MISSION

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

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

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

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

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

## COLLEGE HOLIDAYS

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
  and the following Friday
- Christmas Day
WELCOME TO RASMUSSEN COLLEGE

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

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Certificate Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</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>ACG 2062C</td>
<td>Computer Focused Principles</td>
<td>3</td>
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<td>APA 1500</td>
<td>Payroll Accounting</td>
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<td>Computer Applications and Business Systems Concepts</td>
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<td>COM 1007</td>
<td>Professional Communication</td>
<td>4</td>
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<td>E 2112</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>E 2113</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>E 2114</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MAM 2018</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>TAX 2002</td>
<td>Income Tax</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Certificate Credits:** 39*

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

**In addition to all certificate courses**

### Diploma

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

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

**General Education Courses**

**Lower Division**
- English Composition (Required course) E05 1101 English Composition 4
- Communication (Select 1 course) 4
- Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACG 2680</td>
<td>Financial Investigation</td>
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<td>ACG 2930</td>
<td>Accounting Capstone</td>
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<td>BUL 2241</td>
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<td>ECO 1202</td>
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<td>Business Ethics</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
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</table>

**Total Diploma Credits:**

- General Education Credits 12
- Major and Core Credits 61

**Total Diploma Credits:** 73*

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

**In addition to all diploma courses**

### Associate’s Degree

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

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

**General Education Courses**

**Lower Division**
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Required courses) 8
- ECO 2013 Microeconomics 4
- ECO 2023 Macroeconomics 4

**Total Associate’s Degree Credits**

- General Education Credits 32
- Major and Core Credits 61

**Total AS Degree Credits:** 93*

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

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**Rasmussen College Florida**

**School of Business**

**Accounting • Certificate • Diploma • AS Degree • BS Degree**

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**School of Business Mission Statement**

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

---

**Rasmussen.edu**

**Earn as You Learn**

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
BACHELOR'S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
ACG 3080  Managerial Accounting Theory and Practice  4
ACG 3085  Advanced Auditing Concepts and Standards  4
ACG 3110  Intermediate Financial Reporting I  4
ACG 3120  Intermediate Financial Reporting II  4
ACG 3130  Intermediate Financial Reporting III  4
ACG 4010  Cost Accounting Principles and Applications  4
ACG 4020  Advanced Financial Accounting  4
ACG 4250  International Accounting  4
ACG 4402  Accounting Information Systems  4
ACG 4931  Accounting Capstone II  4
BUL 3247  Business Law II  4
GEB 3200  Advanced Principles of Financial Management  4
GEB 4305  Statistics for Managers  4
ISM 3015  Management of Information Systems  4
MAN 4720  Strategic Management  4
TAX 3010  Taxation of Individuals  4

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

TOTAL BS DEGREE CREDITS 181*

PUBLIC ACCOUNTING BACHELOR'S DEGREE

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

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

IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES

CPA COURSES

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

Total Public Accounting Degree Credits 231*

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

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

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
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 2062  Business Ethics  4
MAR 2011  Principles of Marketing  4

TOTAL CERTIFICATE CREDITS  37*

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

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
ENC 1101  English Composition  4
ENC 1102  English Composition (Select 1 course)  4
ENL 1101  Communication (Select 1 course)  4
MATH 1101  Math/Natural Sciences (Select 1 course)  4
MAJOR AND CORE COURSES
LOWER DIVISION
FIN 1000  Principles of Finance  4
GEB 2930  Business Capstone  2
MAN 1300  Introduction to Human Resource Management  4
Total Diploma Credits
General Education Credits  12
Major and Core Credits  47
TOTAL DIPLOMA CREDITS  59*

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

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

See page 42 for General Education Course Selections.

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.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

Child Development Specialization
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a background check.
EEC 1202 Early Childhood Education Curriculum and Instruction 4
EEC 1700 Foundations of Child Development 4
EEC 1735 Health, Safety, and Nutrition/CDA Application 4

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

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

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

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

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, 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.
BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • AS DEGREE • BS DEGREE

BUSINESS MANAGEMENT BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

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

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

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

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 47
Lower Division Specialization Credits or Unrestricted Electives 11-12
Upper Division Major and Core Credits 51
Upper Division Specialization Credits 16-17

TOTAL BS DEGREE CREDITS 181-183*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

SCHOOL OF BUSINESS
MISSION STATEMENT

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

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

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

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

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

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

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

UPPER DIVISION
GEB 3110 Research and Report Writing 4
GEB 4220 Managing a Diverse Workforce 4
HSA 3109 Foundations of Managed Care 4
HSA 3110 Introduction to Healthcare Administration 4
HSA 3170 Financial Management of Healthcare Organizations 4
HSA 3383 Quality Improvement in Healthcare 4
HSA 3422 Regulation and Compliance in Healthcare 4
HSA 3751 Healthcare Statistics 4
HSA 4110 Healthcare Operations Management 4
HSA 4124 International Healthcare 4
HSA 4150 Healthcare Planning and Policy Management 4
HSA 4191 Healthcare Information Systems 4
HSA 4210 Advanced Healthcare Law and Ethics 4
HSA 4922 Healthcare Management Capstone 3
HSC 4500 Epidemiology 4
MAN 4143 Contemporary Leadership Challenges 4

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

TOTAL BS DEGREE CREDITS 180

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES

LOWER DIVISION
AGG 1022 Financial Accounting I 4
AGG 1033 Financial Accounting II 4
BUL 2241 Business Law 4
CGS 1240 Computer Applications and Business Systems Concepts 3

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

TOTAL DIPLOMA CREDITS 61*

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Students have the opportunity to participate in an optional internship/externship project.
MARKETING • 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
BUL 2241 Business Law 4
CGS 1240 Computer Applications and Business Systems Concepts 3
COM 1007 Professional Communication 4
E242 Career Development 2
GEB 1011 Introduction to Business 4
MAN 2021 Principles of Management 4
MAN 2062 Business Ethics 4
MAR 2011 Principles of Marketing 4

TOTAL CERTIFICATE CREDITS 37*

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
GEB 2444 Internet Business Models and E-Commerce 4
MAR 2374 Online Multimedia Marketing 4
MAR 2873 Public Relations and Advertising 4

Total Diploma Credits
General Education Credits 8
Major and Core Credits 49

TOTAL DIPLOMA CREDITS 57*

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

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
MARKETING ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

DIGITAL DESIGN AND ANIMATION

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

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

Total Diploma Credits
General Education Credits 12
Major and Core Credits 59

TOTAL DIPLOMA CREDITS  71*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

WEB DESIGN

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

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

Total Diploma Credits
General Education Credits 12
Major and Core Credits 59

TOTAL DIPLOMA CREDITS  71*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (*Required course, select 1 additional course) 8
ART 1204  Art Appreciation* 4
Math/Natural Sciences (Select 1 course)** 4
Social Sciences (Select 2 courses) 8
MAJOR AND CORE COURSES
LOWER DIVISION
Digital Design and Animation Specialization
DIG 2950  Multimedia Portfolio Development 2
Web Design Specialization
DIG 2950  Multimedia Portfolio Development 2
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 61
TOTAL AS DEGREE CREDITS 93*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES
GENERAL EDUCATION COURSES
UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
MAJOR AND CORE COURSES
UPPER DIVISION
ART 3332  Figure Drawing 4
DIG 3316  The Study of Animation 4
DIG 3318  Flash Animation 4
DIG 3323  Polygon Modeling 4
DIG 3330  Advanced Methods of Computer Graphics 4
DIG 3333  Digital Photography 4
DIG 3512  Advanced HTML Coding with CSS 4
DIG 3552  Concept Development for Digital Media 4
DIG 4323  3D Game Character Creation 4
DIG 4330  Advanced Applications of Digital and Experimental Art 4
DIG 4355  Digital Effects Creation 4
DIG 4432  Storyboard Development for Digital Media 4
DIG 4933  Digital Video/Audio Project 4
DIG 4934  Web Design Project 4
DIG 4935  Animation Graphics Project 4
GEB 3051  The Business of Digital Media 4
Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64
TOTAL BA DEGREE CREDITS 181*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor’s degree program.

