: 1900 to the Present 4

AMH 2070 Florida History 4

ECO 1000 Principles of Economics 4

ECO 2013 Macroeconomics 4

ECO 2023 Microeconomics 4

GEO 1000 Human Geography 4

LIT 2000 American/U.S. National Government 4

PSY 1012 General Psychology 4

SSE 1495 Technology and Society 4

SSE 2003 Understanding Cultures 4

SYG 1000 Introduction to Sociology 4

UPPER DIVISION

Communication

ENC 3311 Advanced Composition 4

MMC 3407 Visual Communication in the Media 4

Humanities

AMH 3304 Visions of America Since 1945 4

AQL 4003 Comparative Politics 4

REL 3131 American Religious History 4

SYO 4180 Work and Family 4

See specific course requirements on program pages.

NURSING PROGRAMS

English Composition

ENC 1101 English Composition 4

Communication

COM 1002 Communication 4

SPO 2017 Oral Communication 4

Humanities

ART 1204 Art Appreciation 4

CRW 2001 Creative Writing 4

FIL 2000 Film Appreciation 4

HUM 2023 Humanities 4

LIT 2000 Introduction to Literature 4

PHI 2103 Introduction to Critical Thinking 4

SPN 271 Conversational Spanish 4

Math/Natural Sciences

BSC 2020C Introduction to Human Biology 4

BSC 2087C Human Anatomy and Physiology I 4

BSC 2089C Human Anatomy and Physiology II 5

MAT 1031 College Algebra 4

MCB 1010C Introduction to Microbiology 4

PHI 1500 Structure and Function of the Human Body 4

Social Sciences

DEP 2004 Human Growth and Development 4

PSY 1012 General Psychology 4

See specific course requirements on program pages.

GENERAL EDUCATION PHILOSOPHY

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

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

1. Effectively communicate, either orally or in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.
4. Recognize and value the diverse needs and perspectives of individuals.

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

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

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

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

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

GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete an additional twenty-four (24) upper-division general education credits beyond the lower-division credits required in an Associate's degree. These credits should be distributed across the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences. AS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Social Sciences, and Natural Sciences. AS degree candidates in the Software Application Development program must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

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

Application Development Program must complete forty-five (45) credits of general education coursework distributed across the same categories.
### Course Descriptions

**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 advisors 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 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. Establishing This can be used to identify courses that are intended to meet a specific program requirement. They are primarily offered in the Central Florida region and are guaranteed to be transferable between participating Florida institutions.

The three digits of the course number and are guaranteed to be transferable between participating Florida institutions.

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

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>English Composition</td>
<td>Lower (Freshman)</td>
<td>Level at this institution</td>
<td>Composition</td>
<td>Freshman Composition Skills</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 the represents the year in which students normally take the course at a specific institution. In the “SCNS taxonomy,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. A “C” represents a 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, and equivalencies are established by the same prefixes 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 students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

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

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

#### Authority for Acceptance of Equivalent Courses
Section 1007.24(1), 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 state’s 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 nonprofit 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. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

Questions about the Statewide Course Numbering System and appeals regarding course transfer decisions should be directed to the Campus Director or the Florida Department of Education at 850-245-2077, Tallahassee, 850-245-9549, or or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, FL 32399. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427, or via the Internet at scns.fldoe.org.

Courses at Nonregionally Accredited Institutions

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

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

Rasmussen College Course Numbering System

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

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

In this course, “IMT” represents “Introduction to Medical Theories and Techniques.”

- The first digit of the number represents the level at which the course is generally offered.
  - “1” designates courses generally offered during the student’s first year of study.
  - “2” designates courses generally offered during the student’s second year of study.
  - In the example, “2”, indicates that this course is generally offered during the first year of the program.

- The second digit of the number represents the discipline area of the course.
  - “1” represents Business courses.
  - “2” represents Accounting courses.
  - “3” represents Computer Science courses.
  - “4” represents Management courses.
  - “5” represents Medical courses.
  - In the example, “5” indicates that this course is from the Medical discipline.

- The final digit of the number represents the point at which the course generally falls within a series or group of courses. It also ensures that each course is unique.
  - “1” indicates that the course is the first course within a group or series.
  - “2,” “3,” etc. indicates additional courses within a series or group of courses, but does not necessarily imply a sequence within the series or group.
  - That is, these courses may or may not require a prerequisite.

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

**E170 Introduction to Undergraduate Research / E242 Career Development**

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

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory 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. To attain individual student’s abilities demonstrating 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 Dean or Campus Director.

**College Experience Course, 0 credits**

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

Prerequisite: none
AGC 1022 Financial Accounting I 40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.
Prerequisite: none

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

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

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

AGC 2930 Accounting Capstone 20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate’s degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. The course focuses on research, case analysis, and interpersonal communication and class presentations.
Prerequisite: Offered last or second-to-last quarter for Associate’s degree students
Co-requisite: Sophomore Seminar

AGC 3357 Accounting for Business Managers 40 hours, 4 credits
This course provides a review of accounting objectives and their relation to business, as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.
Prerequisite: none

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

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

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

AGC 4022 CPA Exam Preparation 40 hours, 2 credits
The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.
Prerequisite: This is the last course students take in the program.

AGC 4180 Financial Statement Analysis 40 hours, 4 credits
This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.
Prerequisite: Financial Accounting II

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

AGC 4303 Advanced Auditing II 40 hours, 4 credits
The study in greater depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing.
Prerequisite: Advanced Auditing Concepts and Standards

AGC 4402 Accounting Information Systems 40 hours, 4 credits
An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting systems. Practical application using spreadsheets, databases, and general ledger software.
Prerequisite: Management of Information Systems

AGC 4450 Accounting Research Methods and Techniques 40 hours, 4 credits
In this course, students will learn accounting research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems.
Prerequisites: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting III

AGC 4507 Accounting Fraud Investigation 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

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

AMH 2030 United States History: 1960 to the Present 40 hours, 4 credits
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultures, values, and perspectives within the United States.

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

AMH 3304 Visions of America Since 1945 40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in directing that popular culture will be examined.
Prerequisite: none
ART 1204 Art Appreciation 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, sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ perceptions and literature through their times, contexts, and identities. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class.
Prerequisite: English Composition

APA 1500 Payroll Accounting 40 hours, 4 credits.
Focus is on computing and paying of wages and taxes, 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
This course introduces the student to the role of the patient care technician in healthcare. The student is introduced to the patient care process, therapeutic communication, and universal precautions. Students will develop the skills to provide comfort, safety, and security for patients. Topics include patient care health promotion techniques, patient rights, and legal issues related to the management of medical information and documentation.
Prerequisite: none

BMS 2280C Patient Care Skills II 70 hours, 5 credits
In this course students will apply patient care techniques and develop skills for data collection and interpretation as they relate to mobility and patient care needs. Students will apply therapeutic patient care techniques to improve patient rights while communicating with various healthcare teams and patient advocates.
Prerequisite: Patient Care Skills I

BMS 2990C Patient Care Technician Externship and Capstone 100 hours, 4 credits
This course is designed to provide the student with supervised experience as a patient care technician in a healthcare setting. Students will apply proper health promotion and prevention skills and patient and provider safety techniques. Also included are patient care, management, and leadership issues that arise in the world of business. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequiste: none

BSC 2087C Human Anatomy and Physiology I 60 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry, cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Pre or Co-requisite: Introduction to Human Biology

BSC 2089C Human Anatomy and Physiology II 60 hours, 5 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 law, property, ballots, agencies, and business organizations are addressed.
Prerequisite: none

BUL 2347 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 law, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law

BUL 4380 Business Law and Ethics 30 hours, 4 credits
This course reviews fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise in the world of business. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisite: none

CAP 2104 Platform Design and Human-Computer Interaction 60 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game 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

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 different areas of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the legal 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.
Prerequisite: none

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 design and creation 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

CAP 3305 Graphics Development with OpenGL 60 hours, 4 credits
The goal of this course is to teach fundamental principles and techniques of computer graphics in relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render them using different projections. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts and reflects on the scene.
Prerequisite: Programming II

CAP 3305 Graphics Development with OpenGL 60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation programming, as well as rendering 3D content along with how to do the shader programming to achieve more realistic “lookts” in games. 3D lighting, texturing, alpha blending, and other topics are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

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

CCJ 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 different areas of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the legal 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.
Prerequisite: none

RASMUSSEN COLLEGE FLORIDA
COURSE DESCRIPTIONS

CCJ 1353 Criminology: Motives for Criminal Deviance
40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Topics include the nature of crime, what is crime, what causes crime, and the reasons for engaging in criminal and delinquent behavior.
Prerequisite: none

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

CCJ 2033 Social Psychology
40 hours, 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine why and how different social groups interact and how these interactions result in the development of justice professionals, their families, and the citizenry that they serve. Students will apply ideas from psychology to create effective victim and witness interviewing strategies, offender behavior-modification approaches, and coping methods. They will review the immediate and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisites: General Psychology; Introduction to Criminal Justice

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

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

CCJ 2685 Domestic Violence
40 hours, 4 credits
This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; 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 technologies and different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. The course integrates philosophy that 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 field experience.
Prerequisite: Introduction to Criminal Justice; Students must be enrolled in the Criminal Justice program and in their last or second to last quarter

CCJ 3164 Criminal Behavior: Profiling Violent Offenders
40 hours, 4 credits
This course will examine serial behavior by crime 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 (except for students enrolled in the Cyber Security Program)

CCJ 3641 Organized Criminal Syndicates 40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of 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 and victims in the criminal justice system. Students will differentiate women in the criminal justice system, the challenges they face, and the ways in which the criminal and criminal-justice professionals will be examined and will be analyzed.
Prerequisite: Domestic Violence

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

CCJ 3700 Research Methods in Criminal Justice 40 hours, 4 credits
This course will expose the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to criminal justice, victim's criminology, crime prevention, data collection and analysis, media coverage of crimes, and gain.
Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

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

CCJ 4279 Criminal Justice Senior Thesis 40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.
Prerequisite: Criminal Justice Seminar; Students should be in their last or second to last quarter

CCJ 4392 Criminal Justice Internship
250 hours, 5 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a criminal justice professional setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their learning and internship experiences.
Prerequisite: Controversial 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 specific to personal interest. They will explore an area of relevant interest in the field. Topics may include any area of justice studies, with the exception of the internship.
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 murder, terrorism, politics, violence, media coverage of crimes, and grief.
Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

CCJ 4690 Criminal Justice and 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 examined. Students will address topics including recidivism, treatment, and re-entry into the community.
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 explore new 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 relates 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 2110 Introduction to Computer Systems 40 hours, 4 credits
This course is an introduction to the study of software control over the various hardware components of a computer’s architecture—the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using machine 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 designed software for network enabled software systems and applications. Distributed designs allow applications to run on multiple machines and require deliberately planned design approaches. Students will learn to build systems that are scalable, secure and well-implemented within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on large-scale websites.
Prerequisite: Java I
CDA 3235 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. The hardware management of operating systems is responsible for managing the running processes as well as the sharing of system resources such as the processor and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Software Systems Principles

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

CEN 1400 Mobile Application Development 40 hours, 2 credits
In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites for mobile marketplace commerce systems where applications can be downloaded. Introductory concepts on mobile development 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 create tables and schemas as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases

CEN 3310 Software Engineering 50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems 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 3410 Software Systems Principles 40 hours, 3 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, and the management of virtual memory and file 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 4190 Engineering Virtual Worlds 50 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real-time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

CEN 4411 Advanced Mobile Application Development 40 hours, 4 credits
Building upon the topics covered in Mobile Application Development, this course will provide students with instruction in the creation of more complex applications and programs. Students will learn how to use the Dalvik virtual machine as a platform to develop Android applications. Additionally, students will understand the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment.
Prerequisite: Mobile Application Development

CET 252C Cisco Network Routing and Switching 40 hours, 3 credits
This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure and troubleshoot Cisco switches and routers. Concepts in the course will include routing protocols like RIPv1, RIPv2, OSPF, VLSM, and WAN routing with the use of IETF standards, virtual private networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Entry Network Technician (CCENT) Exam by covering a variety of hands-on labs and simulations to understand router and switch configuration by emphasizing practical, real-world principles.
Prerequisite: Introduction to Networks; Microsoft Windows Server

CET 2629 Cisco Networking Fundamentals and Routing 40 hours, 3 credits
In this course, students will learn the skills necessary to deploy a new Cisco router to 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 Cisco CCENT exam.
Prerequisites: Networking Fundamentals; Microsoft Windows Server

CET 2660C Networking Security 40 hours, 4 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network vulnerabilities and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, diskless 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: Introduction to Networks

CET 2810C Microsoft Exchange Server 40 hours, 3 credits
In this course, students will learn a wide range of Microsoft 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 is designed to teach 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 1455 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 Programming

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 XHTML 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 creating animation and media creation—adding interactivity, color use, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia capabilities to enhance their site design.
Prerequisite: Introduction to Multimedia Design

CIS 1028C Fundamentals of Hardware and Software I 40 hours, 3 credits
This course will introduce students to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware (including laptops and mobile devices) and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote learning setting. This course helps prepare students to take both parts of the A+ certification exams. Each student will assemble a computer using parts supplied by the instructor.
Prerequisite: Logic and Troubleshooting

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

CIS 1175C Fundamentals of Hardware and Software II 40 hours, 3 credits
This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+ 801 exam. This course will prepare students for the CompTIA A+ 220-802 exam, focusing on operating systems, security, and device installation and troubleshooting. Using the Windows operating system, students will learn how to set up networking, printers, tablets, file sharing, and troubleshooting problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
Prerequisite: Fundamentals of Hardware and Software I

CIS 1308 Logic and Troubleshooting 40 hours, 4 credits
This course provides students a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying logical reasoning to various sources of technology materials contained within this course will assist in building the students ability to form reasonable hypotheses for solving problems of a technical nature.
Prerequisite: Fundamentals of Hardware and Software I

CIS 1317C Helpdesk Support 50 hours, 3 credits
This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with issues of identifying the problem, and fixing the problem will be discussed. Software concerning ticket tracking and training progress will be discussed.
Prerequisite: Professional Communication
CIS 1423C Mac Integration 40 hours, 3 credits
The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OS X operating system. Students will learn to integrate a Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Also covered is basic user configuration. This course maps to the Mac Integration Basics Certification Exam.
Prerequisites: Microsoft Windows Server

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

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

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

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

CIS 2404C Software Packaging and Deployment 50 hours, 3 credits
The goal of this course is to provide students an understanding of how to rapidly deploy applications and operating environments. Students will utilize various methods of application deployment through creating automated installs and application and operating system images. Students will successfully package and deploy applications and operating systems via these methods in a virtual and stand-alone environment.
Prerequisite: Microsoft Windows Server

CIS 2555C Mobile Support Principles 40 hours, 3 credits
The Mobile Support Principles course covers the challenge of supporting mobile devices within a business. Topics covered are how to install custom software applications on various mobile operating systems as well as deploying standard operating images and utilizing virtual mobile devices. Additional time is spent on configuration of various mail clients, network configuration and general device troubleshooting.
Prerequisite: Introduction to Networks

CIS 2911 Information Technology Capstone 20 hours, 3 credits
This course summarizes key learning throughout the student's program. Students apply what they've learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team building, and communication issues. Prerequisite: This course is intended to be completed in last quarter of student's program.