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

**Certificate**

- **Early Childhood Teacher’s Aide**

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

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

**Certificate Courses**

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

Choose either Track I ** or Track II

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

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

**Total Certificate Credits 36**

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

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

**School of Education**

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

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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 42 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

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 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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.

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
- 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 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
HEALTH INFORMATION TECHNICIAN
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 Informatics Technologies 4
- HIM 2941 Health Information Practicum 2
- HSA 2117 US Healthcare Systems 4

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

TOTAL AS DEGREE CREDITS 90*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

The Health Information Technician Associate Degree Program 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 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

This program requires specific immunizations prior to professional practice experience.

Enrollment Requirements for Health Information Management Bachelor’s Program: Applicants pursuing admittance into the Health Information Management BS Degree program must possess an AAS in Health Information Technology/Management from a CAHIIM accredited program earned within the past five years or have an AAS degree and possess a current RHIA 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.
MEDICAL ADMINISTRATION • DIPLOMA • AS DEGREE

DIPLOMA

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

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

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

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

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

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

ASSOCIATE’S DEGREE

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
ENG 1101  English Composition
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course other than PHA 1500)  4
Social Sciences (Select 2 courses)  8

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

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
E242  Career Development 2
HSA 1050  Customer Service in Healthcare 1
HSA 2537  Electronic Health Records and Medical Office Procedures 4
HSC 1531  Medical Terminology 4
HSC 2641  Medical Law and Ethics 4
MEA 1102  Introduction to Medical Assisting 3
MEA 1206  Clinical Skills I 4
MEA 1207  Clinical Skills II 4
MEA 1243  Pharmacology for the Allied Health Professional 4
MEA 2203  Pathophysiology 5
MEA 2267  Laboratory Skills for Medical Assisting 4
MEA 2290  Radiography Skills 3
MEA 2804  Medical Assistant Externship 8
MEA 2820  Medical Assisting Capstone 2
PHA 1500  Structure and Function of the Human Body 4

Total Diploma Credits
General Education Credits 4
Major and Core Credits 56
TOTAL DIPLOMA CREDITS 60*

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

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

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

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 4

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

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

OUR CREDENTIAL LADDER GUIDES YOU TO EARN INCREASINGLY ADVANCED ACADEMIC CREDENTIALS.
PHARMACY TECHNICIAN • CERTIFICATE • DIPLOMA • AS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

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

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

PHARMACY TECHNICIAN COURSES
LOWER DIVISION
PTN 2017  Pharmacy Software/Automation/Insurance Billing  3
PTN 2340  Unit Dose and Medication Preparation  3

TOTAL CERTIFICATE CREDITS  44*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

DIPLOMA

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
COM 1007  Professional Communication  4
HSA 2117  U.S. Healthcare Systems  4
MNA 1161  Customer Service  4
OST 1100C  Keyboarding I  3
PTN 2050  Pharmacy Technician Capstone  3

Total Diploma Credits
General Education Credits  16
Major and Core Credits  54
TOTAL DIPLOMA CREDITS  70*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course other than PHA 1500)  4
Social Sciences (Select 2 courses)  8
Total Associate’s Degree Credits  36
Major and Core Credits  54
TOTAL AS DEGREE CREDITS  90*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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EARN AS YOU LEARN
CRIMINAL JUSTICE AS DEGREE
CORRECTIONS • HOMELAND SECURITY • LAW ENFORCEMENT • PSYCHOLOGY

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

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

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

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

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

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

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

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

Psychology Specialization
CCJ 2033  Social Psychology  4
CCJ 2930  Contemporary Issues in Criminal Justice Capstone  4
HUS 2520  Abnormal Psychology  4
HUS 2540  Community Psychology  4

TOTAL AS DEGREE CREDITS  91*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** Additional training may be required.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
CRIMINAL JUSTICE BS DEGREE
CLIENT SERVICES/CORRECTIONS • CRIMINAL OFFENDERS • HOMELAND SECURITY
INVESTIGATION/LAW ENFORCEMENT

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

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

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
CCJ 1000 Introduction to Criminal Justice 4
CCJ 1153 Criminology: Motives for Criminal Deviance 4
CCJ 2053 Ethics 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 1381 Criminal Law and Procedures: Crime and the Courtroom 4
E170 Introduction to Undergraduate Research 2
E242 Career Development 2

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

Choose either Track I or Track II

Track I***
CCJ 4392 Criminal Justice Internship 9

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

UNRESTRICTED ELECTIVE CREDITS **** 12

TOTAL BS DEGREE CREDITS 180*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** Additional training may be required.

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


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

CERTIFICATE

CAREER OPPORTUNITIES:
• Program Assistant Specialist

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
CJC 1245 Case Management: Strategies for Rehabilitation 4
CJC 2400 Counseling Clients 4
E242 Career Development 4
HUS 1001 Introduction to Human Services 2
HUS 1320 Introductory Strategies to Crisis Intervention 4
HUS 1551 Cultural Diversity in Human Services 4
HUS 2520 Abnormal Psychology 4
HUS 2955 Human Services Capstone 5
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 with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• Human Service Assistant

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training 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
HC 1101 General Psychology 4
HUS 1001 Introduction to Human Services 2
HUS 1320 Introductory Strategies to Crisis Intervention 4
HUS 1551 Cultural Diversity in Human Services 4
HUS 2520 Abnormal Psychology 4
HUS 2955 Human Services Capstone 5
HUS 2712 Organization and Leadership in Human Services 4

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• 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 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 3

Total Associate’s Degree Credits
General Education Credits 33
Major and Core Credits 58
TOTAL AS DEGREE CREDITS 91*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** 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.

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25
**PARALEGAL AS DEGREE**

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

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

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- CGS 1240 Computer Applications and Business Systems Concepts
- CJL 1381 Criminal Law and Procedures: Crime and the Courtroom
- E242 Career Development
- PLA 1013 Introduction to Law and the Legal System
- PLA 1203 Civil Litigation and Procedure I
- PLA 1223 Civil Litigation and Procedure II
- PLA 1310 Paralegal Ethics
- PLA 1573 Contracts: Managing Legal Relationships
- PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession
- PLA 2320 Legal Research
- PLA 2330 Legal Writing
- PLA 2435 Corporate Law
- PLA 2587 Torts: Auto Accidents and Other Legal Injuries
- PLA 2610 Real Estate Law
- PLA 2800 Family Law
- PLA 2940 Paralegal Internship
- PLA 2816 Paralegal Capstone

**Total Associate’s Degree Credits**: 94*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

**PARALEGAL CERTIFICATE**

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

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

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- PLA 1013 Introduction to Law and the Legal System
- PLA 1203 Civil Litigation and Procedure I
- PLA 1223 Civil Litigation and Procedure II
- PLA 1310 Paralegal Ethics
- PLA 1573 Contracts: Managing Legal Relationships
- PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession
- PLA 2320 Legal Research
- PLA 2330 Legal Writing
- PLA 2435 Corporate Law
- PLA 2587 Torts: Auto Accidents and Other Legal Injuries
- PLA 2610 Real Estate Law
- PLA 2940 Paralegal Internship
- PLA 2816 Paralegal Capstone

**Total Certificate Credits**: 61*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

**Track II includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.**
RN TO BSN PROGRAM/NURSING  BS DEGREE  ONLINE ONLY

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

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

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

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

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

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

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

UPPER DIVISION
NUR 3177 Health Assessment 4
NUR 3205 Applied Pathophysiology 4
NUR 3418 Introduction to Alternative and Complementary Therapies 4
NUR 3508 Quality and Safety in Nursing 4
NUR 3655 Transcultural Nursing 4
NUR 3816 Dimensions of Professional Nursing 4
NUR 4165 Nursing Research 4
NUR 4529 Public Health and Community Nursing 4
NUR 4773 Leadership and Management in Nursing 4
NUR 4870 Nursing Informatics 4
NUR 4909 Nursing Capstone 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 81
Upper Division Major and Core Credits 44

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study, students are required to complete 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.
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
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<tr>
<td>ENG 1101</td>
<td>English Composition</td>
<td>4</td>
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<tr>
<td>Communication (Select 1 course)</td>
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</tr>
<tr>
<td>Math/Natural Sciences (Required courses)</td>
<td>8</td>
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<tr>
<td>MAT 1031</td>
<td>College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>BSC 2020C</td>
<td>Introduction to Human Biology</td>
<td>5</td>
</tr>
<tr>
<td>Social Sciences (*Required, select 1 additional course)</td>
<td>8</td>
<td></td>
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<tr>
<td>DEP 2004</td>
<td>Human Growth and Development</td>
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MAJOR AND CORE COURSES

<table>
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<th>Course Code</th>
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<th>Credits</th>
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</thead>
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<td>BSC 2087C</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>BSC 2089C</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
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<tr>
<td>HUN 2202</td>
<td>Human Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Introduction to Microbiology</td>
<td>5</td>
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<tr>
<td>NUR 1020C</td>
<td>Fundamentals of Nursing</td>
<td>13</td>
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<tr>
<td>NUR 1144</td>
<td>Comprehensive Pharmacology</td>
<td>4</td>
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<tr>
<td>NUR 1144L</td>
<td>Comprehensive Pharmacology Lab</td>
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<td>NUR 1211C</td>
<td>Adult Nursing I</td>
<td>13</td>
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<tr>
<td>NUR 1460C</td>
<td>Maternal-Child Nursing</td>
<td>12</td>
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<tr>
<td>NUR 2711C</td>
<td>Adult Nursing II</td>
<td>13</td>
</tr>
<tr>
<td>NUR 2712C</td>
<td>Adult Nursing III</td>
<td>3</td>
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<tr>
<td>NUR 2820</td>
<td>Nursing Role and Scope</td>
<td>2</td>
</tr>
<tr>
<td>Total Degree Credits</td>
<td>113</td>
<td></td>
</tr>
</tbody>
</table>

GENERAL Education Credits: 32
Major Core Credits: 81

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

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

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

PRACTICAL NURSING BLOCK TRANSFER

Courses – 36 Credits
Students who have successfully completed a practical nursing program and hold a current FL practical nursing license will receive credit for the following courses through block transfer:

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

ANTICIPATED PROGRAM TRANSFER

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

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

MAJOR AND CORE COURSES

38 Credits

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

TOTAL AS DEGREE CREDITS: 116
SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.
### PRACTICAL NURSING DIPLOMA

**CAREER OPPORTUNITIES IN:**
- Hospitals
- Clinics
- Rehabilitation Centers
- Nursing Homes

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

Upon successful completion of this program, the graduate will receive a Diploma in Practical Nursing and will be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to obtain licensure as a practical nurse.

**GENERAL EDUCATION COURSES**
- English Composition (Required course) 4
- ENC 1101 English Composition
- Math/Natural Sciences (Required course) 4
- MAT 1031 College Algebra

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

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

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

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

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

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

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

SOFTWARE APPLICATION DEVELOPMENT CERTIFICATE

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

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

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

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

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

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

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

SOFTWARE APPLICATION DEVELOPMENT ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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
- MAD 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
- Lower Division General Education Credits 45
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 46
- Upper Division Major and Core Credits 61
- Unrestricted Upper Division Elective Credits 4

TOTAL BS DEGREE CREDITS 180

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
Information Systems Management (Network Administration) Diploma – As Degree

Career Opportunities:
• Network System Administrator

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

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

General Education Courses
Lower Division
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Math/Natural Sciences (Select 1 course) 4

Major and Core Courses
Lower Division
- CET 2629 Cisco Networking Fundamentals and Routing 3
- CET 2810C Microsoft Exchange Server 3
- CGS 1240 Computer Applications and Business Systems Concepts 3
- CIS 1308 Logic and Troubleshooting 4
- CIS 2911 Information Technology Capstone 2
- CNT 1000C Networking Fundamentals 3
- COM 1007 Professional Communication 4
- COT 1438 Technology’s Role in the 21st Century 2
- CTS 1300C Microsoft Windows Workstations 3
- CTS 1776 Fundamentals of PC Hardware and Software 4
- CTS 2302C Windows Active Directory 3
- CTS 2321 Linux Administration 3
- CTS 2383C Microsoft Windows Server 3
- EZ24 Career Development 2
- GEB 1011 Introduction to Business 4
- GEB 1014 Project Planning and Documentation 4
- MAN 2062 Business Ethics 4
- MNA 1161 Customer Service 4

Total Diploma Credits
- General Education Credits 8
- Major and Core Credits 58

Total Diploma Credits 66*

In Addition to All Diploma Courses

See Page 42 for General Education Course Selections.

Information Systems Management (Network Administration) Associate’s Degree – As Degree

Career Opportunities:
• Network System Administrator

Objective:
Graduates of this program understand how information systems are used in business and how technology and network engineering add value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates have proficiency in management of data networking, server administration, and industry standard server operating system environments. They understand that network administrators are accountable for a business’s network and are proficient in performance software that is used to ensure server and network uptime. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

General Education Courses
Lower Division
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

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

Total As Degree Credits 90*

See Page 42 for General Education Course Selections.

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

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

**BACHELOR’S DEGREE**

**CAREER OPPORTUNITIES:**
- Network and Computer Systems Administrator
- Network Analyst
- Information Technology Manager

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

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

#### GENERAL EDUCATION COURSES

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

**MAJOR AND CORE COURSES**

**UPPER DIVISION**
- CIS 3055 Principles of Network Security 3
- CNT 3003 Advanced Network Security 4
- CNT 3126 Advanced Networking 4
- CNT 3229 Asset Management 3
- CNT 3348 Infrastructure Hardware 4
- CNT 3473 Scripting 4
- CNT 3569 Support Management 4
- CNT 3619 Technical Writing 2
- CNT 3777 Virtualization 4
- CNT 4016 Cloud Computing 4
- CNT 4152 Disaster Recovery 4
- CNT 4283 Enterprise Application Support 4
- CNT 4361 Information Technology Management Capstone 2
- CNT 4437 Service Management 4
- CNT 4520 Systems Monitoring 4
- CNT 4692 Unified Communications and Mobile Computing 4
- ISM 3015 Management of Information Systems 4
- MAN 4240 Organizational Behavior Analysis 4

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

**TOTAL BS DEGREE CREDITS** 180*

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

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*See page 42 for General Education Course Selections.*
INFORMATION SYSTEMS MANAGEMENT - NETWORK SECURITY

DIPLOMA • AS DEGREE

CYBER SECURITY • BS DEGREE

CAREER OPPORTUNITIES:
• Network Security Specialist

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Diploma Credits
- General Education Credits: 8
- Major and Core Credits: 58

TOTAL DIPLOMA CREDITS: 66*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

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

TOTAL AS DEGREE CREDITS: 90*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
CYBER SECURITY BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

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

MAJOR AND CORE COURSES
UPPER DIVISION
CCJ 3164 Criminal Behavior: Profiling Violent Offenders  4
CCJ 4600 Special Offenders: Sex Offenders  4
CIS 3192 Introduction to Information Systems Security  3
CIS 3257 Legal and Security Issues  4
CIS 3318 Managing Risk for Information Systems  4
CIS 3471 Security Policies and Implementation  4
CIS 3664 Security Strategies for Web Apps and Social Networking  3
CIS 4039 Auditing Information Technology Infrastructure  4
CIS 4137 Access Controls, Authentication, and PKI  4
CIS 4215 Windows Security Strategies  4
CIS 4352 Linux Security Strategies  4
CIS 4362C Network Security and Cryptography  3
CIS 4385C Computer Forensics  3
CIS 4456 Hacker Techniques, Tools, and Applications  4
CIS 4581 ISS Capstone  3
CJE 3610 Criminal Investigations  4
CJL 3113 Criminal Evidence  4
CJL 3297 Constitutional Law  4
Total Bachelor's Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 67
TOTAL BS DEGREE CREDITS 181*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