CIS 3055 Principles of Network Security 40 hours, 3 credits
This course brings to light the concepts needed for network security techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPNs), and incident response strategies and planning, wireless network security.
Prerequisite: Networking Fundamentals

CIS 3140C Advanced Cisco Network Security 60 hours, 4 credits
Cisco Certified Network Associate (CCNA) is a first-level certification program for Information Technology professionals. CCNA exams are offered after completion of the entry-level CCNA Certification. The CCNA Certification helps maximize your investment in foundational networking knowledge and increases confidence in the integrity of your employer's network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Support Engineers. This course will help students prepare for the CCNA Security certification by using hands-on labs and simulations to understand network security principles by emphasizing practical, real-world principles.
Prerequisite: Cisco Network Routing and Switching

CIS 3192 Introduction to Information Systems Security 40 hours, 3 credits
This course provides an overview of security challenges and strategies for managing information security in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.
Prerequisite: CIS 299C/CCSS Certification Preparatory 60 hours, 4 credits
The CCSS credential ensures that candidates continuously monitor systems to safeguard against security threats. From the course, the student will be competent in access control, cryptography, malicious code and activity, monitoring and analysis, network and communication, risk, response and recovery, and security operations and administration.
Prerequisites: Networking Security and Cryptography

CIS 3257 Legal and Security Issues 40 hours, 4 credits
This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/ internet site and potentials for misuse.
Prerequisite: none

CIS 3318 Managing Risk for Information Systems 40 hours, 3 credits
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of the course include mitigating risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.
Prerequisite: none

CIS 3375C Wireless, Mobile and Cloud Security 50 hours, 3 credits
Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms are often an afterthought, leaving many systems vulnerable to attacks. This course will cover techniques necessary to ensure operational integrity, application, and use of data protection.
Prerequisite: Networking Security

CIS 3436C IT Security for Managers 40 hours, 3 credits
This course offers the perspective of how to manage security within a business from the IT Manager's point of view. Students will gain the overarching idea of securing not only the network but also implementation of physical security and change management. Topics covered include: security solution deployment, deployment strategies, bug reporting and penetration testing.
Prerequisite: Network Security

CIS 3471 Security Policies and Implementation 40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password management, an e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: none

CIS 3664 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people connect. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: none

CIS 4005C IT Operations Management 40 hours, 4 credits
The purpose of the IT Operations Management course is to give students a numeric perspective on the IT department. Students will learn how to develop standard operating procedures, create support metrics, and apply these to the proper operation of the IT department. This course will also cover how to properly read and analyze network utilization reports, and properly staff various IT departments based on proposed call volume and support needs. Utilization of helpdesk tracking tools and implementation of a tracking system will also be covered to ensure an IT department has the proper foundation to start metrics reporting.
Prerequisites: Project Management for IT, IT Security for Managers

CIS 4010 Senior Computer Science Capstone 30 hours, 3 credits
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 4039 Auditing Information Technology Infrastructure 40 hours, 4 credits
This course covers the principles, and the methodologies, in auditing information systems to ensure the processes and procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).
Prerequisite: none

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

CIS 4189C Risk Management and Business Continuity 50 hours, 3 credits
This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessing their long-term viability and backup solutions. Students will also perform business impact analysis to analyze key areas that are most vulnerable when a risk-based situation has occurred. Students will develop a disaster recovery plan and learn how to process and implement each phase of the plan they have developed.
Prerequisites: IT Operations Management; Storage Management

CIS 4215 Windows Security Strategies 40 hours, 3 credits
This course discusses security implementations for various Windows platforms and applications. Areas of study include identifying and examining security controls including tokens, biometrics, and public key implementations for various Windows platforms and applications.
Prerequisite: none

CIS 4264C Storage Management 40 hours, 3 credits
The goal of the course is to cover various methods of data management. Students will learn about Storage Area Networks, Disk Arrays, and data backup. Students will cover topics such as data de-duplication, cloud backup and managing both physical and virtual data backup environments. Topics also covered are how to maintain backups and the best practices for data backups and creating a backup rotation policy.
Prerequisites: Advanced Networking; Infrastructure Hardware; Cloud Computing

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

CIS 4362C Network Security and Cryptography 40 hours, 4 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensics analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for ensuring network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks
CIS 4371 Operating Systems Design 40 hours, 3 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the processors and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Enterprise Application Support

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

CIS 4456C Hardware, Networks, Tools, and Applications 40 hours, 3 credits
This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses various handling methods used when information security is compromised.
Prerequisite: none

CIS 4581 ISS Capstone 40 hours, 3 credits
This course is a comprehensive all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.
Prerequisite: This course is designed to be taken at the end of the program

CJC 1000 Introduction to Corrections 40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices, and procedures. The concepts of rehabilitation and reintegration are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

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

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

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

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

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

CJC 1006 Policing in America 40 hours, 4 credits
Students will examine the theoretical understandings 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

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

CJC 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 social communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Policing in America

CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, exploratory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and the juvenile court system 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 state’s criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America

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

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

CJE 3674 Examination of Forensic Science 40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice system. They will study detailed problems in criminal law in order to formulate recommendations for changes. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law

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

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

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

CJL 1552 Introduction to Criminal Law 40 hours, 4 credits
In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crimes, and jurisdiction. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined.
Prerequisite: Introduction to Criminal Justice

CJL 1747 Applied Criminal Procedures 40 hours, 4 credits
This course will examine an explanation of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of the Rights and its applicability to the criminal justice process.
Prerequisite: Introduction to Criminal Law

CJL 3113 Criminal Evidence 40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

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

CMT 100C 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. Students will learn the definition of network terminology, how networks are used to transport data, and how communication is accomplished in those environments. Students will learn the different protocols used in networking. The course will cover the design of networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Net+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software
This course introduces the foundation to understanding computer networks, including structure and function, components, and management of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts like protocols, hardware, and network topologies. Students will learn basic configuration of network devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. CCENT certification continues in the 2013 Cisco Routing and Switching course.

Prerequisite: Fundamentals of Hardware and Software I

CNT 3003 Advanced Network Security 50 hours, 4 credits

This course provides a detailed examination of concepts and terminology surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies.

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

CNT 3126 Advanced Networking 50 hours, 4 credits

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

Prerequisite: Introduction to Networks

CNT 3229 Asset Management 30 hours, 3 credits

This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.

Prerequisite: Project Planning for IT

CNT 3348 Infrastructure Hardware 50 hours, 4 credits

This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fiber channel, iSCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT) and disaster recovery, including fault tolerance and capacity for anticipated growth.

Prerequisite: Introduction to Networks

CNT 3473 Scripting 50 hours, 4 credits

This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will study examples of Shell, VB, Perl and TCL scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting.

Prerequisite: Virtualization

CNT 3569 Support Management 40 hours, 4 credits

This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and problem management, configuration and change management, and help desk management. Students will learn to develop strategies to track, and trending trends so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.

Prerequisite: Customer Service

CNT 3619 Technical Writing 20 hours, 2 credits

This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross-referencing. Students will examine how and when to write a white paper, and will understand the pros and cons of wikis and other documentation portals.

Prerequisite: English Composition

CNT 3777 Virtualization 50 hours, 4 credits

This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for virtualization of servers, storage, and application environments. Topics include vSwitch, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (ISC & VDI) and virtual appliances. Students will gain hands-on experience in applying and managing virtual systems and applications.

Prerequisite: Introduction to Networks

CNT 3849C Scripting – Shell Scripting / Python / Perl 50 hours, 4 credits

This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting.

Prerequisite: Linux Security Strategies

CNT 4016 Cloud Computing 40 hours, 4 credits

This course provides an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtual private networks (VPNs), application delivery controllers (ADC’s) and WAN optimization controllers (WOC’s), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.

Prerequisite: Virtualization

CNT 4121 Network Systems Design 50 hours, 4 credits

This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, 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 commodity management. Network configurations.

Prerequisite: Operating Systems Design

CNT 4152 Disaster Recovery 50 hours, 4 credits

This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/warm/cold site strategies, and documentation and testing of recovery procedures.

Prerequisite: Service Management

CNT 4281 Enterprise Application Support 40 hours, 4 credits

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

Prerequisite: Risk Management and Business Continuity

CNT 4361 Information Technology Management on Capstone 20 hours, 2 credits

This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.

Prerequisite: Unfirmed Networking; must be completed in the student’s final quarter

CNT 4437 Service Management 40 hours, 4 credits

This course offers an in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will study SLAs, covering incident response times, availability, and service level agreement performance.

Prerequisite: Support Management

CNT 4520 Systems Monitoring 50 hours, 4 credits

This course is designed to teach students to develop comprehensive bottleneck identification and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.

Prerequisite: Advanced Networking

CNT 4692 Unified Communications and Mobile Computing 50 hours, 4 credits

This course teaches students about the trends in technology innovations, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include simplifying communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.

Prerequisite: Advanced Networking

COM 1002 Introduction to Communication 40 hours, 4 credits

This course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.

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

COM 1001 Professional Communication 40 hours, 4 credits

This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse environments. Students will be able to equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, collaborative situations, and in various electronic environments.

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

COP 1001 Fundamentals of Programming 40 hours, 3 credits

This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object-Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with programming. 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 use applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.

Prerequisite: Fundamentals of Programming

COP 1001 Fundamentals of Programming 40 hours, 3 credits

Students will work with the Java programming language to learn about Java bytecode programs and how they are executed over a 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 Interface, multimedia, networking, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.

Prerequisite: none

COP 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 1801 Javascript 40 hours, 3 credits

In this course students learn how to effectively create web pages using the Javascript programming language. Students will gain experience with identifiers, 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 2244 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; configuration, 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, deadliness, team-building, and communication issues. Prerequisites: Java I, PERL/CGI.

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

COP 4848 Multiplayer Game Programming 60 hours, 4 credits
The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics include: game server design, client-server architecture, data transfer, and how to prevent cheating in MMOG situations. Prerequisites: 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. Prerequisites: Fundamentals of Programming.

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

Prerequisite: none

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

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

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

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

Prerequisite: Fundamentals of PC Hardware and Software II.

CTS 1400C Dynamic Content Management 40 hours, 3 credits
This course introduces students to the standards for designing relational database management systems. The course focuses on record creation, modification, deletion and as well as relational generation and maintenance. In addition, the student will learn about developing a structured query language to obtain dynamic information for multimedia authoring.

Prerequisites: Fundamentals of Web Authoring and Design.

CTS 1535 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. The final student will learn about the responsibilities of a professional PC technician. To reinforce the material in this course, the instructor will assign direct hands-on projects to be performed in a personal or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a PC using prescribed parts and components.

Prerequisite: Logic and Troubleshooting.

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

Prerequisite: Microsoft Windows Server.

CTS 2211 Linux Administration 40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and manage the features of the Linux operating system. Students will learn how to download and install source application from the Internet, use Windows emulation, and apply Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet-based research, and lab work to reinforce the course material. Further, this course helps prepare students to take an industry accepted Linux+ certification exam.

Prerequisite: Microsoft Windows Server.

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

Prerequisite: Fundamentals of PC Hardware and Software II.

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

Prerequisite: Computer Applications and Business Systems Concepts.

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

Prerequisite: Computer Applications and Business Systems Concepts.

CTS 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-transport protocols, an overview of programming for the Internet, and an in-depth coverage of 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 and its applications of desired information.

Prerequisite: none

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 2333 Object-Oriented Programming 40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.

Prerequisite: 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 this course include the use of basic visual interface design and development, control properties, DBMS, SQL, and ASP.NET. Prerequisite: Introduction to Visual Basic.

COP 2355 Data Structures 60 hours, 4 credits
This course is designed to be an introduction to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion. Prerequisite: Programming I.

COP 2610 PHP/MySQL Administration 60 hours, 4 credits
Students learn the fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven Web sites. This course will 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 database objects through T-SQL to create and alter tables as needed. In addition, students taking this course 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.
DIG 1109C Introduction to Multimedia Design 40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Pre-requisites: Microsoft Windows Server CTS 2857C Server Side Scripting 40 hours, 4 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 CTV 1000C Introduction to Electrocardiograms 50 hours, 4 credits
This course provides an introduction to performing and interpreting electrocardiograms. In this course, students will identify a basic EKG using a systematic approach. Students will learn how to use EKG equipment and practice safety procedures for patients. Topics include patient medical records and regulations, patient communication, and basic functions of the cardiac system.
Prerequisite: none
CVT 1150 Cardiovascular Anatomy and Pathology 40 hours, 4 credits
This course provides students with a focused exploration of the anatomy and diseases of the cardiovascular system. Students will learn about the basic mechanism that regulates the cardiac cycle and the relationship between disease processes and electrocardiography (EKG) results. In this course, students will also discuss how research and evidence based education of disease processes affect EKG monitoring.
Prerequisites: Introduction to Electrocardiograms; Structure and Function of the Human Body CTV 2000C Advanced Electrocardiograms 60 hours, 4 credits
In this course students will develop skills to ensure patient knowledge and safety during cardiac monitoring. The use of advanced EKG equipment will provide an opportunity to analyze complex EKG rhythms and apply advanced cardiac monitoring practices. Students will also learn how to apply research and evidence based education to monitoring practices.
Prerequisite: Introduction to Electrocardiograms CTV 2990C EKG Extremity and Capstone 100 hours, 4 credits
This course is designed to provide the student with experience in a clinical setting that includes performing cardiac testing, evaluating EKG results, and effectively communicating with patients and patient care team. During the practical experience, students will participate in a capstone program that will assist students during their internship and prepare students for a certification exam.
Prerequisite: Advanced Electrocardiograms DEP 2004 Human Growth and Development 40 hours, 4 credits
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, and social development.
Prerequisite: none
DIG 1170 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 techniques. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any game application that will eventually must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I DIG 2171 Game Design Theory I 40 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts, including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none
DIG 2007C Human-Computer Interaction and Interface Design 50 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 processes 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 give the student a wide exposure to this important element in creating games.
Prerequisite: Programming II DIG 2272C Foundations of Game Design II 60 hours, 4 credits
This course builds on the Fundamentals of Game Development I and introduces students to the different game platforms currently on the market. This includes game consoles as well as mobile platforms. In addition, students will be exposed to the various approaches used for creating games for these platforms as well as for non-platform agnostic games.
Prerequisites: Fundamentals of Game Development I DIG 2282C Physics for Game and Simulation Production 50 hours, 4 credits
This course provides a broad overview of the fundamental principles of physics as they apply to game and simulation programming and prepares students in the use of physics engines within a game development environment. Topics include introductions to classical mechanics and dynamics, gravity, magnetism, optics and acoustics.
Prerequisite: none
DIG 2334C Mobile Application Development 60 hours, 4 credits
This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML5 and CSS3 as well as an introduction in scripting using PHP as well as Javascript. In addition, the core principles of social media application development are covered.
Prerequisites: Fundamentals of Programming DIG 2409C C# 50 hours, 3 credits
Students will work with the C# programming language to gain an understanding of all that can be used to handle important computing tasks. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored.
Prerequisite: Object-Oriented Programming DIG 2500 Multimedia Portfolio Development 20 hours, 2 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio showcasing the student's portfolio theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly DIG 3088C Principles of Computer Graphics 60 hours, 4 credits
This course is designed to teach fundamental principles of computer graphics in relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these images with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light travels as it refracts through the scene.
Prerequisite: Programming II DIG 3117C Principles of Shader Programming 50 hours, 4 credits
This course provides an introduction to 3D programming with an emphasis on real-time rendering and light shading. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic “photorealistic” looking images. 3D lighting, texturing, alpha blending, and stencil are covered in detail in this course.
Prerequisite: Principles of Computer Graphics
DIG 3345C Quality Assurance in Game and Animation Production 50 hours, 4 credits
Quality assurance is one of the most important elements in game production. This course focuses on the implementation of quality assurance methods. Topics include strategies for playtesting and including playtesting feedback into the iterative design loop.
Prerequisite: Fundamentals of Game Development II

DIG 3316 The Study of Animation 60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: Digital Media Assembly

DIG 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 into Flash movies. Also, the students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making, and output.
Prerequisite: Multimedia Technologies

DIG 3323 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and Mudbox will be discussed, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

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

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

DIG 3349C Game Engines and Integrated Game Development Environments 60 hours, 4 credits
This course is designed to introduce students to the use of game engines and integrated game development environments for past production. Topics will include a general overview of the available game engines as well as an in-depth introduction to the use of Unity. Students will learn to use JavaScript and C# within Unity and how to utilize external game assets within the Unity development environment.
Prerequisite: Fundamentals of Game Development II

DIG 3348C Mobile Game Development 60 hours, 4 credits
This course is designed to introduce mobile application development methods for mobile game development. Students will learn how to utilize HTML5, CSS3, Javascript and PHP to create device independent mobile games.
Prerequisite: Mobile Application Development

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 researching 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 production.
Prerequisite: none

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 hyperlink, 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, animatics, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with characters and scene design, as well as cameras and lighting.
Prerequisite: Storyboard Development for Digital Media

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 criticized 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. This is a study of behaviors and associations comparable to other popular art forms. Students will study the principles of game design and use them to prototype existing games and to develop their original game ideas.
Prerequisite: Artificial Intelligence
DIG 4791 Game Assets 60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object-oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory

DIG 4792 Game Audio Assets 60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back "one shot" and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.
Prerequisite: Game Assets

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

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

DIG 4932 Video Game Production Project 70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character 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.
Prerequisite: Multiplayer Game Programming

DIG 4933 Digital Video/Audio Project 60 hours, 4 credits
This advanced course in audio/video production is for students to create a final 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 create a final project on their own. Students may work as a team on this project.
Prerequisite: Digital Media Production

DIG 5493 Web Design Project 60 hours, 4 credits
The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.
Prerequisite: Advanced HTML coding with CSS

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

E185 Freshman Seminar 20 hours, 2 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. The course is required for graduation from an Associate’s degree program.

E410 Senior Seminar 40 hours, 4 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from a Bachelor’s degree program.

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

ECC 1202 Early Childhood Education Programming 40 hours, 4 credits
This course focuses on the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for assessing children’s development, determining appropriate activities, and developing goals that are suitable for each child. Course work will involve observation, assessment, and planning strategies for children, with a major emphasis on supporting the growth and development of individual children.
Prerequisite: none

EED 1202 Early Childhood Education Curriculum and Instruction 40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for assessing children’s development, determining appropriate activities, and developing goals that are suitable for each child. Course work will involve observation, assessment, and planning strategies for children, with a major emphasis on supporting the growth and development of individual children.
Prerequisite: Foundations of Child Development
COURSE DESCRIPTIONS

EEC 1735 Health, Safety, and Nutrition/CDA Application 40 hours, 4 credits
This course examines the role of early childhood professionals working in the field via the policies and procedures they implement. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling illnesses, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour observation in the field of education.
Prerequisite: Early Childhood Education Curriculum and Instruction

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

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

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

EEC 1863 Teacher Reflection I: Early Childhood Education as a Profession 60 hours, 6 credits
This course is an introduction to the field of early childhood development as a profession and examines historical influences on the field. The identification of early childhood educator’s personal attributes, knowledge, skills, and professional codes of conduct are included. Prerequisite: none

EEC 1864 Teacher Reflection II: Morality and Ethics in Early Childhood Education 60 hours, 6 credits
This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideas of right and wrong, and professional values and teaching styles will be explored. Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession

EECJ1865 Teacher Reflection III: The Intentional Teacher 60 hours, 6 credits
Students will learn about intentionality in teaching and selecting best practices for young children’s learning and development. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics, and social skills. Students will learn about different types of teaching methods. Prerequisite: Teacher Reflection II: Morality and Ethics in Early Childhood Education

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

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

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

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

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

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

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

EEC 2329 Parent Education and Support 40 hours, 4 credits
Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage care through various problem solving methods. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2401 Dynamics of the Family 40 hours, 4 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

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

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

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

EEC 2510 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, planning cycle and its impact on promoting children’s development. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

EEC 2535 Summative Project for Early Childhood Education 20 hours, 2 credits
The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically reflect on and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children. Prerequisite: none

EEC 2561 The Exceptional Child 40 hours, 4 credits
This course is designed to explore the behaviors of inclusion in the early childhood setting. Students will develop an understanding of exceptional children, and will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

ENC 1121 English Composition 2 40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition

ENC 3311 Advanced Composition 40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in a precise, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition
EVR 3410 Human Uses of the Environment 40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include the structure and function as seen in the type of display and text design. Students will also explore the relationship of student and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics
GRA 1722C Introduction to Web Design Software 40 hours, 3 credits
This course will introduce students to the basics of Electronic Health Record (EHR) keeping of patient health information in a medical care delivery setting. An emphasis on emerging technologies in EHR, and their potential application in evidence-based practice will be studied. The scope of the course is designed to familiarize students with the clinical patient encounter, as well as electively supporting other care-related, and outcomes reporting.
Prerequisite: none
HIM 1110 Anatomy and Pharmacology for Coders 40 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.
Prerequisites: Structure and Function of the Human Body; Medical Terminology
HIM 1125C ICD-CM Coding 40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and greaper software will be introduced as well as the use of registries and indexes.
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

GEB 2444 Internet Business Models and Applications 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

FIN 2000 Film Appreciation 40 hours, 4 credits
This course is a study of the fundamental principles and techniques of contemporary issues and trends in film. It will examine the introduction of the fundamental approaches to film-making. It will focus on development of student understandings of the role of film as a contributing element in society.
Prerequisite: none

FIN 1100 Principles of Finance 40 hours, 4 credits
This course is a study of the foundations of finance, investment techniques, and financial management. Students will examine financial markets and 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

GEO 2000 Human Geography 40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth's surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prerequisite: none

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

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

GEB 4310 Statistics for Business 40 hours, 4 credits
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include: descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: none

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

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

GEB 4520 Legal and Ethical Environment of Business 40 hours, 4 credits
This course presents an overview of the legal, social, and ethical systems in which they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Business Ethics or Business Law

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

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

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

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

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

HIM 1035 Introduction to Electronic Health Records 30 hours, 3 credits
In this course, students will focus on the basics of Electronic Health Record (EHR) keeping of patient health information in a medical care delivery setting. An emphasis on emerging technologies in EHR, and their potential application in evidence-based practice will be studied. The scope of the course is designed to familiarize students with the clinical patient encounter, as well as electively supporting other care-related, and outcomes reporting.
Prerequisite: none

HIM 1100 Anatomy and Pharmacology for Coders 40 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.
Prerequisites: Structure and Function of the Human Body; Medical Terminology

HIM 1125C ICD-CM Coding 40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and greaper software will be introduced as well as the use of registries and indexes.
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology
HIM 1126 ICD-PCS Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.
Prerequisite: ICD-CM Coding
HIM 1222 ICD-9-CM Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology
Pre or Co-requisite: Pathophysiology
HIM 1224 Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM Coding with developmental practical to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding
HIM 1256 Ambulatory Care Coding
40 hours, 3 credits
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.
Prerequisite: ICD-PCS Coding or ICD Coding
HIM 1311 ICD Coding
30 hours, 3 credits
This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology
Prerequisite or Co-requisite: Pathophysiology
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 the management of health information. Students will learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none
HIM 2272 Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to third-party payer systems, including insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options,payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology
HIM 2304 Management of Information Systems
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information services departments in various healthcare settings. Students will learn how to manage and productively use HIM staff and explore the HIM management role in relation to other hospital departments.
Pre or Co-requisite: Introduction to Health Information Management
HIM 2410 Health Information Law and Ethics
40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Focus on the aspects of privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: none
HIM 2510 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.
Prerequisites: Introduction to Health Information Management; Computer Applications and Built Systems Concepts
HIM 2652 Healthcare Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will explore explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management; Computer Applications and Built Systems Concepts
HIM 2940 Medical Coding Practicum
30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.
Pre or Co-requisite: Ambulatory Care Coding
HIM 2941 Health Information Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Quality Analysis and Management; Healthcare Information Technologies; Health Information Law and Ethics
HIM 3001 Information and Communication Technologies
40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including internet and 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.
Prerequisite: Program Admission
HIM 3105 Health Information Management Systems
40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations today. This course applies information systems development concepts and interprets the systems development life cycle. Existing integration of management systems applications will also be explored.
Prerequisite: Program Admission
HIM 3202 Data, Information, and File Structures
60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet occupational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: none
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, and cost containment techniques are introduced.
Prerequisite: Program Admission
HIM 3412 Project Management
40 hours, 4 credits
An in-depth examination 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 workflow and appropriate outcomes.
Prerequisite: Program Admission
HIM 3522 Electronic Health Record Application
70 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission
HIM 3644 Reimbursement Methodologies
40 hours, 4 credits
A study in managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, charge master management, case management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, ASC, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission
HIM 4003 Electronic Data Security
40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission
HIM 4115 Applied Research
30 hours, 2 credits
Students will complete a research project specific to HIM and will present their research to classmate and instructors using a web-based environment. Data analysis and presentation techniques will be used. Topics explored will be in accordance to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national and regional human subject research.
Prerequisite: Healthcare Statistics
HIM 4276 Health Information Management Professional Service 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 a medical center setting supervised by an HIM director or supervisor. The experience will include operational and management experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter
HIM 4354 Strategic Planning and Development
20 hours, 3 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurship, and benchmarking will be explored.
Prerequisite: Management of Health Information Services
HIM 4360 Health Data Management
20 hours, 3 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, registers are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEDIS, URDSS, OASIS including the history, purpose, and uses of each.
Prerequisite: Program Admission
HIM 4537 Health Information Management Technology Infrastructure
10 hours, 2 credits
An exploration of the role of healthcare information technology in the health information management infrastructure and the strategic planning and management of technology infrastructure. Topics will include network and systems infrastructure, storage and data management, and security issues.
Prerequisite: Program Admission
HSA 1050 Customer Service in Healthcare
10 hours, 1 credit
This program will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include customer psychology, technical aspects of customer service, communication skills, and customer satisfaction.
Prerequisite: none
Prerequisites: department budgets, and the common sources discuss the development and management of operation is placed on organization, structure, and within Healthcare Administration HSA 3110 Introduction to 40 hours, 4 credits
HSA 3109 Foundations of Managed Care 40 hours, 4 credits
and Medical Office Procedures 40 hours, 4 credits
government in healthcare delivery. An the course, covered, from one
includes government to the accreditation core healthcare-management concepts via
department, and the common sources agencies of healthcare organizations. 
are documented, and how to analyze the
and the relationship between healthcare quality, 
dominant themes in the healthcare field. This course includes educational resources 
oporganizational performance and the role of
common methods and trends in quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration for Health Information Management.
HSA 3422 Regulation and Compliance in Healthcare 40 hours, 4 credits
This course is an exploration of the many entities 
that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of 
the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Healthcare Administration for Health Information Management.
HSA 3751 Healthcare Statistics 40 hours, 4 credits
Students will discuss and apply the common 
terms used in healthcare statistics through 
effective data collection, interpretation of information, and the display of data.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level 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 hours, 4 credits
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 policies that drive policy and planning of healthcare delivery.
The influence of participants outside the 
healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.
Prerequisite: Introduction to Healthcare Administration
HSA 4191 Healthcare Information Systems 40 hours, 4 credits
The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processing and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Healthcare Administration
HSA 4210 Advanced Healthcare Law and Ethics 40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical issues in the healthcare setting. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Medical Law and Ethics or Health Information Law and Ethics
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. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Students must be enrolled in the Healthcare Management Bachelor's Degree program and in their last or second-to-last quarter
HSC 1410 Medical Writing, Style and Grammar 30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documentation being drafted or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Aligned with the industry, and studied and practiced, a medical terminology review will be mandatory.
Prerequisite: none
HSC 1531 Medical Terminology 40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none
HSC 2641 Medical Law and Ethics 40 hours, 4 credits
A study of the United States legal system and court system with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice issues 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 populations, how 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 and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none
HUN 2202 Human Nutrition 40 hours, 4 credits
This course introduces the student to principles of nutrition, while appraising the role of nutrition in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community, and clinical areas.
Prerequisite: none
**COURSE DESCRIPTIONS**

**LBS 2030 Training and Development**

**40 hours, 4 credits**

This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.

Prerequisite: Introduction to Human Resource Management

**MAC 2313 Introduction to Organizational Leadership**

**40 hours 4 credits**

This course provides an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

**LIT 2000 Introduction to Literature**

**40 hours, 4 credits**

This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.

Prerequisite: none (English Composition recommended)

**LIT 3910 Contemporary World Literature: 1900 to the Present**

**40 hours, 4 credits**

This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.

Prerequisite: English Composition

**MAA 3050 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.

Prerequisites: Programming II; Probability and Statistics

**MAC 1106 Advanced Algebra**

**50 hours, 5 credits**

Students will learn about topics including functions and functional notation, domains and ranges, various operation on functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities, as well as quadratic equations and higher-order polynomial equations. This course will review algebraic techniques as well as polynomials, factoring, exponents, roots, and radicals.

Prerequisite: Satisfactory score on placement exam

**MAC 1200 Precalculus**

**40 hours, 4 credits**

In this course, students will understand the application of function theory including the properties and behavior of various function types including algebraic, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graphing, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.

Prerequisite: Advanced Algebra

**MAC 2110 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 integrations and integration techniques, as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.

Prerequisite: Calculus I

**MAD 2121 Introduction to Discrete Mathematics**

**40 hours, 4 credits**

This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include foundational concepts, logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.

Prerequisites: Calculus I; Discrete Structures for Computer Science

**MAD 3113 Applied Discrete Mathematics**

**40 hours, 4 credits**

This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory. Boolean algebra, digital logic circuits, ordered sets, functions, propositional logic, modeling of computations, and computational complexity. Students will gain experience formulating mathematical proofs.

Prerequisite: Introduction to Discrete Mathematics; Calculus II

**MAN 1300 Introduction to Human Resource Management**

**40 hours, 4 credits**

This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

**MAN 2021 Principles of Management**

**40 hours, 4 credits**

Students enrolled in this course will develop managerial skills and insights by studying managerial principles. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact employer/employee relationships. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

**MAN 2626 Business Ethics**

**40 hours, 4 credits**

This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the business manager’s moral obligation, right and wrong action, and good and bad values.

Prerequisite: none

**MAN 3040 Principles of Management II**

**40 hours, 4 credits**

Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Principles of Management

**MAN 3175 Applied Management Principles**

**40 hours, 4 credits**

This course will review foundational management skills and insights derived from the study of management practices. Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.

Prerequisite: none

**MAN 3210 Advanced Human Resource Management**

**40 hours, 4 credits**

The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course will be a study of the major functions in personnel management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.

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

**MAN 3504 Operations Management**

**40 hours, 4 credits**

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

Prerequisite: none

**MAN 4143 Contemporary Leadership Challenges**

**40 hours, 4 credits**

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

Prerequisite: none

**MAN 4240 Organizational Behavior Analysis**

**40 hours, 4 credits**

This course is designed to explore human behavior at work from an interdisciplin ary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.

Prerequisite: none
COURSE DESCRIPTIONS

MAN 4441 Negotiation and Conflict Management
40 hours, 4 credits
The course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining skills, understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: Organizational Behavior Analysis
MAN 4602 International Business
40 hours, 4 credits
This course provides students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding of the myriad factors involved in managing people within a global workforce.
Prerequisite: Principles of Management
MAN 4720 Strategic Management
40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of 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 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 and skills throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last quarter.
Prerequisite: Business Bachelor’s student in last or second-to-last quarter
MAP 3010 Probability and Statistics
40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics
MAR 2111 Principles of Marketing
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include: consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none
MAR 2374 Online Multimedia Marketing
40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchases and online public relations.
Prerequisite: Internet Business Models and E-Commerce
MAR 2873 Public Relations and Advertising Strategies
40 hours, 4 credits
Students examine the similarities and differences between public relations, advertising and promotional marketing and how to differentiate between them. They will create a target market. Marketing interactions with associated stakeholders, including current and new customers; shareholders; the media; financial and industry partners will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments are studied.
Prerequisite: Principles of Marketing
MAR 2906 Internet Marketing
40 hours, 4 credits
This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce
MAR 4355 Web Analytics
40 hours, 4 credits
This course explores the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create a measurable business value, increase customer retention, and build customer loyalty.
Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce
MAR 4582 Internet Law
40 hours, 4 credits
This course gives students an in-depth understanding of Internet law and how it applies to online commerce and today’s business transactions.
Prerequisite: Business Law
MAR 4721 Advanced Search Engine Marketing Strategies
40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.
Prerequisite: Search Engine Marketing
MAT 1031 College Algebra
40 hours, 4 credits
This course provides students with the skills to master algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
MAT 1402 General Education Mathematics
40 hours, 4 credits
This course introduces students to topics from the following mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
MCB 210C Introduction to Microbiology
70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none
MEC 1102 Introduction to Medical Assistance
40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful in both the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.
Prerequisite: none
MEB 1206 Clinical Skills I
60 hours, 4 credits
In this course, students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, telephonic documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives.
Prerequisites: Introduction to Medical Assisting; Medical Terminology
MEB 1207 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of front-office and 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 skills for finding employment and advancing in their careers.
Students will follow applied-learning approaches to all skill development and performance objectives.
Prerequisite: Laboratory Skills for Medical Assisting; Pathophysiology
MEB 1243 Pharmacology for the Allied Health Professional
40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body
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 approaches, and therapeutic 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
60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect samples for study and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills
MEB 2290 Radiography Skills
40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will include patient positioning, equipment operation and quality control, image production and evaluation, and patient care and education, along with graphic procedures that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and for x-ray employment in front- to back-  
Prerequisite: Structure and Function of the Human Body
MEB 2804 Medical Assistant Externship
240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office, clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.
Prerequisite: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantioux screening test within 6 months of starting externship; Completion of all immunizations or verification of immunity required by program and site; Successful completion of background check (clear background check obtained, not yet in place at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation if required; Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.
MEB 3290 Medical Assisting Capstone
20 hours, 2 credits
In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: none
Co-requisite: Medical Assisting Externship
MLT 1040C Phlebotomy
40 hours, 3 credits
In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and application of principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy procedures.
Prerequisite: none
COURSE DESCRIPTIONS

MLT 1137C Introduction to Laboratory Processing 50 hours, 4 credits
This course will introduce the role of the phlebotomist in a clinical laboratory setting. Students will be taught to adhere to safety and compliance regulations related to specimen collection and processing. This course also covers the basic computer and analytic functions of the sample or patient as they relate to and influence laboratory procedures.
Prerequisite: none

MLT 2140C Phlebotomy II 50 hours, 4 credits
In this course, students will perform and observe specialized specimen collection, CLIA waived laboratory testing, and collection of donor units. This course will also focus on specimen handling and transporting and assuring patient and provider safety in a variety of settings. Students will learn to develop skills to communicate with diverse patients, patient advocates, and healthcare providers.
Prerequisite: Phlebotomy

MLT 2990C Phlebotomy Extremity and Capstone 130 hours, 5 credits
This course is designed to provide the student with experience in a clinical setting that includes specimen collection and handling and processing. Students will learn to effectively communicate with diverse populations of patient care teams. During the practical experience, students will participate in a program capstone that is designed to assist students during their externship and preparation for a final examination.
Prerequisites: Phlebotomy II; Introduction to Laboratory Processing

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 media's influence on crime and justice.
Prerequisite: Ethics in Criminal Justice

MMC 3407 Visual Communication in the Media 40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how visually gather, process, and interpret information presented through media sources.
Prerequisite: none

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

MTB 1381 Math for Game and Simulation Production I 40 hours, 4 credits
This course 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 measure and compare to achieve safety.
Prerequisite: College Algebra

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

MTS 2020 Introduction to Medical Transcription 40 hours, 13 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills required for that process. Students will learn to use work scenarios and work stations, employer expectations, salary methods, the job search, and行业 association. 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 which provides the transcriptionist with resources that a medical transcriptionist will need to use on the job.
Prerequisite: Medical Terminology

NUR 1020C Fundamentals of Nursing 230 hours, 13 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standard of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, and mobility. Critical thinking as embodied in the nursing process is emphasized and the role 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 students to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, and manager of a profession is expanded and the framework for clinical applications and evaluation.
Prerequisite: Fundamentals of Nursing