INFORMATION SYSTEMS MANAGEMENT CERTIFICATE
– COMPUTER INFORMATION TECHNOLOGY

CAREER OPPORTUNITIES:
• Computer Support Specialist

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

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

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

TOTAL CERTIFICATE CREDITS 36*

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 3
Math/Natural Sciences (Select 1 course) 3

MAJOR AND CORE COURSES
LOWER DIVISION
CIS 2911 Information Technology Capstone 2
CNT 1000C Networking Fundamentals 3
COM 1007 Professional Communication 4
CTS 1500C Microsoft Windows Workstations 3
CTS 1776 Fundamentals of PC Hardware and Software 4
CTS 2383C Microsoft Windows Server 3
MAN 2062 Business Ethics 4

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Computer Support Specialist
• Computer Application Support Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

IN ADDITION TO ALL DIPLOMA COURSES

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

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

INFORMATION SYSTEMS MANAGEMENT
DIPLOMA – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and what needs to be done to secure sensitive information within a database. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

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

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

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

Total Diploma Credits
General Education Credits 8
Major and Core Credits 58

TOTAL DIPLOMA CREDITS 66*

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator
• Database Architect

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and data organization add value to the business process. Graduates know how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and ensure the security of sensitive information within a database. They also understand how programming languages can be utilized to gain efficiencies within database management. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

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

TOTAL AS DEGREE CREDITS 90*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

INFORMATION SYSTEMS MANAGEMENT
DIPLOMA — WEB PROGRAMMING

CAREER OPPORTUNITIES:
• Web Developer

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240 Computer Applications and Business Systems Concepts 3
CGS 1545 Relational Databases 3
CGS 1820C Introduction to HTML 3
CIS 1308 Logic and Troubleshooting 4
COM 1007 Professional Communication 4
COP 1000 Fundamentals of Programming 3
COP 1176 Introduction to Visual Basic 3
COP 1801 JavaScript 3
COP 2004 PERL/CGI 3
COP 2250 Java I 3
COP 2323 Object-Oriented Programming 3
COP 2333 Advanced Visual Basic 3
COP 2842 PHP/MySQL 3
COP 2890 Web Programming Capstone 2
E242 Career Development 2
EGB 1011 Introduction to Business 4
GRA 1722C Introduction to Web Design Software 3
MAN 2062 Business Ethics 4
MAN 1161 Customer Service 4
Total Diploma Credits
General Education Credits 8
Major and Core Credits 60
TOTAL DIPLOMA CREDITS 68*

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE — WEB PROGRAMMING

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 60
TOTAL AS DEGREE CREDITS 92*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the 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.
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 (Select 2 courses, including at least one Math course) 8
Social Sciences (Select 2 courses) 8

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

MAJOR AND CORE COURSES
LOWER DIVISION
CAP 2104 Platform Design and Human-Computer Interaction 4
CAP 2105 Applied Game and Simulation Theory 4
CEN 1400 Mobile Application Development 3
CGS 1240 Computer Applications and Business Systems Concepts 3
COP 1000 Fundamentals of Programming 3
COP 1224 Programming I 4
COP 2224 Programming II 4
COP 2250 Java I 3
COP 2323 Object-Oriented Programming 3
COP 2535 Data Structures 4
COT 1438 Technology's Role in the 21st Century 2
DIG 1710 Game Preproduction 4
DIG 1711 Game Design Theory I 4
DIG 2563 Interactive Storytelling 3
DIG 2718 Console Development 4
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
MTB 1381 Math for Game and Simulation Production I 4
MTB 2381 Math for Game and Simulation Production II 4

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

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 64
Upper Division Major and Core Credits 60

TOTAL BS DEGREE CREDITS 180*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

LOWER DIVISION

English Composition
ENC 1101 English Composition 4

Communication
COM 1002 Introduction to Communication
ENC 1121 English Composition I 4

SPC 2017 Oral Communication

Humanities
ART 1204 Art Appreciation
CRW 2001 Creative Writing

FIL 2900 Film Appreciation

HUM 2023 Humanities

LIT 2000 Introduction to Literature

PHI 2103 Introduction to Critical Thinking

SPN 271 Conversational Spanish

Math/Natural Sciences
AST 2002 Introduction to Astronomy

BSC 2020C Introduction to Human Biology 4

GLY 1000 Introduction to Geology

MAT 1031 College Algebra

MAT 1402 General Education Mathematics

PHA 1500 Structure and Function of the Human Body

SCE 1528 Scientific Literacy

Social Sciences
AMH 2030 United States History: 1900 to the Present 4

AMH 2070 Florida History 4

ECO 2013 Macroeconomics

ECO 2023 Microeconomics

EGE 1000 Human Geography

GIS 2001 Geographic Information Science

LIT 2003 Understanding Cultures

SYG 1000 Introduction to Sociology

UPPER DIVISION

Communication
ENC 3311 Advanced Composition

MMC 3407 Visual Communication in the Media

Humanities
AML 3041 American Literature

AML 4680 Literature of American Minorities

LIT 3191 Contemporary World Literature: 1900 to the Present

POT 4001 Political Thought

Math/Natural Sciences
EVR 3410 Human Uses of the Environment

GEO 3204 Physical Geography

GEO 3372 Conservation of Resources

WST 4350 Gender in Math and Science

Social Sciences
AMH 3304 Visions of America Since 1945

CPD 4003 Comparative Politics

REL 3131 American Religious History

SYO 4180 Work and Family

See specific course requirements on program pages.

GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete an additional twenty-four (24) upper-division general education credits beyond the lower-division credits required in an Associate’s degree. These credits should be distributed among 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, Math/Natural Sciences, and Social Sciences. AS degree candidates in the Software Application Development program must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

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

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

ENG 1121 English Composition I 4

SPC 2017 Oral Communication

Humanities
ART 1204 Art Appreciation

CRW 2001 Creative Writing

FIL 2900 Film Appreciation

HUM 2023 Humanities

LIT 2000 Introduction to Literature

PHI 2103 Introduction to Critical Thinking

SPN 271 Conversational Spanish

Math/Natural Sciences
AST 2002 Introduction to Astronomy

BSC 2020C Introduction to Human Biology 4

GLY 1000 Introduction to Geology

MAC 1106 Advanced Algebra* 4

MAD 2112 Introduction to Discrete Mathematics*

PHA 1500 Structure and Function of the Human Body

SCE 1528 Scientific Literacy

Social Sciences
AMH 2030 United States History: 1900 to the Present 4

AMH 2070 Florida History 4

ECO 2013 Macroeconomics

ECO 2023 Microeconomics

EGE 1000 Human Geography

GIS 2001 Geographic Information Science

LIT 2003 Understanding Cultures

SYG 1000 Introduction to Sociology

UPPER DIVISION

Communication
ENC 3311 Advanced Composition

MMC 3407 Visual Communication in the Media

Humanities
AML 3041 American Literature

AML 4680 Literature of American Minorities

LIT 3191 Contemporary World Literature: 1900 to the Present

POT 4001 Political Thought

Math/Natural Sciences
EVR 3410 Human Uses of the Environment

GEO 3204 Physical Geography

GEO 3372 Conservation of Resources

WST 4350 Gender in Math and Science

Social Sciences
AMH 3304 Visions of America Since 1945

CPD 4003 Comparative Politics

REL 3131 American Religious History

SYO 4180 Work and Family

See specific course requirements on program pages.