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

NUR 2034C Fundamentals of Professional Nursing 107.5 hours, 6 credits
This course is comprised of a theory and lab, and clinical component where professional nursing students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis of patient-centered care, functional ability, and basic physiologic concepts are presented. Emphasis is placed on the integration of patient assessment, elimination, gas exchange, inflammation, infection, tissue integrity, glucose regulation, thermoregulation, and pain. This course will continue to build upon the foundation provided in the previous courses and provide safe, quality care for a diverse set of clients across the lifespan with a special emphasis on assessment and documentation.
Prerequisites: Adult Nursing I

NUR 1245 Introduction to Professional Nursing 90 hours, 5 credits
This course introduces the student to key concepts of Professional Nursing. The student will be exposed to the professional expectations and nursing practice for the Registered Nurse in diverse healthcare settings. Also included are aspects of patient-centered care based upon quality. The Concept-based framework for the Professional Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on practice, inter- and interprofessional Collaboration, Communication, and Professionalism. Students will gain the knowledge, skills, and attitudes needed to practice safely in the nursing profession in the role of the Registered Nurse by discovering their own learning styles and personal identities.
Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Entry Option

NUR 1327 Transitions in Nursing 30 hours, 3 credits
This course facilitates the transition between the practical and professional nursing. It introduces and examines issues of scope of practice, assessment, and care planning, and ethical and legal issues for the professional nurse role.
Prerequisite: Florida LPN licensure

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

NUR 1460C Maternal-Child Nursing 220 hours, 12 credits
In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children, and families in various settings. The student will explore the various settings available for the beginning nurse. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Emphasis is placed on knowledge and skills relating to the perinatal populations at risk that are commonly seen in the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession is discussed.
Prerequisites: Maternal-Child Nursing 107.5 hours, 6 credits

NUR 2103C Comprehensive Pharmacology 80 hours, 6 credits
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Emphasis is placed on the pharmacology of drugs, pharmacokinetics, pharmacodynamics, the current “rights of medication administration”, dosage calculation, patient education, and motivational wellness. The course will continue to build upon critical thinking concepts and clinical judgment to ensure safe, quality care in the administration of prescription, over-the-counter, and nonprescription drugs and alternative medication at a beginning Professional Registered Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.
Prerequisite: Introduction to Professional Nursing; Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing

NUR 2105C Comprehensive Pharmacology 107.5 hours, 6 credits
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Emphasis is placed on the pharmacology of drugs, pharmacokinetics, pharmacodynamics, the current “rights of medication administration”, dosage calculation, patient education, and motivational wellness. The course will continue to build upon critical thinking concepts and clinical judgment to ensure safe, quality care in the administration of prescription, over-the-counter, and nonprescription drugs and alternative medication at a beginning Professional Registered Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing

NUR 2109C Pharmacology; Nutritional Principles in Nursing
NUR 2314C Professional Nursing II 110 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamentals of foundational nursing knowledge and preparing for the Clinical Registered Nurse Role. Emphasis is placed on concepts such as Cellular Regulation, Endocrine, and Immunity. Complementary Therapies, and Crisis/Diaster Nursing. This course will continue to build on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid/Electrolyte and Acid/Base Balance, and Tissue Integrity. The theoretical basis for these concepts and clinical situations for the Patient-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting is required for successful completion of this course. The clinical component focuses on patient care to clients with more complex medical-surgical and psychiatric settings. The course curriculum includes concepts that are locally and nationally recognized in nursing practice. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Fundamentals of Professional Nursing

NUR 2558C Maternal Child Health Nursing 60 hours, 4 credits
This course consists of both a theory and clinical component that focus on the Knowledge, Skills, and Attitudes required to function in the appropriate role of the beginning Professional Registered Nurse in an acute care Obstetrics/Maternity Setting, Pediatric Setting, or similar environment. Emphasis is placed on the development and provision of care for clients with medical-surgical and psychiatric needs. Special emphasis is placed on the care of the child from conception to the end of life in an acute care setting. This course will continue to build on previous concepts with a special emphasis on cancer, chronic illness, and mental health. The theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Fundamentals of Professional Nursing; Nursing Research; and Health Assessment.

NUR 2721C Adult Nursing II 230 hours, 13 credits
This is the second of three adult-health nursing courses. The purpose of the course is to prepare the client with altered health status in acute care and psychiatric settings. In this course, students will continue to develop their role as a member of the health care team by providing care to clients with altered health status in acute care and psychiatric settings. The course integrates community health concepts and prepares the student for entry-level roles in nursing. This course prepares students for the NCLEX-RN examination and focuses on the theoretical knowledge and principles applied in the skills laboratory and clinical setting.

Prerequisites: Fundamentals of Professional Nursing; Nursing Research; and Health Assessment.

NUR 2721C Adult Nursing III 90 hours, 3 credits
This is the third of three adult-health nursing courses. The purpose of the course is to prepare the client with altered health status in acute care and psychiatric settings. The course integrates community health concepts and prepares the student for entry-level roles in nursing. This course prepares students for the NCLEX-RN examination and focuses on the theoretical knowledge and principles applied in the skills laboratory and clinical setting.

Prerequisites: Fundamentals of Professional Nursing; Nursing Research; and Health Assessment.

NUR 2723C Role, Scope, Quality, and Leadership in Professional Nursing 80 hours, 4 credits
This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on Clinical Judgment, Professionalism, Quality Improvement, and Leadership. In order to successfully complete this course, the student must exhibit appropriate conceptual skills related to Clinical Management, Research, Evidence-Based Practice, Health Promotion, Crisis/Disaster Nursing, and Legal, Ethical, and Professional Responsibilities. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate Professional Registered Nurse to complete this course.

Prerequisites: Professional Nursing III

NUR 2820 Nursing Role and Scope 20 hours, 2 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse. Client care management concepts and the legal, ethical, and professional responsibilities of the registered nurse are stressed.

Prerequisites: Maternal-Child Nursing; Adult Nursing II

NUR 2944 Professional Nursing Capstone 20 hours, 2 credits
This course reflects on the student’s journey through the Professional Nursing Program, preparing the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the foundational QSEN Core Competencies with emphasis on Professionalism, Individual Functional Ability, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safely transition to a beginning graduate Professional Registered Nurse role.

Prereq or Co-requisites: Professional Nursing III; Role, Scope, Quality, and Leadership in Professional Nursing

NUR 3177 Health Assessment 40 hours, 4 credits
This course provides an opportunity for students to demonstrate proficiency in comprehensive health assessment as viewed through the lens of holistic patient-centered care. Assignments designed to develop knowledge and skills for obtaining and recording accurate, comprehensive health history and physical examinations of the adult client are integrated within the course. Opportunities will be presented to provide for the collaboration and integration of physiological, psychological, sociocultural issues and theories as they apply to the findings obtained in the comprehensive health assessments. Collaborating with interprofessional teams, utilizing evidence-based treatment guidelines, and additional updated information needed to promote safe clinical practice in the nursing setting will be utilized to gather and analyze data relevant to common health problems.

Prerequisites: Quality and Safety in Nursing Practice Co-requisites: Introduction to Patient Safety and Critical Thinking.

NUR 3205 Applied Pathophisiology 40 hours, 4 credits
This course is designed to enhance the student’s knowledge and understanding of pathophisiological concepts necessary for a beginning graduate and advanced practice nurse. A foundational knowledge of the anatomy, physiology, and disease. A patient centered frameworks approach is used to explore the pathophisiology, etiologies, risk factors, clinical presentation, and differential diagnosis of selected illness and disease. This course will aid in the student’s ability to develop sound Nursing practice, critical reasoning abilities, and foster skills that provide safer, quality patient care.

Prerequisites: Quality and Safety in Nursing Practice Co-requisite: Health Assessment

NUR 3418 Introduction to Alternative and Complementary Therapies 40 hours, 4 credits
This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is the growth of knowledge and experience of mind-body self-healing skills, multi-cultural alternative medicine therapies, and the development of health care providers that can be integrated safely into nursing and/or the nurse’s personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be explored. An emphasis will be placed on the ability to think critically and the scientific evidence body of knowledge.

Prerequisites: Advanced Pathophysiology Co-requisite: Transcultural Nursing

NUR 3505 Quality and Safety in Nursing Practice 40 hours, 4 credits
This course focuses on the critical review of current quality and safety issues in healthcare and nursing. “Quality & Safety Education for Nurses” (QSEN), “Institute of Medicine” (IOM) reports, regulatory bodies, and the impact of Magnet Status are identified and examined within the course. Students will increase their understanding of best practices, safety standards, and quality initiatives in the healthcare setting. Emphasized within this course are Patient Safety and Quality Education for Nurse (QSEN) Competencies. This course examines QSEN as a conceptual framework which can lead to improvement of patient safety outcomes through patient-centered care and system design.

Prerequisites: Co-requisite or Co-requisites: Dimensions of Professional Nursing

NUR 3655 Transcultural Nursing 40 hours, 4 credits
This course focuses on the importance of providing and incorporating cultural beliefs and experiences of patients, families, and their health care professionals within the care setting. Topics include: comparative analysis of communication styles, opening open communication, family roles, dietary preferences, safety and concerns associated with cultural beliefs, values, and practices, cultural norms, and the impact on health care practice. Nursing interventions that integrate and examine evidence-based practice related to various cultural beliefs will be discussed. The importance of incorporating a holistic approach in the care and treatment of the patient will be demonstrated within this course.

Prerequisites: Quality and Safety in Nursing Practice Co-requisites: Introduction to Alternative and Complementary Therapies

NUR 3816 Dimensions of Professional Nursing 40 hours, 4 credits
This course investigates the evolution of nursing with an emphasis on professional values, standards and ethics. Students will explore how social and economic factors influence the nursing practice. This course includes an overview of major contemporary issues in nursing with a critical-thinking approach and an introduction to the skills necessary to analyze and make decisions. Further preparation will be provided for strengthening critical thinking skills and the development of a personal philosophy statement of nursing practice.

Prerequisites: Current, unencumbered RN license Co-requisites: Introduction to Patient Safety and Critical Thinking.

NUR 4165 Research Nursing 40 hours, 4 credits
This course is designed to develop the skills required for the advanced practice nurse to conduct research in the field of nursing and disease. A patient centered frameworks approach is used to explore the pathophisiology, etiologies, risk factors, clinical presentation, and differential diagnosis of selected illness and disease. Further preparation is placed on developing skills to become astute consumers of nursing research; such as examining literature reviews and analyzing data. Students will incorporate all of these skills into the development of best evidence in practice will be included in this course.

Prerequisites: Quality and Safety in Nursing Practice Co-requisites: Nursing Informatics
NUR 4529 Public Health and Community Nursing 40 hours, 4 credits
This course provides an overview of concepts and theories related to public health/community health nursing. The role of the professional nurse in sustaining health, promoting healthy lifestyles, and coping with the health needs of diverse populations is explored. Topics include: core functions and essentials of public health, health promotion and prevention, population focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting health and well-being of local and global communities are incorporated. This course provides the student the opportunity to demonstrate critical thinking and collaborative communication through community assessment.
Prerequisite: Transcultural Nursing; Nursing Research

NUR 4773 Leadership and Management in Nursing 40 hours, 4 credits
This course explores leadership theories and concepts that impact the professional role of nursing. Emphasis will be placed on nursing leadership roles that create a culture of advocacy, safety and quality through individual and team performance. Students will develop knowledge related to improved priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.
Prerequisites: Successful completion of all other BSN courses
Co-requisite: Public Health and Community Nursing

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

NUR 4809 Nursing Capstone 40 hours, 4 credits
This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate theoretical and clinical experiences from previous nursing courses into a capstone experience. Students will use critical thinking skills and evidence-based practice to promote patient-centered nursing care that encompasses quality and safety. Students will plan and implement a practice experience consistent with the professional standards of the baccalaureate nurse essentials. The capstone preceptorship supports the role transformation of students and promotes clinical competence at the BSN preparation level.
Prerequisites: Successful completion of all other BSN courses and/or
Co-requisite: Leadership and Management in Nursing

OST 1100C Keyboard I 40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with five or fewer errors is the course goal.
Prerequisite: none

OST 1611 Medical Transcription I 90 hours, 4 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.
Prerequisites: Medical Writing, Style, and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I
OST 1764C Word for Windows 40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

PLA 2240 Medical Transcription 60 hours, 3 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.
Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding I
OST 2465 Medical Administration Capstone 10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisite: Medical Administration student in last or second-to-last quarter

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

PHI 2103 Introduction to Critical Thinking 40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition

PLA 1013 Introduction to Law and the Legal System 40 hours, 4 credits
Students will learn the role of the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain an appreciation for paralegal study, and students from other disciplines will gain an appreciation of the legal role in their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none

PLA 1203 Civil Litigation and Procedure I 40 hours, 4 credits
Students will examine the lawyers and paralegals’ roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System

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

PLA 1310 Paralegal Ethics 40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession 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 2220 Law Office Technology: Cyberspace and the Paralegal Profession 40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System

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

PLA 2330 Legal Writing 40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in concert with at least three (3) significant writing projects, including memoranda and briefs. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural correctness. The course includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
Prerequisites: Legal Research; English Composition

PLA 4345 Paralegal Law 40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Schools of thought, 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. To be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management

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

PLA 2610 Real Estate Law 40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with resolutions and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System
PLA 2800 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.

Pre-requisites: Introduction to Law and the Legal System

PLA 2816 Paralegal Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “electronic office” and “paperless office” methods will be practiced.

Pre or Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter

PLA 2940 Paralegal Internship
130 hours, 5 credits
This course provides the student with an 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.

Pre-requisite: Students must be enrolled in their last or second-to-last quarter

POS 2020 American/U.S. National Government
40 hours, 4 credits
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and state and local governments.

Pre-requisite: none

POT 4001 Political Thought
40 hours, 4 credits
This course is designed to provide a broad and deep assessment of the history of political theory. The course will cover such topics as authority, consent, freedom and obligation.

Pre-requisite: none

PRN 1011 Fundamentals of Practical Nursing
60 hours, 6 credits
This course provides students with a foundation in understanding the healthcare system. This includes roles individuals perform in the healthcare setting, and basic knowledge in wellness and disease throughout the lifespan. Topics will include therapeutic communication, ethics, patient care, cultural competence, and identifying nursing strategies to meet the global and diverse patient and community.

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

PRN 1011L Fundamentals of Practical Nursing Laboratory
40 hours, 2 credits
This course provides the student with skills needed to provide introductory nursing care to the patient. Emphasis is placed on safety, aseptic techniques, therapeutic nursing treatments, and psychomotor skills. The student will learn concepts related to drug classification, dosage and calculation, and medication management.

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

PRN 1011LL Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical
60 hours, 2 credits
This course provides students with hands-on skills needed to provide introductory nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes needed to provide safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing I and Medical Surgical Nursing I Laboratory courses.

Co-requisites: Structure and Function of the Human Body; Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

PRN 1075L Medical Surgical Nursing I Laboratory
20 hours, 1 credit
This course provides students with the skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing I and Medical Surgical Nursing I Laboratory courses.

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

PRN 1075LL Medical Surgical Nursing I Clinical
90 hours, 3 credits
This course provides students with hands-on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing I and Medical Surgical Nursing I Laboratory courses.

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

PRN 1085 Introduction to Practical Nursing
20 hours, 1 credit
This course introduces the student to key concepts of Practical Nursing. The student will be exposed to the practical nursing expectations and scope of practice in the diverse healthcare setting. The clinical experience also includes aspects of patient-centered care based upon evidence and quality. The Concept-based Framework for Practical Nursing is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Teamwork, Communication, and Nursing Informatics. Students will gain the knowledge, skills, and attitudes needed to practice safely in the nursing profession by discovering their own learning styles and personal identities.

Pre-requisite: Admission to the Practical Nursing Program

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

Co-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Practical Nursing Corequisite: Mental Health Nursing Clinical

PRN 1147C Practical Nursing I Lab
10 hours, 1 credit
This course is comprised of a theory, lab, and clinical component where students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. Emphasis is placed on concepts such as oxygenation, cardiovascular integrity, tissue integrity, and infection control. Fluid Electrolyte and Acid/Base Balance will be introduced within the course. The theoretical bases for Education and Health Promotion, as well as Pain Management, are presented. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.

Co-requisites: Fundamentals of Practical Nursing; Pre or Co-requisite: Basic Pharmacology; Nursing Care Principles for Normal Birth

PRN 11128L Mental Health Nursing Clinical
30 hours, 1 credit
This course provides students with experiences needed to prepare nursing care to behavioral health clients. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Mental Health Nursing course.

Co-requisites: Fundamentals of Practical Nursing Pre or Co-requisite: Basic Pharmacology; Nutrition

PRN 1279LL Medical Surgical Nursing II Clinical
40 hours, 4 credits
This course provides students with hands on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing II and Medical Surgical Nursing II Laboratory courses.

Pre-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

PRN 1279LL Medical Surgical Nursing II Clinical
90 hours, 3 credits
This course provides students with hands on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing II and Medical Surgical Nursing II Laboratory courses.

Pre-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

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

Pre-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

PRN 1304LL Gerontological Nursing Clinical
90 hours, 2 credits
This course provides students with hands on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Gerontological Nursing Clinical course.

Pre-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

PRN 1348 Gerontological Nursing
30 hours, 3 credits
This course provides students with the skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Theoretical Emphasis is placed on Adsorption, Distribution, Metabolism, and Excretion (ADME), as well as the current “rights of medication administration,” and basic dosage calculation. Patient education and motivational wellness will be introduced. The course will also cover how to build upon critical thinking concepts and nursing judgment to ensure basic safety in the administration of medications at a beginning Practical Nursing skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.

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

PRN 1365 Introduction to Medical/Surgical Nursing
20 hours, 4 credits
This course provides the student with a continuation of medical surgical nursing. Emphasis is placed on nursing care along the health illness continuum for patients with disorders that are specific to the aging adult, Communication, as well as Nursing Ethics and Law as it applies to this specific population. Students are expected to apply Nursing Judgement and Critical Thinking principles presented in this course throughout concurrent and future Nursing Lab and Clinical Experiences.

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

PRN 1385 Principles of Pharmacology
20 hours, 4 credits
This course introduces the student to key concepts of Pharmacology. The student will be exposed to the practical nursing expectations and scope of practice in the diverse healthcare setting. The clinical experience also includes aspects of patient-centered care based upon evidence and quality. The Concept-based Framework for Practical Nursing is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Teamwork, Communication, and Nursing Informatics. Students will gain the knowledge, skills, and attitudes needed to practice safely in the nursing profession by discovering their own learning styles and personal identities.

Pre-requisite: Admission to the Practical Nursing Program

PRN 2005 Laboratory; Clinical
40 hours, 4 credits
This course provides students with the skills needed to provide nursing care to patients in the health care setting. The student can expect to place on patient safety and nursing skills related to disorders of the endocrine, musculoskeletal, genito-urinary systems, fluid and electrolyte disturbances, and basic emergency nursing care.

Pre-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

PRN 2075L Medical Surgical Nursing II Clinical
90 hours, 3 credits
This course provides students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “electronic office” and “paperless office” methods will be practiced.

Pre or Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter
PRN 1495 Medical Surgical Nursing III 40 hours, 4 credits  This course provides the student with a continuation of medical surgical nursing. Emphasis is placed on nursing care along the health illness continuum for patients with disorders of the integumentary, immune, gastrointestinal, and neurological systems. Prerequisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical Co-requisites: Medical Surgical Nursing III Laboratory; Medical Surgical Nursing III Clinical PRN 1495L Medical Surgical Nursing III Clinical 90 hours, 3 credits  This course provides students with hands-on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing III and Medical Surgical Nursing III Laboratory courses. Prerequisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical Co-requisites: Medical Surgical Nursing III; Medical Surgical Nursing III Laboratory PRN 1532C Practical Nursing II 110 hours, 6 credits  This course is comprised of a theory, lab, and clinical component. The student is building on the fundamental concepts and nursing abilities developed in Practical Nursing I. Emphasis is placed on concepts such as Surgical Integrity, Pain Management, and Glucose Regulation. This course will continue to build on previous concepts with a special emphasis on Fluid/Electrolyte and Acid/Base Balance, Elimination, Mobility, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Communication and Teamwork in the Clinical Setting, is required for successful completion of this course. The student must also demonstrate increasing proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan. Prerequisite: Practical Nursing I PRN 1570 Family Nursing 20 hours, 2 credits  This course provides students with an introduction to maternal child nursing. Content includes concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as issues. Emphasis is placed on family centered care. This course incorporates nutritional requirements and pharmacological knowledge and skills. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Practical Nursing Clinical PRN 1570L Family Nursing Clinical 60 hours, 2 credits  This course provides students with experiences needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in PRN 1570. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Family Nursing PRN 1618 Practical Nursing Seminar 20 hours, 2 credits  This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on the practical nurse's role in providing quality care. Nursing actions. The importance of participation in continuing educational activities is emphasized. Prerequisites: Medical Surgical Nursing III; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical Co-requisites: Medical Surgical Nursing III; Medical Surgical Nursing III Laboratory PRN 1673C Psychosocial Nursing 55 hours, 4 credits  This course consists of both a theory and clinical component that focuses on the care of clients with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Motivational Wellness, Psychosocial Integrity, Addiction, and Violence. Special emphasis will be placed on Nursing Judgment related to Patient-Centered Care, Teamwork, and Communication when approaching this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, as it applies to pharmacologic therapies in this setting, will be introduced. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course. Prerequisite: Practical Nursing I PRN 1748C Practical Nursing III 115 hours, 6 credits  This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and nursing abilities required for the Practical and Nursing Role. Emphasis is placed on concepts such as Neurological Adaptation, Cellular Regulation, Holistic Therapy, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting is required for successful completion of this course. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete the series. Prerequisite: Practical Nursing II PRN 1808C Family Nursing 60 hours, 4 credits  This course combines both a theoretical and clinical component that focuses on the Knowledge, Skills, and Attitudes required to function in the appropriate role of the Practical Nurse in a Family Health Clinic, Pediatric Clinical Setting, or similar environment. Emphasis is placed on Reproduction as well as Growth and Development. Special emphasis is placed on adolescent sexuality, Sexual Health, infection Control, and Patient-Centered Care as it applies to this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, in conjunction with specific pharmacologic therapies for these clients will be introduced. Students are required to critically apply all previously introduced Health and Wellness Concepts, as well as Psychological and Nursing Judgments to content-specific exemplars presented in this course. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course. Prerequisite: Practical Nursing II Pre or Co-requisite: Psychosocial Nursing PRN 1971 Practical Nursing Capstone 20 hours, 2 credits  This course reflects on the student’s journey through the Practical Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Quality Improvement, Professionalism, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-PN and safely transition to a beginning Graduated Practical Nurse role. Prerequisite: Practical Nursing III PSY 1012 General Psychology 40 hours, 4 credits  This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments. Prerequisite: none
RMI 3011 Insurance
40 hours, 4 credits
This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.
Prerequisite: Introduction to Business

RMI 4020 Risk Management
40 hours, 4 credits
This upper level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: none

SCE 1528 Scientific Literacy
40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology, as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuses of science.
Prerequisite: none

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

SSE 1495 Technology and Society
40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none

SSE 2003 Understanding Cultures
40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African Americans, Latinos, Asian Americans and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none

SYG 1000 Introduction to Sociology
40 hours, 4 credits
This 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

SYO 4180 Work and Family
40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals' work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none

TAX 2002 Income Tax
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.
Prerequisite: Financial Accounting II

TAX 3010 Taxation of Individuals
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.
Prerequisite: Financial Accounting II

WST 4350 Gender in Math and Science
40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

## LOANS AND FINANCIAL AID

Our SUPPORT team can help you complete your financial aid application and review your financial aid award letter. Contact a student financial services advisor to discuss your individual needs and goals.

## TUITION AND FEES

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

### SCHOOL OF BUSINESS

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
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1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
### SCHOOL OF DESIGN

<table>
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<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Florida Tuition and Fees $</th>
<th>Florida Books and Supplies $</th>
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<td>Multimedia Technologies—Web Design</td>
<td>Associate’s</td>
<td>27-1024, 27-1014</td>
<td>23%</td>
<td>72%</td>
<td>$24,877</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,200</td>
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</tr>
<tr>
<td>Multimedia Technologies—Web Design</td>
<td>Diploma</td>
<td>27-1024, 27-1014</td>
<td>30%</td>
<td>NA</td>
<td>$19,339</td>
<td>$0</td>
<td>$21,229</td>
<td>$3,300</td>
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### SCHOOL OF EDUCATION

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<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Florida Tuition and Fees $</th>
<th>Florida Books and Supplies $</th>
<th>Room and Board $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner Specialization</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
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<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
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<tr>
<td>Early Childhood Education</td>
<td>Certificate</td>
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<td>57%</td>
<td>80%</td>
<td>$10,107</td>
<td>$0</td>
<td>$10,764</td>
<td>$1,200</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
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<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
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<td>25-9041, 25-2011</td>
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<td>100%</td>
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<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
<td>$0</td>
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<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Diploma</td>
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<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
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### SCHOOL OF HEALTH SCIENCES

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<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Florida Tuition and Fees $</th>
<th>Florida Books and Supplies $</th>
<th>Room and Board $</th>
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<tbody>
<tr>
<td>EKG Technician</td>
<td>Certificate</td>
<td>29-2031</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,362</td>
<td>$1,650</td>
<td>$0</td>
</tr>
<tr>
<td>Health Information Management</td>
<td>Bachelor’s</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,350</td>
<td>$0</td>
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<tr>
<td>Health Information Technician</td>
<td>Associate’s</td>
<td>29-2071</td>
<td>42%</td>
<td>81%</td>
<td>$23,919</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Health Science</td>
<td>Associate’s</td>
<td>31-9099</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
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<tr>
<td>Medical Administration</td>
<td>Associate’s</td>
<td>43-6013</td>
<td>23%</td>
<td>82%</td>
<td>$25,871</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,900</td>
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<td>$17,342</td>
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<tr>
<td>Medical Assisting</td>
<td>Associate’s</td>
<td>31-9092</td>
<td>49%</td>
<td>83%</td>
<td>$21,045</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
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</tr>
<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
<td>31-9092</td>
<td>44%</td>
<td>67%</td>
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<td>$0</td>
<td>$17,940</td>
<td>$2,400</td>
<td>$0</td>
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<tr>
<td>Medical Billing and Coding</td>
<td>Certificate</td>
<td>29-2071</td>
<td>39%</td>
<td>NA*</td>
<td>$13,052</td>
<td>$0</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
<td>39%</td>
<td>NA*</td>
<td>$13,052</td>
<td>$0</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
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<tr>
<td>Patient Care Technician</td>
<td>Certificate</td>
<td>39-9021</td>
<td>NA*</td>
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<td>NA*</td>
<td>$11,362</td>
<td>$1,650</td>
<td>$0</td>
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<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>45%</td>
<td>75%</td>
<td>$21,550</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>31%</td>
<td>90%</td>
<td>$12,595</td>
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<td>$1,800</td>
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<tr>
<td>Pharmacy Technician</td>
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<td>29-2052, 31-9095</td>
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<td>NA*</td>
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<td>$0</td>
<td>$2,850</td>
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</tr>
<tr>
<td>Phlebotomy</td>
<td>Certificate</td>
<td>31-9097, 31-9099</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
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<td>$0</td>
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</table>
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

**LOANS AND FINANCIAL AID**

Our SUPPORT+ team can help you complete your financial aid application and review your financial aid award letter. Contact a student financial services advisor to discuss your individual needs and goals.

**TUITION AND FEES**

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

### SCHOOL OF JUSTICE STUDIES

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)2</th>
<th>Federal Student Loans3</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Florida Tuition and Fees6</th>
<th>Florida Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>33-3051</td>
<td>31%</td>
<td>74%</td>
<td>$25,751</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>33-3051</td>
<td>66%</td>
<td>77%</td>
<td>$32,956</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,750</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Associate's 21-1093, 21-1094, 21-1099</td>
<td>40%</td>
<td>85%</td>
<td>$25,402</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Certificate 21-1093, 21-1094, 21-1099</td>
<td>28%</td>
<td>NA*</td>
<td>$15,730</td>
<td>$0</td>
<td>$0</td>
<td>$11,362</td>
<td>$1,500</td>
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</tr>
<tr>
<td>Human Services</td>
<td>Diploma 21-1093, 21-1094, 21-1099</td>
<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
<td>$22,126</td>
<td>$2,850</td>
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<tr>
<td>Paralegal</td>
<td>Associate's 23-2011, 23-2099</td>
<td>41%</td>
<td>78%</td>
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<td>$0</td>
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<td>Paralegal</td>
<td>Certificate 23-2011, 23-2099</td>
<td>NA*</td>
<td>75%</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
<td>$2,250</td>
<td>$0</td>
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</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College

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

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.

**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.**
### SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing RN to BSN&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Bachelor's</td>
<td>29-1141</td>
<td>79%</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>$0</td>
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<td>Practical Nursing</td>
<td>Diploma</td>
<td>29-2061</td>
<td>94%</td>
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<td>$0</td>
<td>$20,150</td>
<td>$2,250</td>
<td>$0</td>
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<tr>
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<td>Associate's</td>
<td>29-1141</td>
<td>90%</td>
<td>0%</td>
<td>$19,910</td>
<td>$0</td>
<td>$40,685</td>
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### SCHOOL OF TECHNOLOGY

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<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
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</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor's</td>
<td>15-1133</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$53,820</td>
<td>$7,200</td>
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<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor's</td>
<td>15-1131</td>
<td>64%</td>
<td>67%</td>
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<td>$0</td>
<td>$54,119</td>
<td>$7,350</td>
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<tr>
<td>Information Security</td>
<td>Bachelor's</td>
<td>15-1122</td>
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<tr>
<td>Information Technology Management - Computer Information Technology</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
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<tr>
<td>Information Technology Management - Computer Information Technology</td>
<td>Diploma</td>
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<td>29%</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$20,183</td>
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</tr>
<tr>
<td>Information Technology Management - General</td>
<td>Associate's</td>
<td>15-1150</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$27,209</td>
<td>$4,350</td>
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<td>Information Technology Management - General</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>$20,033</td>
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<tr>
<td>Information Technology Management - Network Administration</td>
<td>Associate's</td>
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<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
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<tr>
<td>Information Technology Management - Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$20,183</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Network Security</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Network Security</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$20,183</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Associate's</td>
<td>15-1132</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$11,960</td>
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<td>Certificate</td>
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<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$27,209</td>
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<td>Web Programming</td>
<td>Diploma</td>
<td>15-1134</td>
<td>29%</td>
<td>NA&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>$0</td>
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<tr>
<td>Web Programming</td>
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<td>15-1134</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,508</td>
<td>$4,050</td>
<td>$0</td>
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</table>
UNLESS OTHERWISE NOTED, THE POLICIES IN THIS CATALOG REPLACE ALL PREVIOUSLY ISSUED VERSIONS.

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

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

College Acceptance or Rejection of Application for Admission
The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:
- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.
- Successful completion of Rasmussen College Experience Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher in 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, students accepted into an AcceleratedED program; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Online College Readiness Course.
- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that if you are not expected to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you provided us to see that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
  - In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

Rasmussen College College reserves the right to reject any applicant on the good faith belief that the applicant is not seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

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

*Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.
Re-Enter Policy
Students may re-enroll in certificate or diploma programs one time, Associate’s degree programs two times, and Bachelor’s degree programs up to four times, unless the Dean, Campus Director, or Director of Student Affairs determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enterer. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. All reentering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must meet all other college criteria as outlined in the current catalog before being accepted into the College as a re-enterer. Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the re-enrollment process and re-enter if the student meets the following criteria: all other enrollment qualifications are met at the time of re-enrollment; the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundations Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of previous withdrawal from the College or re-entry request and/or re-entry request and/or has an outstanding balance with the College or has not met the foundations course required at the time of the request. As part of the re-entry process the student will be required to participate in Project Rally following the Re-Entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student’s current academic standing at the time of withdrawal, financial status and completion of online learning tools within Project Rally. A complete description and the requirements of the re-entry application process are available through the Campus Registrar.

Students in Health Sciences programs who wish to re-enter into the School of Health Sciences programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level in a current program if a space in the program is available. Students who wish to re-enter into a Nursing program must complete a programmatic assessment in order to determine an appropriate level of re-entry. Nursing students will have their previously completed Nursing core courses as designated by course prefix (NU, NUR, PNR, PRN, HUN) assessed against the current program to determine which will be applied to the program into which they are enrolling. All previously completed general education courses will be applied as required in the program. Rasmussen College will allow the student to re-enter at the appropriate level in a current program if a space in the program is available and all other re-entry requirements are met.
ACADEMIC INFORMATION AND COLLEGE POLICIES

Applying for Admission to the Medical Laboratory Technician, Surgical Technologist Programs

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test.

Once applicants have met the Entrance Placement requirements above, a B11 will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar.

Applicants must achieve the Evolve A2 score will be contacted by the College to complete the following:

• Application
• Background screening
• Any additional program-specific requirements as specified at the time of enrollment.

Applying for Admission to the Health Science Associate’s Degree in Radiologic Science

Applicants to the Associate’s Degree in Radiologic Science program will be admitted on a space-available basis. Applicants will be admitted on the basis of overall academic potential as determined by the Admissions Committee. Students must provide documentation of general education courses completed within the last five years for which they have received credit. Students not meeting the required standards may reapply at a later date. The Admissions Committee reserves the right to refuse admission to any applicant for any reason.

Applying for Admission to the School of Nursing

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test.

Once applicants have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled. Students who have successfully completed College entrance placement requirements will be given access to the admissions to the online application 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. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one of the two attempts allowed in a 12 month period. Any nursing entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Practical Nurse Bridge Option: 65% or higher composite score

TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55%-64.9% composite score

3. Complete Application Requirements:

Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:

• Rasmussen College Application
• Health Physical and proof of vaccinations
• The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must be issued by the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.
• Criminal Background Screening
• Any additional program specific requirements as specified at the time of enrollment. Applicants with prior college credits will receive a transcript evaluation during the admissions process.