NURSING PROGRAMS

English Composition
ENC 1101 English Composition 4

Communication
COM 1002 Introduction to Communication

ENG 1121 English Composition I 4

SPC 2017 Oral Communication

Humanities
ART 1204 Art Appreciation

CRW 2001 Creative Writing

FIL 2900 Film Appreciation

HUM 2023 Humanities

LIT 2000 Introduction to Literature

PHI 2103 Introduction to Critical Thinking

SPN 271 Conversational Spanish

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

MAT 1031 College Algebra

Social Sciences
AMH 2030 United States History: 1900 to the Present 4

AMH 2070 Florida History 4

DEP 2004 Human Growth and Development 4

ECO 2013 Macroeconomics

ECO 2023 Microeconomics

EGE 1000 Human Geography

POS 2020 American/U.S. National Government

PSY 1012 General Psychology

SYG 1000 Introduction to Sociology

See specific course requirements on program pages.

GENERAL EDUCATION PHILOSOPHY

The purpose of general education is to promote breadth of knowledge and intellectual inquiry as a central component of a program of study. Through the development of their general skills, students are expected to refine their communication and critical thinking abilities, 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 of each discipline 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.
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

(For Arkansas Residents Only)

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

Mathematics
Required course:
MAT 1031 College Algebra 4

Humanities
Select two courses:
ART 1204 Art Appreciation 4
CRW 2111 Creative Writing 4
FIL 2000 Film Appreciation 4
HUM 2023 Humanities 4
LIT 2000 Introduction to Literature 4
LIT 3191 Contemporary World Literature: 1900 to the Present 4
PHI 2103 Introduction to Critical Thinking 4
POF 4001 Political Thought 4
SPN 271 Conversational Spanish 4

Science
Baccalaureate students must transfer in two science courses and accompanying laboratories.

Mathematics
Required course:
MAT 1031 College Algebra 4

Humanities
Select two courses:
ART 1204 Art Appreciation 4
CRW 2111 Creative Writing 4
FIL 2000 Film Appreciation 4
HUM 2023 Humanities 4
LIT 2000 Introduction to Literature 4
LIT 3191 Contemporary World Literature: 1900 to the Present 4
PHI 2103 Introduction to Critical Thinking 4
POF 4001 Political Thought 4
SPN 271 Conversational Spanish 4

Science
Baccalaureate students must transfer in two science courses and accompanying laboratories.

Social Sciences
Select four courses, at least one of which must be a U.S. History/Government course (indicated by *)

Mathematics
Required course:
MAT 1031 College Algebra 4

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

Fine Arts/Humanities
Select four courses:
AML 3041 American Literature 4
AML 4680 Literature of American Minorities 4
ART 1204 Art Appreciation 4
CRW 2001 Creative Writing 4

Natural Sciences
Students enrolled in Computer Science BS must select both of the following math courses instead of those listed above:
MAC 1106 Advanced Algebra 5
MAC 2112 Introduction to Discrete Mathematics 4

Social Sciences
Select two courses:
AMH 2030 United States History: 1900 to the Present 4
AMH 3304 Visions of America Since 1945 4
ECO 2043 Comparative Politics 4
ECS 2013 Macroeconomics 4
ECS 2023 Microeconomics 4
GEA 1000 Human Geography 4
PSY 1012 General Psychology 4
REL 3131 American Religious History 4
SSE 1945 Technology and Society 4
SSE 2033 Understanding Cultures 4
SYG 1000 Introduction to Sociology 4
SYG 4180 Work and Family 4

TOTAL BS GENERAL EDUCATION CREDITS: 58

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

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 administrators can use the 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. The prefixes are not used by Tallahassee individuals nominated to serve on these committees are required to maintain a representative balance as to type of institution and discipline field or specialization.

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

Example of Course Identifier

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

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

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course.

The level code is the first digit and represents the year in which students normally take the course 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. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

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

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

A. Courses not offered by the receiving institution.

B. Courses for which on-campus credits were awarded to students who were not registered in the course, such as Special Topics, Internships, Practica, Study Abroad, Thesis, and Dissertations.

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, Tallahassee, Tallahassee, FL 32399.

Special reports and technical information may be requested by calling the Florida Department of Education 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. Keelian, Assistant Administrator, Statewide Course Numbering System, Office of Articulation, Florida Department of Education 850-245-9549 mathew.Keelian@fldoe.org or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, FL 32399. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the Internet at scns.fldoe.org.

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

IMT 151 Introduction to Medical Theories and Techniques
The first three characters of the code are an alphanumeric acronym representing the title of the course.

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

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

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

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

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

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

“1” represents Business courses.

“2” represents Accounting courses.

“3” represents Computer Science courses.

“4” represents Management courses.

“5” represents Medical courses.

“6” (not currently used)

“7” represents General Education courses.

“8” (not currently used)

In the example, “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 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 numbers assigned to these courses reflect their institution-specific nature. See the Academic Information section for policies on transfer of these courses.

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory time. The number of lecture or laboratory periods listed is the number indicated on the placement sheet, and does not necessarily imply a sequence of lecture or laboratory periods.

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 the student’s ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the 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 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 forecasting and planning. 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 ledgers. 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 I
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. This course focuses on research, case analysis, and interpersonal communication and class presentations. Students have the opportunity to participate in an optional internship/externship project. Prerequisite: Offered last or second-to-last quarter for Associate’s degree students
Co-requisite: Sophomore Seminar
AGC 3051 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 control functions. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing. Prerequisite: Financial Accounting II
AGC 4020 Advanced Financial Accounting 40 hours, 4 credits
This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities. Prerequisite: Intermediate Financial Reporting II
AGC 4022 CPA Exam Preparation 40 hours, 2 credits
This 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 in the accounting major.
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 controlling 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 4300 Advanced Auditing II 40 hours, 4 credits
This 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 information 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 learn accounting research tools and processes, how to conduct academic research, and how to understand research findings and results to solve business problems. Prerequisites: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting
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
AGM 4931 Accounting Capstone II 40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project. Prerequisite: Intended for student’s last quarter
AMH 2030 United States History: 1900 to the Present 40 hours, 4 credits
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultures, values, and perspectives within the United States. Prerequisite: none
AMH 2070 Florida History 40 hours, 4 credits
This course is a study of the historical development of the state of Florida. Students will explore various elements in the state’s development such as demographic and economics. Prerequisite: none
AMH 3304 Visions of America Since 1945 40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined. Prerequisite: none
AML 3041 American Literature 40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/ Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, culture, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments. Prerequisites: English Composition; Introduction to Literature
**Course Descriptions**

**AML 4680 Literature of American Minorities**

This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course is on literary responses to social marginalization based on race/ethnicity, gender, national origin, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ perceptions and literary representations of their communities, contexts, and identities. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class.

Prerequisite: English Composition

**APA 1500 Payroll Accounting**

40 hours, 4 credits.

Focus is on computing and paying of wages and salaries, social security and taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite: Financial Accounting I

**ART 1204 Art Appreciation**

40 hours, 4 credits.

This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.

Prerequisite: Color Theory and Techniques

**ART 3332 Figure Drawing**

60 hours, 4 credits.

Figure Drawing will emphasize the traditional and realistic approaches used to draw the human figure accurately. There will be an emphasis on gesture, proportions and meaning of art using the human figure in studio and in public settings. The basic structural and anatomical concepts will be covered along with an in depth study of motion and gesture drawing skills.

Prerequisite: Color Theory and Techniques

**AST 2002 Introduction to Astronomy**

40 hours, 4 credits.

This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.

Prerequisite: Color Theory and Techniques

**BIO 2077 Practical Math**

40 hours, 4 credits.

Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill problems. This course is taken in six-week sessions.

Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

**CAP 2105 Applied Game and Simulation Theory**

40 hours, 4 credits.

This course covers the applications for and the development of simulations, from game-like “ Sims” to educational and military simulations. This course combines reading and critical thinking skills with hands-on development of simulations with a 3D game engine. Students will learn the variety and characteristics 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

**CAS 3051 Graphics Development with OpenGL**

60 hours, 4 credits.

This goal of the course is to teach fundamental principles of computer graphics algorithms in relation to video game and simulations. The focus is on graphics methods used to render realistic images and/or scenes applied to the OpenGL. Much of this involves solving problems such as how we render 3D models, describe their position and motion in 3D, project them into 2D images, and render their surfaces and objects 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

**CCJ 2033 Social Psychology**

40 hours, 4 credits.

This course will explore the different parts of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the historical roots for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its procedures. Participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.

Prerequisite: none

**CCJ 2115 Criminal Investigation**

40 hours, 4 credits.

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. In this course, students will examine the cause of what crime is, what causes crime, and the various techniques for measuring the amount and change of criminal activity.

Prerequisite: none

**CCJ 2303 Social Psychology**

40 hours, 4 credits.

In this course students will understand the applied dimension of social psychology. In order to understand the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people.

Prerequisite: Social Interaction Reaction and Motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership.

Prerequisite: General Psychology

**CCJ 2503 Ethics in Criminal Justice**

40 hours, 4 credits.

This course provides a strong theoretical foundation for ethical decision concepts that will gain a realistic picture not only of what ethical questions arise in the criminal justice, but also of how sound moral decisions are made in response to them.

Prerequisite: Police in America: Criminal Law and Procedures: Crime and the Courtroom

**CCJ 2685 Domestic Violence**

40 hours, 4 credits.

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses to the role of law enforcement. Students will analyze how legal enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice Program and in their last or second to last quarter

**CCJ 2930 Contemporary Issues in Criminal Justice Capstone**

40 hours, 4 credits.

This capstone class examines the future of the criminal justice system. The focus is on identifying cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished professionals of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political implications expected.

This course includes ten hours of field experience.

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

**CCJ 3164 Criminal Behavior:**

40 hours, 4 credits.

This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.

Prerequisite: Criminology: Motives for Criminal Deviance

**CCJ 3641 Organized Criminal Syndicates**

40 hours, 4 credits.

This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.

Prerequisite: Criminology: Motives for Criminal Deviance; Juvenile Justice, Delinquency, Dependency, and Diversion
CCJ 3670 Women and Criminal Justice 40 hours, 4 credits This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined and will be analyzed.

Prerequisite: Domestic Violence

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

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

Prerequisites: Statistics in Criminal Justice

CCJ 3708 Special Research Senior Thesis 40 hours, 4 credits Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCDS and NCVS data sets.

Prerequisite: College-level Math course

CCJ 4292 Criminal Justice Senior Seminar 40 hours, 4 credits Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.

Prerequisite: Criminal Justice Seminar; Students should be in their last or second-to-last quarter

CCJ 4392 Criminal Justice Internship 250 hours, 9 credits This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences.

Prerequisite: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter

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

Prerequisite: Ethics in Criminal Justice

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

Prerequisites: Statistics in Criminal Justice; Research Methods in Criminal Justice

CCJ 4608 Abnormal Psychology 40 hours, 4 credits This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

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

Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

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

Prerequisite: Introduction to Criminal Justice (except for students enrolled in the Cyber Security Program)

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

Prerequisite: Criminal Behavior: Profiling Violent Offenders

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

Prerequisite: Contemporary Issues in Criminal Justice Capstone

CCJ 1202 Foundations of Software Design 40 hours, 3 credits This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will understand how programming techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction, object-oriented programming, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but reusable code. Students will use 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, I/O, and computer bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.

Prerequisites: Foundations of Software Design

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

Prerequisites: Java I

CDA 3225 Operating Systems Design 50 hours, 4 credits In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the processing power 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 System 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: Software System Principles

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

Prerequisite: Relational Databases

CEN 3310 Software Systems Engineering 50 hours, 4 credits This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system 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 techniques necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and APIs. The design and development of programs using dedicated OS features is also considered.

Prerequisites: Introduction to Computer Systems

CEN 4690 Software Engineering for Game and Simulation Production 60 hours, 4 credits This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and APIs. The design and development of programs using dedicated OS features is also considered.

Prerequisite: Introduction to Computer Systems

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 environments change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.

Prerequisite: Programming II

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

Prerequisite: Mobile Application Development
CIS 3192 Introduction to Information Systems Security, 40 hours, 3 credits
This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include the definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on accessibility, vulnerability, and confidentiality aspects of information systems.
Prerequisite: none

CIS 3257 Legal and Security Issues 40 hours, 4 credits
This course introduces the various legal issues 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 potential for misuse.
Prerequisite: none

CIS 3318 Managing Risk for Information Systems, 40 hours, 4 credits
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.
Prerequisite: none

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

CIS 3664 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information comes 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 4010 Senior Computer Science Capstone 30 hours, 3 credits
This course provides an opportunity for students to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required.
Prerequisite: Must fall in last quarter of study

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

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

CIS 4215 Windows Security Strategies 40 hours, 4 credits
This course focuses on security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions, and public key infrastructures.
Prerequisite: none

CIS 4352 Linux Security Strategies 40 hours, 4 credits
This course provides an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods.
Prerequisite: none

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

CIS 4383C Computer Forensics 40 hours, 3 credits
This course examines computer literacy and criminal investigative 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 4385C Computer Forensics 40 hours, 3 credits
This course examines computer literacy and C.J. 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 Hacker Techniques, Tools, and Applications 40 hours, 3 credits
This course examines introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.
Prerequisite: none

CIS 4581 IS Capstone 30 hours, 2 credits
This course encompasses all the accumulated knowledge obtained from the previous IS curriculum courses and enables 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

CIS 3684C Introduction to Data Management 40 hours, 3 credits
This course explores relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the ER diagram, transaction management. The use of Structured Query Language (SQL) will be emphasized.
Prerequisite: Fundamentals of Programming

CGS 1836C Fundamentals of Web Authoring and Design 40 hours, 3 credits
This course introduces students to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions as related to database resource management. Emphasis is placed on how the user, hardware, and software interact with the operating system.
Prerequisite: none

CGS 1308 Logic and Troubleshooting 40 hours, 4 credits
This course provides students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logic, students will complete puzzle-solvers and activities that teach effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological issues, and apply lessons learned in order to anticipate potential failure concerns. By the end of the course, students will be prepared to evaluate actual issues, use logic to identify the variables causing a failure, and finally determine the proper course of action to correct the failure issue(s) at hand.
Prerequisite: none

CGS 2810C Microsoft Exchange Server 40 hours, 3 credits
This course is an introduction to the features and basics of Microsoft Exchange Server, including the 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

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

CSS 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 ER diagram, transaction management. The use of Structured Query Language (SQL) will be emphasized.
Prerequisite: Fundamentals of Programming

CGS 1566C Introduction to Computer Graphics 40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enable them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry- accepted Adobe design software.
Prerequisite: none
CJC 1000 Introduction to Corrections
40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

CJC 1232 Drugs and Crime 40 hours, 4 credits
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse and fragmentation prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

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

CJE 2380 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America

CJE 2702 Practical Psychology for Law Enforcement 40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on peace officers, their families, and the citizens they serve. Students will apply ideas from psychology to victim-counseling; victim-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 and domestic situations, and procedures for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law

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

CNT 1006 Networking Fundamentals 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course covers concepts behind designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce what they have learned in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software

CNT 2020 Network Fundamentals for Business Professionals 40 hours, 4 credits
This course teaches the foundations of networking in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts

CNT 3003 Advanced Network Security 50 hours, 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud 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, VPA, MPLS, and hybrid networks), Wireless and QoS.
Prerequisite: Virtualization

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 and Documentation

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 to provide adequate fault tolerance, protection, and capacity for anticipated growth.
Prerequisite: Networking Fundamentals