Applicants will receive a letter from the College in the mail confirming acceptance once all admissions requirements have been met, including attendance at programmatic orientation. Accepted applicants must attend Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation sessions will result in dismissal 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 at ATI Examination services and be determined available for reenrollment into the nursing program through a consultation with the Dean of Nursing.

Applying for Admission to Law Enforcement Programs

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants with lower than acceptable scores may choose to repeat the application process once an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on factors with College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Former or current students who have taken the STEP and scored above that required for the College entrance placement examination. Applicants who achieve the required minimum scores or who have proven a grade of C or higher in college-level English and/or Mathematics will be able to apply by their Program Manager to complete the following:

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

Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator/Director. Following this interview, applicants can continue with the necessary steps to proceed, which include:

• Application
• Provide official high school and college transcripts
• Rasmussen College background check
• Any additional program-specific requirements as specified at the time of enrollment

Upon completing the application process, the application file will be reviewed by the Admissions committee. Students accepted into the program will receive a letter from the College in the mail. Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

Entrance Requirements for Software Application Development and Associate’s, Computer Science Bachelor’s, and Game and Simulation Programming Bachelor’s Program

Applicants to the Bachelor’s Program must meet the following requirements:

• Applicants must complete an Associate’s degree in a related field from a regionally accredited institution.
• Applicants must complete a minimum of 125 semester hours.
• Applicants must provide evidence of learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA). Please speak with a Program Manager for details.

Paralegal Certificate Entrance Requirements

Admission into the Paralegal Certificate program requires candidates to have earned an Associate’s degree which includes general-education education courses equivalent to those required in Rasmussen College’s Paralegal AAS, or a high school diploma.

Entrance Requirements for Health Information Management Bachelor’s Program

Applicants pursuing admittance into the Health Information Management Bachelor’s program must possess an AAS in Health Information Technology/Management from a CAHIM accredited program earned within the past six years to an AAS degree and possess a current RHIT credential. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and approval by the Program Coordinator.

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 on- campus and online to high school seniors who have reached the minimum age of 16. Enrollment in the Program is dependent on space availability.

Rasmussen College Early Honors Programs Terms and Conditions

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

• Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
• Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Program Parent/Guardian Approval Form).
• Students must submit a signed Early Honors School Approval Form.
• Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the signed Early Honors School Approval Form.
• Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted into the Early Honors Program.
• The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
• A maximum of 20 Early Honors students will be accepted per quarter, per campus.
• To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
• Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.

• Applicants will be accepted on a space available basis for each course selected.
• Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students.
• Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.

• Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
• Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
• Students may apply to a full program of study by completing an Application for Admission.

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

Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

### Tuition Rates

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

<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><strong>$600 - $5,645</strong></td>
</tr>
<tr>
<td></td>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution.</td>
<td><strong>$100 - $4,000,</strong> based on availability</td>
</tr>
<tr>
<td></td>
<td>Florida Student Assistant Grant</td>
<td>Grant based on financial information provided by the student to 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 and Entrance Counseling

- **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 and Entrance Counseling

- **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 and Entrance Counseling

**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.

**Achieve Scholarship**

New prospective students enrolling at Rasmussen College for the October 7, 2013 academic start and taking 12 or more credits per quarter may be eligible for the Achieve Scholarship. The Achieve Scholarship awards recipients up to $8,000 (U.S.) in quarterly increments (at $500 per quarter) while attending Rasmussen College. Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AcceleratedED programs are not eligible for the scholarship. For a complete list of terms and conditions, visit rasmussen.edu/achieve or talk to a Program Manager.

**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.

**Military Discount**

All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program may be eligible for a tuition discount. In addition, the College will extend the discount to the spouse and dependents, age 18-23, of any service member on active duty as outlined above.

**Corporate Discount**

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

**Restrictions**

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

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

**Employer Tuition Reimbursement**

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

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

**High School Professional Program**

Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition-free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

**ACADEMIC POLICIES**

**Class Content**

The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any 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

**These Programs May Also Be Offered Online**

Bachelor’s Degrees:

- Accounting
- Business Management
- Criminal Justice
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees:

- Accounting
- Business Management
- Criminal Justice
- Early Childhood Education (all specializations)
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician
- Web Programming

Diplomas:

- Accounting
- Business
- Early Childhood Education (all specializations)
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Pharmacy Technician
- Web Programming

Certificates:

- Accounting
- Business
- Early Childhood Education
- Human Services
- Law Enforcement Academic
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

**Individual Progress**

Students must enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The Rasmussen College entrance placement exam is not required for IP students.

Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as 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 entrance placement test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

**Developmental Education and Rasmussen College Entrance Placement Exam re-test Policy**

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject areas and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination.

Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of ‘S’ or higher. Students must begin in sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

**Students who place below the level of 8808 Reading and Writing Strategies are not eligible for admission to Rasmussen College.** Students who place below the level of 8808 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.
The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

* These include official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning, as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA).

Foundation Courses Timeframe
To help ensure student success, students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Foundation courses are B080 and B087. A “full quarter” excludes the mid-quarter start.

Foundation Course Grading
1. All foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B080 Reading and Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass B087 Practical Math if they achieve a final grade percentage of 73% or higher.

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

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

Seminar Course Grading
1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students are to complete and submit the components of their Graduation Achievement Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar courses designated for each program.
3. If a student does not successfully submit an assigned GAP general education assessment piece in the appropriate seminar course, then he or she will be unable to earn enough points to pass that seminar course. E185, E270, E320, and E410 Seminars SX 73% or more UX Below 73%

Common Grading System Percentage Scale
Letter Grade Percentage Range
A 100 to 93%
A- 92 to 90%
B+ 89 to 87%
B 86 to 83%
B- 82 to 80%
C+ 79 to 77%
C 76 to 73%
C- 72 to 70%
D+ 69 to 67%
D 66 to 63%
D- 62 to 60%
F Below 60%

Academic Information and College Policies

Late Assignment Submission Policy
Students may request an incomplete grade for up to seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late.

Incomplete Grade Policy
An “IN” indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor during the last day of the term. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:
1. The incomplete form is completed by the instructor 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 end of the term),
   d. The grade to be entered should the student not complete the work by the deadline (the calculated grade),
   e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.
2. Incomplete records will be maintained in the student’s file.
3. The student’s Dean must be informed of all incompletes granted by instructor.
4. Incompletes will be reported on a term-by-term basis. Instructors must 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. The student will learn substantive information by completing the work.
   f. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
4. Allowing the student extra time to compensate for errors or conditions not within the student’s control (i.e., illness, emergencies, etc.).
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.
Leadership

School quarter.

Instructors original grade may authorize its change.

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

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive a grade.
- Misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grades must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of incomplete forms and standards for incomplete grades 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 or someone other than the original instructor include:

- Administrative errors regarding grades will be corrected only by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an instructor who no longer works at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic appeals.

School of Nursing Incomplete Grade Policy and Policy for Change of Grade

The Incomplete Grade Policy and Policy for Change of Grade, above, apply to students in the School of Nursing with the following exceptions:

Students taking the Nursing Role and Scope or Leadership in Nursing course who do not earn a score of 90% or higher on the ATI Comprehensive Predictor Exam, either on their first, second or third attempt, will receive an incomplete grade for the course and be scheduled for remediation through the campus and ATI services during the subsequent quarter. Upon completion of remediation, the student will retake the ATI Comprehensive Predictor Exam. Students who achieve a score of 90% or higher will receive a grade change. Students who score below 90% on the ATI Comprehensive Predictor Exam will fail the course and be scheduled to repeat Nursing Role and Scope or Leadership in Nursing (as applicable) in the following academic quarter.

This policy applies to the following courses:

- NUR 2280 Nursing Role & Scope (FL)
- NUR 2232 Nursing Role & Scope (IL)
- NUR 2260 Leadership in Nursing (WI)
- NUR 2261 Leadership in Nursing (MN)

Program Changes

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

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential 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 via the College’s website. 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 by the Dean of Enrollment, January 20 of each quarter prior to the start 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’s curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

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

1. The course is not currently available on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the minimum performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:

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

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

Prerequisites

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

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 printers, additional software packages, electronic databases, and a helpdesk lab as needed. It is a Rasmussen College policy.

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, not on the basis of clock hour 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. 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 components of the Graduation Admission Portfolio (GAP), as assigned in the appropriate semesther courses designated for each program, is a graduation requirement.

Students in Information Technology Management, Information Security, and Game and Simulation Programming must be designated, maintain industry certifications, and official scores must be submitted as a condition of graduation. The College requires all students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts. Certificates or transcripts of credits may be given to those students taking individual subjects.

Academic Overload Policy

An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the appropriate signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, students must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) with a cumulative grade point average of at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

Academic Overload Policy for Five and Six Week Courses

An academic or credit overload occurs when a student registers for more than 10 credits per six week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the appropriate signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) with a cumulative grade point average of at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size and maintaining an adequate student-to-instructor ratio.

Full-quarter drop/add policy.

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 a 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/D on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the sixth week of the quarter, students will receive an F/F 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 considered enrolled in the class and tuition will be charged. The tuition will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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ACADEMIC INFORMATION AND COLLEGE POLICIES

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Drop/add period for five and six week courses

Students may add courses through the second day of the five or six week term and may drop a course through the first Friday of the term, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the five or six week term and on or before the third Friday of the term, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the five or six week term, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Course Withdrawals

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

Online Courses

Students may be required to take online courses in order to complete a degree. All new students will complete an orientation program prior to beginning classes. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

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.

Academic Honors

Term Honors and Dean’s List Recognition

Each term, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Enrolled, degree-seeking students who earn a term grade point average of 3.25-3.749 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a term grade point average of 3.75-4.00 will receive a Dean’s List certificate.

RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notifed. Students who do not meet the standard will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the Student Team. If the student is expected to complete the online learning tool in Project Rally by the first Friday of the quarter. Failure to complete this tool may result in an administrative withdrawal from the College.

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

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

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

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits).

Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

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

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

Not Eligible for Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

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

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

General Transfer Credit Policy

• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.

• Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.

• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.

• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.

• Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technologist programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates or the Surgical Technologist and Medical Assisting Associate’s degree programs.

Students in the Professional Nursing Associate’s degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Students eligible and approved for the Surgical Technologist AAS/AA/AS/AS degree program block transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.

• Internationally obtained transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent and Rasmussen must first accept. 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 the Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.

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

• General education credits may be considered for transfer regardless of completion date.

• Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.

• Associate Nursing Program will not accept any transfer Nursing courses (prefixes: PRN in Florida; prefixes PN/NU/NUR in Illinois, Minnesota and Wisconsin).

• Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.

• The following courses in the Medical Assisting Program are not transferable:

  • MA102 Introduction to Medical Assisting,
  • MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA265 Medical Assisting Externship, and
  • MA285 Medical Assisting Capstone.

• Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed similar core course work that exceeds the one (1) year limit can test-out of the course, with a 75% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.

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

• For students in MN who enroll in the Law Enforcement Associate’s degree program, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (U or L prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

2-2 Matriculation by Baccalaureate Candidates

For students who have completed an Associate’s degree, who enroll in a Rasmussen College Bachelor’s degree in a similar program area (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 up to 91 quarter credits for graduates from outside institutions will be accepted.

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

• If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.

• Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.

• For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming B and a mathematics course comparable to Calculus I in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.

• For the Bachelor in Health Information Management transferred Associate degrees must have been from a CAHIMM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.

• For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below:

  1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS)

  • Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

  2) Business Programs:

    a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

    b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

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

General Transfer Block Waiver 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 Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.

• Confirmed Baccalaureate degrees may be posted as a 56-credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits in the core.

• 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.
Medical Assisting Associate’s Degree

Transfer Policy
A block transfer of 51 core credits may be allowed into the Medical Assisting Assistant program if one of the following criteria is met:
1. Graduated from a CAHPSH and hold a current CMA (AAMA)/RMA (AMT) certificate, or
2. Graduated over 3 years ago from a CAHPSH and hold a current CMA (AAMA)/RMA (AMT) certificate, or have been working as a CMA within the past 3 years and hold a current CMA (AAMA)/RMA (AMT) certification.

Students may meet this criteria by completing course transfers or course waiver for MA250/M2290 (Radiography Skills) only if they have a limited scope x-ray operators certificate. Students will need to complete 32 general education credits and 12 credits within the BA 200-300 course.

Block Transfer for Health Sciences

Associate’s Degree
For students who have completed a healthcare Certificate or Diploma and enrolled into the Health Sciences AS program a total block transfer of 19 major core credits may be posted.

For students who have completed a Diploma or Associate’s degree in Medical Assisting and enroll into the Health Sciences AS program Phlebotomy Track a total block transfer of 25 major core credits may be posted.

For students that have completed a diploma or Associates degree in Medical Assisting and enroll into the Health Sciences AS program EKG Technician Track a total block transfer of 26 major core credits may be posted.

Previously completed coursework will be considered for transfer on a course-by-course basis. Students must complete 33% of their program at Rasmussen College, and no more than 67% may be completed via course transfer or AP Level Credit.

Medical Assistant Diploma and Advanced Medical Assistant Diploma and have successfully completed an Associate’s degree in Nursing will receive a block transfer, equivalent to 113 credits for their general education, nursing core and licensure.

Students who have met the acceptance for admissions requirements and hold a current and unencumbered practical nursing license will receive credit for G241/ENCI101 English Composition, G323/MAT103 College Algebra, and the Communication course the student completed in the Practical Nursing program for a total of 12 additional general education credits. Rasmussen graduates should contact the campus in which they intend to enroll to determine whether they have completed additional coursework that is eligible for transfer. Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.

Surgical Technologist AAS Complete Block Policy
Students who have graduated from a CAHPSH and have completed the surgical technology diploma or certificate program and hold the CST (NBSTSA) certification will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education courses, in addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Coding Practicum Waiver
• Students with a minimum cumulative GPA of 2.5 who have completed an Associate’s degree may request a waiver for the Medical Coding practicum course. Students must complete and submit the required paperwork to the Program Coordinator/Director to the start of the quarter of the practicum.

• Students must have a variety of experiences in the necessary medical fields rather than from one area of practice, 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 Waiver (CW).

Foundations of Child Development;
Early Childhood Curriculum and Instruction; and
Health, Safety, and Nutrition/CDA Application Waivers
• Students who have a current and valid CDA Credential, awarded by the Council for Professional Excellence/Child Care Credentialing (CPCPC) certificate awarded by the Florida Department of Children and Families, and who are enrolled in the Early Childhood Education degree, or Early Childhood Diploma Education, or Early Childhood Education Certificate, may request a waiver from the Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety; and Nutrition/CDA Application Waivers.

• The student’s credit is waived, and the grade will be posted on the student transcript as a Course Waiver (CW).

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

• Other types of college-equivalence courses and credits may be evaluated for eligibility by the Campus Registrar.

Transcripts

Graduates of the new nursing program will 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.

EXTERNSHIPS, PRACTICUMS, AND CLINICALS

Health Sciences Externships, Practicums, and Clinicals
Externships, clinics 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 program partner, the student, and the participating student. Students may need to travel out of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

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

Students who do not complete all required practicum hours during the quarter in which the practicum course is taken, and the practicum partner, may be unable to complete the practicum course.

All student activities associated with the practicum, 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 with the clinical site.

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

POLICIES AND GRIEVANCES

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

Rasmussen College recognizes its obligations under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and has a commitment to access as a public institution and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.
ACADEMIC INFORMATION AND COLLEGE POLICIES

I. Definitions

a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any other act perpetrated to give the student an 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:
   - Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
   - Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.
   - 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).

c) Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or student(s) to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.

d) 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.

f) Plagiarism is the act of representing an individual’s or organization’s words, thoughts, or ideas as one's own. Examples include:
   - Using information (a paraphrase or quote) from another student or source without attribution or giving credit to the author of that source.
   - Using charts, illustrations, figures, evaluations, etc., without citations. Forging signatures, and the like.
   - Using an academic exercise (in whole or in part) purchased from a ghostwriter or paper/essay mill.
   - Copyright infringement or piracy, including the use, alteration, duplication of software, code, or information when expressly prohibited or where copyright exists or is implied.
   - Submitting work previously graded in another course without prior approval by the course instructor or, submitting the same work in two or more courses without prior approval by all course instructors.

III. Violations

A student who violates the Academic Integrity policy may face 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 given a grade of ‘F’ from the course (or final grade assigned for the course will be an ‘FFA’). The student may re-take the course, but the ‘FFA’ will remain on the transcript even if the student re-takes the course and earns a passing grade. The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for appeal of the Assistant Vice President of 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.

A. 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 Integrity 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 the student’s case to the Committee.

B. Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all inclusive list of policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment.

Conduct/Disciplinary guidelines for School of Health Sciences students enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to, conduct:

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

Students, employees and guests using Rasmussen College’s Information Technology systems are prohibited from viewing inappropriate material or visiting sites which have been identified as violating the copyright of others, making unauthorized copies or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal games, programs (such as illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of privileges to the computer, including other penalties, up to and including dismissal.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the 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 supervision of the perpetrator of the violation is responsible for the administration of this policy.

Dress Code

The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation. Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Coordinator for details.

Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum system requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments. Technical requirements necessary for online courses to run properly are located on the following website: http://content.learningtoday.info/course_files/techinfo/techinfo_ols.html 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 use a Windows based emulation software in order to complete some required course activities and assignments.