CNT 3473 Scripting 50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used for administrative tasks in network settings and automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arrays, and functions of each scripting language. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and other automation scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory
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 class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server Administration
COP 2610 PHP/MySQL Administration
60 hours, 4 credits
Students learn the fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven websites. 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 is designed to introduce students to the challenges of supporting complex enterprise applications and the processes and policies employed to ensure enterprise-wide systems are used in an efficient manner. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring and tuning, security, support and maintenance, and disaster recovery.
Prerequisites: Advanced Networking; Disaster Recovery
COP 4361 Information Technology Management Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.
Prerequisite: Advanced Networking; must be completed in the student’s final quarter
CNT 4437 Service Management
40 hours, 4 credits
This course 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 program code syntax. A final project is required for the successful completion of this course.
Prerequisite: none
COP 1000 Fundamentals of Programming
20 hours, 3 credits
This course is designed to be an introduction to programming utilizing object oriented concepts, as well as their attributes, behaviors, and interactions. Students will explore the uses of class templates and inheritance, and polymorphism. Students will learn how to use the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the use of classes 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
60 hours, 4 credits
This course covers the use of PHP and MySQL scripting languages, and the development of PERL code for web applications, and client/server socket programming using PERL.
Prerequisite: JavaScript
COP 2224 Programming II
40 hours, 4 credits
This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. A look at input/output issues is done along with a look at advanced topics in C++ programming and a brief look at how C++ can start to be used in game programming.
Prerequisite: Programming I
DIG 1520C Digital Media Production 40 hours, 4 credits
This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software tools and techniques for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design

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

DIG 2563 Interactive Storytelling 40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of game development to the integration of game technology, students will write and build worlds where story interacts with game mechanics. Subjects will include linear narrative, myths and the hero’s journey, chattering and MUs, exposition and dialog trees, spatial narratives and storylines, and a range of interactive story concepts, from campfires to LARPs and text adventures.
Prerequisite: Game Preproduction

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

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

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

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

DIG 3318 Flash Animation 60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive animations and incorporating sound and video and testing Flash movies. Also, students will explore the steps in creating Flash productions from start to finish, including compiling 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. Students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as AutoCAD, Zbrush, and MudBox will be discussed, and students will have the opportunity within an actual software modeling environment to create forms. Students will produce a three-dimensional model.
Prerequisite: The Study of Animation

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

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

DIG 3457 Portfolio, Package, and Publish 40 hours, 4 credits
This course focuses on the processes and tasks necessary for game and simulation-specific employment, including research and resumes, contacts and cover letters, the important demoes and elevator pitch. Students will learn how to develop an industry-specific resume and portfolio that present 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 including networking skills for their area of interest in game or simulation production.
Prerequisite: Multiplayer Game Programming

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

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

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

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

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

DIG 3821 Game Character Creation 60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will study advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the game experience. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Students will engage in the study of character creation and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters.
Prerequisite: Polygon Modeling

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

DIG 4355 Digital Effects Creation 60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and film-based presentation, and 3D effects. Master the digital workflow by composing footage, digital imagery and CG. Topical include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Polygon Modeling

DIG 4432 Storyboard Development for Digital Assets 40 hours, 4 credits
This course introduces the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboards as well as a guide to creating their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology.
Prerequisite: Digital Media Production

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 and design between components, object-oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory

DIG 4792 Game Audio Assets 60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture and design between components, object-oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory
DIG 4934 Applications of Physics for Game and Simulation Production 60 hours, 4 credits

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

Prerequisite: Multiplayer Game Programming

DIG 4932 Video Game Production Project 70 hours, 4 credits

This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behavior, building structures for interactive systems, 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 product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound forge and other Direct. A student produced digital video will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students may move at their own pace on this project.

Prerequisites: Audio/Video Editing

Digital Media Assembly

DIG 4934 Web Design Project 60 hours, 4 credits

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

Prerequisite: Multimedia Technologies

DIG 4935 Animation Graphics Project 60 hours, 4 credits

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

Prerequisite: The Study of Animation

DSC 4010 Introduction to Homeland Security 40 hours, 4 credits

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

Prerequisite: Introduction to Criminal Justice

DSC 2005 Terrorism 40 hours, 4 credits

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

Prerequisite: Introduction to Criminal Justice

DSC 2011 Security Challenges 40 hours, 4 credits

This course is an examination of the field of security and the security challenges in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.

Prerequisite: Introduction to Criminal Justice

DSC 3016 Homeland Security Policy 40 hours, 4 credits

Students in this course will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and response actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.

Prerequisite: Terrorism

DSC 3057 Risk Analysis 40 hours, 4 credits

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

Prerequisites: Introduction to Homeland Security: Security Challenges

DSC 4214 Emergency Management 40 hours, 4 credits

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

Prerequisites: Introduction to Homeland Security: Security Challenges

E170 Introduction to Undergraduate Research 20 hours, 2 credits

This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and using information as a way of understanding materials in a variety of fields and sources. The course begins with the information cycle and the production of information, followed by the identification of a topic, research question, and the selection, evaluation and integration of sources into an annotated bibliography.

Prerequisite: none

E185 Freshman Seminar 0 credits

This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshman seminar as part of Certificate course requirements the quarter they are scheduled for the E242 Career Development course.

E242 Career Development 20 hours, 2 credits

This course is designed to develop the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

Prerequisite: none

E270 Sophomore Seminar 0 credits

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

E320 Junior Seminar 0 credits

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

E410 Senior Seminar 0 credits

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

E20 2013 Macroeconomics 40 hours, 4 credits

In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle: expansion, recession, and economic recovery. Students will examine the effects of consumer, investment, and governmental spending on economic growth. The course will also cover the effects of government policies and the global economy on the American economy.

Prerequisite: none

E20 2013 Microeconomics 40 hours, 4 credits

Students will be introduced to the field of microeconomics in this course, including theories of supply and demand, elasticities of price, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and oligopolistic economic systems.

Prerequisite: none

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

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

Prerequisite: Foundations of Child Development

EEC 1700 Foundations of Child Development 40 hours, 4 credits

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

Prerequisite: none

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

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

Prerequisite: Early Childhood Education Curriculum and Instruction

EEC 1860 Knowledge: Externship I 180 hours, 6 credits

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

Prerequisite: none

EEC 1861 Application: Externship II 180 hours, 6 credits

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

Prerequisite: Knowledge: Externship I

EEC 1862 Reflection: Externship III 180 hours, 6 credits

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

Prerequisite: Application: Externship II

EEC 1963 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
Course Descriptions

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 moral development, morality and ethics, ideals, and principles. Professional values and teaching styles will be explored.
Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession
EEC1865 Teacher Reflection III: The Intentional Teacher 60 hours, 6 credits
Students will learn about intentionality in teaching and selecting best practices for young children’s learning and development. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social skills and understandings, physical movement and visual arts.
Prerequisite: Teacher Reflection 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 in language and the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, supported, 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 population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EEC 2271 Curriculum and Instruction for Children with Special Needs 40 hours, 4 credits
Students will explore how to adapt development curriculum and instruction in order 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 analyze environmental restrictions and explore how to support young children with special needs in the early childhood setting.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EEC 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 resources through various problem solving methods.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EEC 2401 Dynamics of the Family 40 hours, 4 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EEC 2403 Advocating for Children with Special Needs 40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EEC 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 Development; Early Childhood Education 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 2613 Observation and Assessment in Early Childhood Education 40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EEC 2930 Early Childhood Education Capstone 20 hours, 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, observation and assessment, and other areas relevant to the field.
Prerequisite: Early Childhood Education student in last or second-to-last quarter.
EEC 2935 Summative Project for Early Childhood Education 20 hours, 2 credits
The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will collect research and select the best application(s) to improve care and education for young children.
Prerequisite: none
EEC 2930 The Exceptional Child 40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of children and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
ENC 1101 English Composition 40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will learn practices effective writing and apply course concepts.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College, entry 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 views in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition
EVR 3410 Human Uses of the Environment 40 hours, 4 credits
This course will instruct an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none
FIT 2000 Film Appreciation 40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film. Students will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of films as an art form.
Prerequisite: none
FIN 1000 Principles of Finance