Student Resume

The College 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 see their Campus Director for information regarding student groups.

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs. Students must submit a request to 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 aid are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, requirements requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.

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

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Work-place etiquette also requires a call be made if an absence is necessary. Rasmussen College students are required to call the College and to indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments.

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

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agents and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

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

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

Rasmussen College Academic Integrity Policy

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 very 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.
The Student Financial Services Office is available for your assistance for the duration of your student loan. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes lifelong learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities. In support of this mission, we:

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

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

Borrowing Materials: General

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

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

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed.

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

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

Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date. Following the grace period days for circulying items; 10 hours for special materials), items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials. After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge $55.00, or the cost of replacing the item plus a $0.00 processing fee.

In the event that a library material is returned damaged or the borrower can no longer repair it, the library will assess a fee or replace the damaged item. In the event that an irreparable item is damaged, the library will assess a $55.00 fee.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the effective action will be taken. An Executive 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 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 moral and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment. This policy covers actions of all students and employees, whether co-worker, manager, or by any other person doing business with or for Rasmussen.

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President or President. A complaint shall be made to the person against whom the complaint is made, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be treated as to protect him or her as 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 strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and will consult and/or undertake separate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a group study) 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 complainants.

Definitions

Hostile work environment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement.

2) Submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;

2. Offering employment benefits in exchange for sexual favors;

3. Making or threatening reprisals after a negative response to sexual advances;

4. Verbal sexual advances or propositions;

5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);

6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and

7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

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

There are basically two types of sexual harassment:

1) “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.

2) Hostile work environment, where the harassment creates an environment that is hostile and/or unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment can be any conduct that creates an environment that is hostile and/or unpleasant working environment.

Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling fall all into this category. For further information please refer to the EEOC’s website at eeo.gov, or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).
Formal Complaints by Students and Employees

1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal discussion. If it is felt that the matter is seriously severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment, formal/sexual relationship between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual conduct. The College will discuss the 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 granting grades, advice, praise, recommendations, opportunities for further study, 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, privilege, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. 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 sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/ survivor is coming into the workplace or campus and is on an annual basis, students will receive information to support the complaint. Victims’ Rights Under Sexual Assault Policy

If the victim is aware that the College will do so only after informing the complaining person and the person complained against.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations that will do so only after informing the complaining person and the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will conduct its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

6. If a formal investigation has been preceded by a preliminary inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

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

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

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

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

Victims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community, the College as defined by the College the following additional policies apply:

1. The victim is aware that criminal charges can be made with local law enforcement officials;

2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;

3. A sexual assault victim’s participation in the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint;

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in a sexual assault case;

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 the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes, and.

8. Further information can be obtained from the following source:

   Florida Commission on Human Relations 2090 Chapalake Parkway, Suite 100 Tallahassee, FL 32301
   Phone: 650-488-7062
   Toll-Free: 1-800-342-6170
   Fax: 650-488-5291
   Website: fchr.state.mn.us
   E-Mail: fchrinfo@fchr.myflorida.com

   For those with Communication Impairments: The Florida Relay Service Voice (statewide) 711 TDD ASCII 800-955-1339
   TDD Baudot 800-955-8771

   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. For further information on the University of the Crime Victim Ombudsman website at ojo.state.mn.us.

   651-784-2942 for the Crime Victims Reparations Board website at ojo.state.mn.us/MCVVS/ 651-262-8266.

   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-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act (34 C.F.R. Part 85), Rasmussen College campuses are hereby declared a drug-free college and workplace. For more information visit The U.S. Department of Education’s High Education Center for Alcohol and Other Drug Prevention website at www.ed.gov.

1. Students 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, but not limited to, housing areas or areas, anywhere within the building(s); or while participating in College-related activities including but not limited to clinical, externship, or practicum experiences. Students whose position at the College will be subject to disciplinary action up to and including expulsion or termination of enrollment.

As a condition of enrollment, students 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 any student who violates this policy by:

1. Reporting the violation to law enforcement officials.

2. Taking appropriate disciplinary action against such student, up to and including expulsion or termination of enrollment.

3. Refusing such student to participate in any substance abuse rehabilitation program approved for such purposes by a federal, state, local, health law, law enforcement or other appropriate agency.

In compliance with the law, the College will make a good faith effort to maintain a drug-free college through implementation of the preceding policy and the College will work to maintain a drug-free and alcohol awareness program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free School and Workplace policy, list of applicable sanctions under federal, state, or local laws, description of health risks, list of drug and alcohol programs that are available, and list of imposed disciplinary sanctions for students.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has included language in its contracts that recipients found to be involved in drug related crimes or on near the public housing premises. Businesses with federal contracts can subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they can also be deprived of other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to health and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks but also social risks with their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of “hangover anxiety”. "The hangover is often accompanied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving.

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

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

We recommend that anyone observing any of the above changes in any student of Rasmussen College immediately report these changes to the Academic Dean or Campus Director.

Drug Abuse Policy

Rasmussen College is committed to providing a safe environment for students, faculty, staff, and employees, based on our concern for the safety, health and welfare of our students and their families, as well as our employees and the community. The organization’s drug and alcohol program was established to protect its business from unnecessary financial loss due to drug or other intoxicant use among its students and employees.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus at activities sponsored by the College, while under the influence of intoxicants, drugs or any other controlled substances.

2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

3. Discrimination, discipline, and other actions against students who violate this policy. These actions may also be suspended pending outcome of an investigation regarding compliance with this policy.

Rasmussen College’s commitment to provide a drug-free and alcohol-free environment is consistent with Federal, State, and Local laws and regulations. Further, it is consistent with the College’s Commitment to its students and employees and aligns with the College’s mission and operating philosophy, which are prominently displayed throughout the College’s facilities.

The national drug abuse problem is a threat to the nation’s health and welfare, and education is a positive force in reducing the negative impact of drug and alcohol abuse. Rasmussen College is committed to the education and training of students and employees in the appropriate use of alcohol and the importance of drug abuse prevention. Rasmussen College also supports and fulfills its obligations to the Federal government, the state of Florida, and the Orange County School District that the College receive and retain accreditation.

Rasmussen College is committed to providing a safe and healthy learning and working environment for all students, faculty, staff, and employees. Rasmussen College is committed to providing a drug-free and alcohol-free environment. Rasmussen College is committed to providing a drug-free and alcohol-free environment. Rasmussen College is committed to providing a drug-free and alcohol-free environment. Rasmussen College is committed to providing a drug-free and alcohol-free environment.
A school official has a legitimate educational interest in the disclosure of a student’s education record in order to fulfill his or her professional responsibility. 4. The right to disclose — without the written consent or knowledge of the student or parent — personally identifiable information contained in a student’s education records to the Attorney General of the United States or to his/her designees in response to a court order or in connection with a judicial proceeding, or to certain elements of information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose — without the written consent or knowledge of the student or parent — information from a student’s education records in order to comply with a “lawfully issued subpoena or court order” in three contexts: a. Grand Jury Subpoenas — The institution may disclose education records to the grand jury of any local, state, or federal jurisdiction, as the case may be, or to any grand jury designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response. b. Law Enforcement Subpoenas — The institution may disclose education records to the appropriate law enforcement officials (such as law enforcement officers or their designees) in response to a law enforcement subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response.

6. The right to disclose — without the written consent or knowledge of the student or parent — information to “appropriate parties in connection with an employment relationship” if the knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Imminent danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Campus Director 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 Campus Director to comply with the requirements of FERPA and the name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

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

Directory Information
Directory information is that information which may be conditionally 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 Campus Director within (15) days after the student starts classes. Directory Information includes: Student’s name, date of birth, addresses; coursework of study; extracurricular activities; degrees and/or awards received; and the date of attendance (full-time, part-time) and dates of attendance (the period of time a student was enrolled at Rasmussen College not to include specific daily records of attendance). Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined in Section 99.35(b)(3)(B). 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 Procedure
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 promptly all grievances that are appropriate for handling under this policy. An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related rules or the College’s policies. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy, “in a timely fashion” means “reasonable time,” and “promptly” will mean ten days. Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure
In the event an applicant, student, graduate, former student, or other party who has dealings with the College, believes his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other party involved.
2. If the matter is not resolved to the person’s satisfaction he/help has the opportunity to follow appropriate steps:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus.
   d. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.
3. Students or other interested parties may also contact:
   a. Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399 888-224-6684
   b. Senate Office of Higher Education 1540 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-0533
   c. Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-3421
   d. State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996

The Higher Learning Commission (Nwac.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 890-621-415 or 312-363-8456

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel that their rights have been unjustly denied should request the Campus Director to hear their appeal. For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may appeal to the Associate Vice President of Academic Institutional Research and Assessment thereafter. Response will be given within 30 days. If individuals wish to appeal a decision or request a reconsideration for other perceived violations of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, agreement or in, education to, or enrollment by Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published at the time the current Rasmussen College catalog. If, following completion of the Grievance Procedure policies, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator shall not have any authority to assess the attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration incurred by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including their attorneys’ fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.
A $15.00 course materials fee will be refunded for students who are residents of the state of Iowa.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal request in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it will 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 formula requires a Return of Title IV Aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Loans, or Federal PLUS Loans and withdrew or on or before completing 60% 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 released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdraw. The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of that loan that was unearned. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts. A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations. A post-withdrawal disbursement occurs when a student who withdrew earns additional aid that had been disbursed prior to the student’s withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the student’s withdrawal.

In addition, loan post-withdrawal disbursements must be done within 180 days of the student’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 student to write a letter (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of funds that are available and explains the student’s option to accept or decline all or part of the monies. A 14-day response time is given to the student for this decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be returned to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, Federal SEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Stop Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out term.
The student must commit to returning on the mid-quarter start (week 6) of the subsequent quarter or the student will be withdrawn from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed on the first day of quarter for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-start course of the term the student returns. A Stop Out is not permitted in consecutive terms.

Military Leave and Refund
Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of "WX". Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or readetermination of admission eligibility, within one year following their release from military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy
Medical Leave. Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate. Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical withdrawals may be on the following:
1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.
2. Involuntary Medical Withdrawal: initiated by campus Administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

Students who are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

Applying for a Leave or Withdrawal:
To apply for a Medical Leave or Medical Withdrawal the student must obtain the application form from the Campus Accommodations Coordinator, have it signed by the appropriate personnel, and return the completed form to the Campus Accommodations Coordinator.

When a Student Wants to Return After a Medical Leave of Absence:
To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal:
1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/ add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. A grade of "WX" will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College. All academic probations, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process
A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final.

The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal
Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Students must be cleared by all the following once the re-admission application is received: Dean, Student Financial Services Officer and Campus Director.

Federal Distribution of Funds Policy
Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

All refund monies shall first be applied to reduce the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans received on behalf of the student.

• Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.
• Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.
• Other Federal Programs authorized by Title IV Higher Education Act.

Non Federal Refund Distribution Policy
For Florida Campuses
If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. A student must be attaining a minimum of 67% of one quarter to be eligible to receive Bright Futures scholarship funding. If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.

For Minnesota Campuses
Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid applied to institutional charges) less: Amount of institutional charges that the school can retain per our state mandated refund policy less: Amount of Institutional Share of the Title IV Refund = Remaining refund due to the State Aid Programs

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used:

• Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award and/or Minnesota SELF Loan.
• Any remaining refund monies will then be applied to any other sources.

For North Dakota Campuses
If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois, Kansas and Wisconsin Campuses
Please note that Illinois, Kansas, and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas, or Wisconsin.

Veterans Refund
In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.
ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Accreditation

Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association, 320 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-621-7440 or 312-263-0456 The Health Information Technician Associate Degree Program offered at the Brooklyn Park/Maple Grove, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud campuses in Minnesota
– the Aurora/Naperville and Rockford Allied Health Illinois
– the Green Bay Campus in Wisconsin and
the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Information and Information Management Education (CAHIIM).

• Commission on Accreditation for Health Informatics and Information Management Education
235 North Michigan Avenue, 21st Floor Chicago, IL 60601 312-233-1100
The Health Information Management BS degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

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

• Commission on Accreditation of Allied Health Education Programs
1361 Park Street Clearwater, FL 33756 727-210-2350
The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/ Tinley Park, Rockford, and Romeoville/Oilite campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco, and Tampa/Brandon campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Moorhead, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

• Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314
North Falls Church, VA 22043 703-917-9563
The Surgical Technologist AAS program at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caape.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STA).

• Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 727-210-2350
caahep.org

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Rosemont, IL 60018. 713-714-8880.

• National Accrediting Agency for Clinical Laboratory Sciences
5600 North River Road
Rosemont, IL 60018 Phone: 713-714-8880 Fax: 713-714-8886
The Professional Nursing AS Degree program at the Ocala School of Nursing campus is a candidate for accreditation by the Accreditation Commission for Education in Nursing.

Programs or campuses not listed above are not accredited by CAHIIM.

Registration

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
651-642-0533

Licensing

Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this Institution may be obtained by contacting the Commission at:

• Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
888-224-6648

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

• State of Wisconsin Educational Approval Board
201 West Washington Avenue, 3rd Floor
Madison, WI 53703
608-266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.

• Wisconsin Department of Regulation & Licensing
P.O. Box 8935
Madison, WI 53708
608-266-1112

Rasmussen College is registered with the Iowa College Student Aid Commission.

• Iowa College Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
877-272-4456

The Arkansas Higher Education Coordinating Board has accredited Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (Ab SN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S.

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-63-301. Approved For:

• Veterans’ Benefits by the Florida State Approving Agency. Veterans’ benefits for all National Online students are certified through Bloomington, Minnesota.

Florida Board of Nursing

Statement of Ownership

Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:

• Robert E. King, Executive Chairman
• J. Michael Locke, Vice Chairman, Secretary
• Thomas M. Slagle, President

Limitations

This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curriculum. 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 to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and 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 to secure employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.
### ACADEMIC ADMINISTRATION

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Matthew Segaard</td>
<td>Assistant Vice President of Institutional Research and Assessment</td>
<td>Twin Cities</td>
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<td>Ph.D., University of Minnesota</td>
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<td>M.A., Ohio University</td>
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<td>M.A., B.A., Bowling Green State University</td>
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<td><strong>Matthew Petz</strong></td>
<td>Assistant Vice President of Academic Affairs</td>
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<td>M.A., St. Mary's University of Minnesota</td>
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<td>B.S., St. Cloud State University</td>
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<td><strong>Katie Kacheroski</strong></td>
<td>Dean of Curriculum and Instruction</td>
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<td>M.A., University of St. Thomas</td>
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<td>B.A., University of Illinois – Urbana-Champaign</td>
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<td><strong>Carrie Danihirsch</strong></td>
<td>Regional Dean</td>
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<td>M.S., Lesley College</td>
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<td><strong>Joy Henrich</strong></td>
<td>Regional Dean</td>
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<td>M.S., B.S., Cardinal Stritch University</td>
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<td><strong>Linda Edington</strong></td>
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<td><strong>Heather A. Haffner</strong></td>
<td>Dean of Academics</td>
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<td><strong>Lynette Barcewicz</strong></td>
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<td>M.Ed., Framingham State University</td>
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<td>B.A., University of California – Santa Barbara</td>
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<td><strong>Ann Morgan</strong></td>
<td>Director of Online Academic Management</td>
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<td><strong>David Lungeen</strong></td>
<td>Director of Campus Academic Management</td>
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<td>B.A., Columbia College</td>
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<tr>
<td><strong>Michelle Carlin</strong></td>
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<td><strong>Lynne Croteau</strong></td>
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<tr>
<td>M.B.A., M.H.R.M., Keller Graduate School of Management of DeVry University</td>
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<td>Carrie Danihirsch</td>
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<td>M.S., Lesley College</td>
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<td><strong>Sabrina Ely</strong></td>
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<td>M.B.A., B.S., University of Central Florida</td>
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<td><strong>Elle O’Keeffe</strong></td>
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<tr>
<td><strong>Nicole Shopbell</strong></td>
<td>Faculty Manager</td>
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<tr>
<td>M.Ed., B.S., University of Minnesota – Twin Cities</td>
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### SCHOOL OF BUSINESS

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<tbody>
<tr>
<td><strong>Shawn Uwelling</strong></td>
<td>Online Dean</td>
<td></td>
</tr>
<tr>
<td>M.S., B.S., University of Minnesota – Twin Cities</td>
<td>Online</td>
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<tr>
<td><strong>Deidre Walker</strong></td>
<td>Faculty Manager</td>
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<tr>
<td>M.A., Trinity International University</td>
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<tr>
<td>B.A., Loyola University</td>
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<tr>
<td><strong>Heather Zink</strong></td>
<td>Hybrid Classroom Manager</td>
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<tr>
<td>B.S., Ohio Northern University</td>
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</tr>
<tr>
<td>Clinical Lab Science Certificate – Wright State University</td>
<td>Online</td>
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<tr>
<td><strong>Morris Gartenberg</strong></td>
<td>M.B.A., Long Island University</td>
<td>Fort Myers</td>
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<tr>
<td>B.S., Fairleigh Dickinson University</td>
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<tr>
<td><strong>Juan Ginarde</strong></td>
<td>Ph.D., American University</td>
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<tr>
<td>M.S., George Washington University</td>
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<tr>
<td>B.A., Florida International University</td>
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<tr>
<td><strong>Phillip Post</strong></td>
<td>M.S., Michigan State University</td>
<td>Fort Myers</td>
</tr>
<tr>
<td>B.A., Spring Arbor University</td>
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<tr>
<td><strong>Christa Reyes</strong></td>
<td>Business Program Coordinator</td>
<td>Fort Myers</td>
</tr>
<tr>
<td>B.S., Illinois State University</td>
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<tr>
<td><strong>Steve Corsetti</strong></td>
<td>M.B.A., Florida Metropolitan University</td>
<td>New Port Richey/West Pasco</td>
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<tr>
<td>B.S., Bentley College</td>
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<tr>
<td><strong>Dr. Jennifer Trout</strong></td>
<td>Program Coordinator – School of Business</td>
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<tr>
<td>M.B.A., D.B.A. Argosy University</td>
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<tr>
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<tr>
<td><strong>Donna Carignan</strong></td>
<td>M.A., Webster University</td>
<td>Ocala</td>
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<tr>
<td>B.S., Worcester State College</td>
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<tr>
<td><strong>Dave Savage</strong></td>
<td>M.B.A., Saint Leo University</td>
<td>Ocala</td>
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<tr>
<td>B.S., University of North Carolina</td>
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<tr>
<td>B.S., Thomas Edison State College</td>
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<td><strong>Edward Wilson III</strong></td>
<td>J.D., B.A., University of Florida</td>
<td>Ocala</td>
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<tr>
<td><strong>Marti Ziegler</strong></td>
<td>M.Acc., Southeastern University</td>
<td>Ocala</td>
</tr>
<tr>
<td>B.S., Florida State University</td>
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<tr>
<td><strong>David Coons</strong></td>
<td>M.B.A., Northeastern University</td>
<td>Tampa/Brandon</td>
</tr>
<tr>
<td>B.S., State University of New York</td>
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<tr>
<td><strong>Derek Porter</strong></td>
<td>M.B.A., B.S., Colorado Technical University</td>
<td>Tampa/Brandon</td>
</tr>
<tr>
<td><strong>Laticia Roundtree</strong></td>
<td>M.B.A., Webster University</td>
<td>B.S., Florida State University</td>
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### SCHOOL OF DESIGN

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<tr>
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<tbody>
<tr>
<td>Jennifer Ajotte</td>
<td>Dean, School of Design</td>
<td></td>
</tr>
<tr>
<td>M.S., St. Joseph’s University</td>
<td></td>
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<tr>
<td>B.B.A., University of Missouri – Columbia</td>
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<tr>
<td><strong>Chris Bright</strong></td>
<td>B.A., St. Ambrose University</td>
<td>Fort Myers</td>
</tr>
<tr>
<td><strong>Shelly Castle</strong></td>
<td>M.A., Kaplan University</td>
<td>Fort Myers</td>
</tr>
<tr>
<td><strong>Clint DiClementi</strong></td>
<td>B.A., Art Institute of Colorado</td>
<td>Fort Myers</td>
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<tr>
<td><strong>Anthony Sims</strong></td>
<td>B.F.A., Art Institute of Tampa</td>
<td>New Port Richey/West Pasco</td>
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<tr>
<td>M.Ed., Grand Canyon University</td>
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<td><strong>William Sattelmeyer</strong></td>
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<td><strong>Leith Taylor</strong></td>
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<td><strong>Adam Vezzola</strong></td>
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<td><strong>Daniel Moore</strong></td>
<td>M.P.A., University of South Florida</td>
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<td>B.F.A., Columbus College of Art and Design</td>
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<tr>
<td><strong>Drew Bloom</strong></td>
<td>B.F.A., Rocky Mountain College of Art and Design</td>
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<tr>
<td><strong>Ed Sargeant</strong></td>
<td>M.A., Camberwell College of Arts – London</td>
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<tr>
<td>B.A., Bournemouth University – England</td>
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### SCHOOL OF EDUCATION

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<tr>
<td>Cecelia Westby</td>
<td>Dean, Early Childhood Education</td>
<td>Ed.D., University of Minnesota M.S., Concordia University</td>
<td>Twin Cities</td>
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<tr>
<td>Deidra Boodoo</td>
<td>B.A., B.S., Brooklyn College</td>
<td>M.S., Nova Southeastern University B.A., City College</td>
<td>New Port Richey/West Pasco</td>
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<tr>
<td>Lauren Pierre</td>
<td>M.A., City University of Seattle B.A., Western Washington University</td>
<td>M.A., City University of Seattle B.A., Western Washington University</td>
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<tr>
<td>Joni Kuhn</td>
<td>M.S., University of Minnesota</td>
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### SCHOOL OF HEALTH SCIENCES

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<tr>
<td>Christian Wright, DC</td>
<td>Dean, School of Health Sciences</td>
<td>D.C., B.S., National University of Health Sciences M.A.C., Argosy University</td>
<td>Twin Cities</td>
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<tr>
<td>Tammy Renner, MS, MT (ASCP)</td>
<td>Medical Laboratory Technician Program Director</td>
<td>M.S., University of North Dakota B.S., Minot State University</td>
<td>Twin Cities</td>
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<tr>
<td>Penny Lee</td>
<td>Medical Assisting Program Coordinator</td>
<td>A.S., Indiana Business College</td>
<td>Fort Myers</td>
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<tr>
<td>Atiq Ahtun, MT, CHC</td>
<td>Medical Assisting Program Coordinator</td>
<td>A.S., B.S., University of Karachi</td>
<td>Fort Myers</td>
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<tr>
<td>Shanta Thompson</td>
<td>Health Information Technology Coordinator</td>
<td>B.S., Florida A&amp;M University</td>
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<tr>
<td>Cassandra Pinnell</td>
<td>Medical Assisting Program Coordinator</td>
<td>B.S., University of Phoenix A.O.S., Bryant &amp; Stratton Business Institution</td>
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<tr>
<td>Dr. O. John Maduko</td>
<td>Program Chair – School of Health Sciences M.D., St. Matthew's University M.S., California State Polytechnic University</td>
<td>B.S., University of Central Florida A.A., St. Petersburg Jr. College</td>
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<td>Keith Bostaph</td>
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<td>Amanda Hamm</td>
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<td>Tonja King</td>
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<td>Lauren Ramirez</td>
<td>Medical Assisting Program Coordinator</td>
<td>B.S., University of South Florida</td>
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<tr>
<td>Charline Bumgardner, BA, RHT</td>
<td>B.A., Warner University A.A., Brevard Community College</td>
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<tr>
<td>Judy Johnson</td>
<td>M.S., University of Minnesota M.H.S.A., The George Washington University B.S., University of Illinois</td>
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### SCHOOL OF JUSTICE STUDIES

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<tr>
<td>Matthew Petz</td>
<td>Dean, School of Justice Studies</td>
<td>M.A., St. Mary's University of Minnesota B.S., St. Cloud State University</td>
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<tr>
<td>Marie Fulop</td>
<td>Justice Studies Program Coordinator</td>
<td>M.S., B.S., Hodges University</td>
<td>Fort Myers</td>
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<tr>
<td>Diana Cintron</td>
<td>M.S., B.S., International College A.S., Edison Community College</td>
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<td>Vincent Kelly</td>
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<td>Justice Studies Program Coordinator</td>
<td>J.D., University of Toledo M.S., B.S., Bowling Green State University</td>
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<td>Jeffery Harrington</td>
<td>Ph. D., Capella University M.A., B.A., Norwich University</td>
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<td>Clifford Williams</td>
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<tr>
<td>Darius Williams</td>
<td>Justice Studies Program Coordinator</td>
<td>M.S., Tiffin University B.A., A.A., Shawnee State University</td>
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<td>Theresa King</td>
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<td>Keith Miller</td>
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<tr>
<td>Kirk Olson</td>
<td>J.D., University of Minnesota Law School B.A., University of Minnesota College of Liberal Arts</td>
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RASMUSSEN COLLEGE FLORIDA

FACULTY AND STAFF

SCHOOL OF NURSING

Joan Rich, DNP, RN, PHN, LSN, FCN
Vice President, School of Nursing
D.N.P., Johns Hopkins University School of Nursing
M.S.N., University of Minnesota
B.A., College of St. Scholastica
P.N., Concordia College

Allyson Tostveit, MSN, RN, TNCC
Interim National Dean of PN Program
M.S.N., B.S.N., Minnesota State University – Moorhead
Fargo/Moorhead

Gail Dolan, EdD, RN
National Dean of ADN Program
Ed.D., Nova Southeastern University
M.A., New York University
B.S.N., Adelphi University
A.A.S., Marymount University
Fort Myers

Jacqueline Houle, MSN, RN
Dean of Nursing
M.S.N., Florida Atlantic University
B.S.N., University of New Hampshire
Diploma, New Hampshire Hospital School of Nursing
Fort Myers

Brandon Alters, MSN, RN
Dean of Nursing
M.S.N., University of South Florida
B.S.N., Florida Gulf Coast University
A.D.N., Edison State College
Fort Myers

Jennifer Anthony, MSN, RN
A.D.N., Chamberlain College of Nursing
M.S.N., B.S.N., Chamberlain College of Nursing
A.D.N., Excelsior College of Nursing
Fort Myers

Patricia Convery, MSST, BSN, RN, CEN
M.S., University of St. Francis
B.S.N., Cedar Crest College
Fort Myers

Debra Forma, MSN, RN
M.S.N., University of Phoenix
B.A., SUNY – Buffalo
Fort Myers

Donna Johnson, MSN, RN
M.S.N., B.S.N., University of Phoenix
A.D.N., St. Leo College
Fort Myers

Melissa Lynn, MSN, RN
M.S.N., Fort Hays State University
B.S.N., Bethel College
Fort Myers

Gini McCain, BSN, RN-C, CT
B.S.N., Nova University
Fort Myers

Carol Monson, RN, RN
M.N., University of Washington
B.S.N., Ball State University
Fort Myers

Heidi Roberts, MSN, RN
M.S.N., University of Phoenix
B.S.N., St. Francis Medical Center College of Nursing
A.D.N., Carl Sandburg College
Fort Myers

Deanna Wolfskeil, MSN, RN
M.S.N., Florida Atlantic University
B.S.N., Mississippi University for Women
Fort Myers

Dr. Mary Kohler, PhD, RN
Dean of Nursing
Ph.D., University of South Florida
M.S.N., B.S.N., Florida Atlantic University
Land O’ Lakes/East Pasco

Lois Binishaguir, MSN, RN-C, CLC
M.S.N., South University
B.S.N., University of Phoenix
A.D.N., Hillsborough Community College
Land O’ Lakes/East Pasco

Cindy Buckley, MS, RN
M.S., Liberty University
B.S., University of New York – Buffalo
Land O’ Lakes/East Pasco

John Edwards, BSN, RN
B.S., Pennsylvania State University
Diploma, Sharon Regional School of Nursing
Land O’ Lakes/East Pasco

Susan Lord, MSN, RN
M.S.N., The Catholic University of America
B.S.N., University of Maryland
Land O’ Lakes/East Pasco

Kelly McCullough, MSN, ARNP-C
Dean of Nursing
M.S.N., B.S.N., University of South Florida
New Port Richey/West Pasco

Annie Brown, BSN, RN
B.S.N., Montana State University
New Port Richey/West Pasco

Jennifer Cowherd, MSN, ARNP-C
M.S.N., University of South Florida
B.S.N., Florida State University
New Port Richey/West Pasco

Darlene Curtis, MSN, RN
M.S.N., University of South Florida
B.S.N., McKendree College
New Port Richey/West Pasco

Sandy Farnelli, MSN, ARNP-C
M.S., Southern Illinois University
B.S.N., McKendree College
A.A., Lewis and Clark Community College
New Port Richey/West Pasco

Eymie Fitzgerald, MSN, RN
M.S.N., B.S.N., Florida Atlantic University
New Port Richey/West Pasco

Susan Gryder, MSN, ARNP, FNP-BC
M.S., B.S., University of Tampa
A.S., Hillsborough Community College
New Port Richey/West Pasco

Shannon Hamilton, MSN, RN
M.S.N., University of Phoenix
B.S., New Jersey City University
A.D.N., Hillsborough Community College
New Port Richey/West Pasco

Lynn Landsaeudel, MSN
M.S.N., University of South Florida
B.S.N., St. Petersburg College
A.D.N., Pasco Hernando Community College
New Port Richey/West Pasco

Shannon Morse, MSN, ARNP-C
M.S., B.S., University of South Florida
A.D.N., Pasco Hernando Community College
A.S., Enterprise State Junior College
New Port Richey/West Pasco

Sandy Pufal, MSN, RN
M.S.N., B.S., Central Michigan University
B.S.N., Chamberlain Nursing School
New Port Richey/West Pasco

Sheila Roberts, MSN, ARNP-C
M.S.N., B.S.N., University of Tampa
A.D.N., Pasco Hernando Community College
New Port Richey/West Pasco

Karen Vaughn-Kerns, MSN, ARNP-C, CNM
M.S., University of South Florida
B.S., St. Petersburg Junior College
New Port Richey/West Pasco

Karen Guty, MSN, RN
Dean of Nursing
M.S.N., Duquesne University
B.S.N., Pennsylvania State University
B.S. Ed., California University of Pennsylvania
Ocala

Ellen Audet, MSN, RN
M.S.N., University of South Alabama
B.S.N., Barry University
B.S.N., University of Florida
Ocala

Stephen Campbell, MSN, RN, CCRN
M.S.N., University of Phoenix
B.S.N., Old Dominion University
Ocala

Judith Cotton, MS, MBA, RN
M.S., University of Illinois
B.S.N., Loyola University
Ocala

Karen Crossin, MS, RN, NP-C
M.S.N., University of South Florida
B.S.N., University of Florida
Ocala

Joanne De Young, MSN, RN
M.S.N., Indiana State University
B.S.N., Florida Hospital College
Ocala

Justin Evarts, MSN, RN
M.S.N., University of Phoenix
B.S., Gulf Coast State College
Ocala

Elizabeth Gotay, MSN, RN
M.S.N., B.S., University of Phoenix
Ocala

Dawn McLaughlin, MSN, MSHA, RN
M.S.N., B.S.N., University of Phoenix
Ocala

Catherine Muskas, MS, FNP-BC, CNE
M.S., B.S., University of Vermont
B.A., Windham College
Ocala

Mary O’Pray, Ph.D., RN
Ph.D., University of Austin
B.S., Columbia University
Ocala

Patricia Parker, MSN, RN
M.S.N., South University
B.S.N., Georgia College
Ocala

Clare Penegor, MS, RN
M.S., University of South Florida
B.S.N., University of Florida
Ocala

Nika Porter, MSN, RN, FNP
M.S.N., Jacksonville University
B.S.N., Santa Fe College
Ocala

Jennifer Puckett, MSN, RN, CPNP-PC
M.S.N., University of Texas – Arlington
Lynn Whitmer, MSN, RN, ARNP, CNM, MS.Ed.
M.S.N., University of Pennsylvania
M.Ed., Troy State
B.S.N., Viterbo College
Ocala

Kathryn Whitson, MSN, RN
M.S.N., B.S.N., Florida State University
Ocala

Rise W. Sandrowitz, MSN, RN
Dean of Nursing
M.S.N., New York Medical College
B.S.N., University of Pittsburgh
Tampa/Branch

Christopher Bell, MSN, RN
M.S.N., South University
B.S.N., Jacksonville University
Tampa/Branch

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M.S.N., B.S.N., Seattle Pacific University
Tampa/Branch

Carole Guye, MSN, RN
M.S., University of South Florida
B.A., State University of New York
A.S., Ulster Community College
Tampa/Branch

Ronda Points, BSN, RN
B.S.N., University of Phoenix
A.S., Hillsborough Community College
Tampa/Branch

Kristina Roberts, MSN, ARNP
M.S.N., University of South Florida – Tampa
B.S.N., University of Florida – Gainesville
Tampa/Branch

Teresa Russo, PhD, RN
Ph.D., University of South Florida
M.S.N., University of Florida
B.S.N., University of South Florida
Tampa/Branch

Beth Vest, MSN, RN
M.S.N., B.S.N., Western Governors University
Tampa/Branch

Iris Cornell, PhD, MSN, RN
Ph.D., Capella University
M.S.N., Walden University
B.S.N., University of Michigan
Online

Amy Mathys, MA, RN
Faculty Manager
M.A., Bethel University
B.S.N., Winona State University
Online

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Brooklyn Park, MN 55445
763-493-4500

Eagan
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715-841-8000

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8301 93rd Avenue North
Brooklyn Park, MN 55445
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Brooklyn Park, MN 55445
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St. Cloud, MN 56301
320-251-5600

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Bismarck, ND 58503
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Fargo, ND 58103
701-277-3889

Lake Elmo/Woodbury
8565 Eagle Point Circle
Lake Elmo, MN 55042
651-259-6600

Mankato
130 Saint Andrews Drive
Mankato, MN 56001
507-625-6556

Moorhead
1250 29th Avenue South
Moorhead, MN 56560
218-304-6200

St. Cloud
225 Park Avenue South
St. Cloud, MN 56301
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Ocala
4755 South West 46th Court
Ocala, FL 34474
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Tampa/Brandon
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