This course is a study of financial institutions, investment techniques, and financial management. Students will examine the valuation of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure. Prerequisite: Financial Accounting I

FIN 1102 Financial Markets and Institutions

This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Prerequisite: none

GEA 1000 Human Geography

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

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

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

GEB 1112 Introduction to Entrepreneurship

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

GEB 2060 Compensation and Benefits Management

This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation is associated with various approaches to compensation and benefits is explored. This course will help students understand the complexities of an integrated total compensation program that can play in contributing to organizational success. You will learn about effective compensation strategies and how to create emerging or existing program design. Prerequisite: Introduction to Human Resource Management

GEB 2240 Entrepreneurial Product and Services Planning

Students will explore the ways in which products and services are developed. They will review the science, technology, literature review of innovation, new product development, and new product evaluation. Prerequisite: none

GEB 2244 Entrepreneurial Finance: Capitalization for the Entrepreneur

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

GEB 2444 Internet Business Models and E-Commerce

This course is designed to introduce students to new models of the practice of business as it is affected by new technologies. From ethical issues related to consumer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potential problems and the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business. Prerequisite: none

GEB 2930 Business Capstone

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s program through case analysis, class discussion, and supervised field experience, students will synthesize and apply their understanding of core business concepts via the completion of a Capstone Project. Students have the opportunity to participate in an optional internship/externship project. Prerequisite: Intended of last quarter of student’s program

GEB 3020 Advanced Principles of Financial Management

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

GEB 3051 The Business of Digital Media

This course is designed to prepare students for multi-media project completion across the broad spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce assets of interaction design and creative thinking are used to merge across creative teams, management of timelines and deadlines, and effective leadership are explored as they pertain to the multimedia development pipeline. Prerequisite: Introduction to Business

GEB 3110 Research and Report Writing

Students will learn and research report writing for academic settings. Topics will include qualitative and quantitative research methods, literature review, research methodology, rhetoric of academic writing, and academic report writing. Prerequisite: English Composition or Professional Communication

GEB 4220 Managing a Diverse Workforce

This seminar course examines diversity from a personal, group, organizational, national, and international perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also look at issues in conducting business and managing people within a global setting. Prerequisite: none

GEB 4305 Statistics for Managers

In this course students will utilize a statistical computer package, and examine applied statistics methods and applications in business situations. Prerequisite: College-Level Math course

GEB 4310 Statistics for Business

In this course, students will develop basic statistical literacy along with the ability to analyze and interpret 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, and continuous and probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression. Prerequisite: none

GEB 4410 Advanced Principles of Marketing

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

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

GEO 3372 Conservation of Resources

This seminar course examines diversity from a personal, group, organizational, national, and international perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also look at issues in conducting business and managing people within a global setting. Prerequisite: none

GEO 3372 Conservation of Resources

The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on long-term solutions for several problems and possible solutions to these problems. Prerequisite: none

GLY 1000 Introduction to Geology

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

GRA 1206C Typography

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

GRA 1722C Introduction to Web Design Software

This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well designed websites. Prerequisite: none

GRA 1741C Color Theory and Techniques

This course introduces basic compositional principles of harmony and contrast through the practice of color application. Students will work with digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve visual effects and create visual effectiveness. The use of color in printing also is explored. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Introduction to Computer Graphics

HIM 1110 Anatomy and Pharmacology for Coders

This course presents 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. Emphasis on specific 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; more common prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure valid and accurate coding. Students will complete laboratory exercises coordinated with course content. Prerequisite: Structure and Function of the Human Body, Medical Terminology

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HIM 1125 ICD-CM Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases—Clinical Modification (ICD-CM) using sample exercises and health record data to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology.

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

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

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

HIM 1258C Ambulatory Care Coding
40 hours, 3 credits
The emphasis of 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-9-CM Coding or ICD Coding

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

HIM 2000 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who collect 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 22720 Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim preparation, protection 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 Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Pre- or Co-require: 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. Fraud and abuse, patient privacy and confidentiality, data protection, 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 capture, data compilation and quality assurance principles.
Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

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

HIM 2940 Medical Coding Practicum
30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.
Pre- or Co-require: Ambulatory Care Coding

HIM 2941 Health Information Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital in-clinic and critical care and local 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: Health Information Practicum; Health Information Technology; 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 intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of health information systems will be explored.
Prerequisite: Program Admission

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

HIM 3302 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, data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission

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

HIM 3412 Project Management
40 hours, 4 credits
An exploration of the application of general project management principles of the various clinical, administrative, and specialty service applications used in healthcare organizations. Students will learn to implement process engineering and project management techniques to ensure efficient workflow and appropriate outcomes.
Prerequisite: Program Admission

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

HIM 3644 Reimbursement Methodologies
40 hours, 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, case mix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
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 procedures, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information in the context of data integrity and validity.
Prerequisite: Program Admission

HIM 4115 Applied Research in Health Information Management
40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research at a Professional Development Conference. This course will introduce students to various research methodologies used in health information management. Data analysis and presentation techniques will be used. Topics explored will be related to improvement of healthcare operations and systems. The course will be offered in a seminar format and will require participation in a webinar environment.
Prerequisites: Healthcare Statistics

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

HIM 4354 Strategic Planning and Development
40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.
Prerequisite: Management of Health Information Services

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

HIM 4537 Health Information Management Alternative Facility Professional Practice Experience
30 hours, 1 credit
A 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks to be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter
HSA 1050 Customer Service in Healthcare
10 hours, 4 credits
This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include: the psychology of customers, customer service in a diverse work environment, listening skills and effective communication techniques.
Prerequisite: none

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

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

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

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

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

HSA 3170 Financial Management of Healthcare Organizations
40 hours, 4 credits
This course focuses on understanding the basic principles and practice of financial management within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios. This course will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

HSA 3383 Quality Improvement in Healthcare
40 hours, 4 credits
This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on improving healthcare delivery, the relationship between healthcare quality, organizational performance, and the role of government in accreditation bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration; 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 healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored.
This course includes educational resources from Harvard Business Publishing.

Prerequisite: Introduction to Healthcare Administration; Health Information Management

HSA 3751 Healthcare Statistics
40 hours, 4 credits
Students will discuss and apply the common terms, processes, and calculations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.

Prerequisites: 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, community, 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 systems and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies healthcare information systems business professionals can use to help increase the quality of healthcare services and the efficiency with which healthcare services are rendered.
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 dilemmas 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. Students have the opportunity to participate in an optional internship/ externship project.
This course includes educational resources from Harvard Business Publishing.
Prerequisites: Students must be enrolled in the Healthcare Management Bachelor’s Degree program 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 enable students to write appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of numbers, capitalization, abbreviations. Accent words will be studied and practiced and a medical terminology review will be mandatory.
Prerequisite: none

HSC 1531 Medical Terminology
40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgery terminology. 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 United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student’s program of study.

Prerequisite: none

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 the visual arts, literature, architecture, drama, and philosophy.
Prerequisite: none

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

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

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

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

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

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

**HUS 2712 Organization and Leadership in Human Services**
40 hours, 4 credits

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

Prerequisites: Case Management; Strategies for Rehabilitation; Counseling Clients

**HUS 2397 Internship for Human Services**
250 hours, 9 credits

Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.

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

**HUS 2955 Human Services Capstone**
50 hours, 5 credits

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

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

**ISM 2202C Business Intelligence Reporting**
40 hours, 3 credits

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

Prerequisite: SQL Server Administration

**ISM 2321 Managing Information Security**
30 hours, 3 credits

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

Prerequisite: Network Security

**ISM 3005 MIS Techniques**
40 hours, 3 credits

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

Prerequisite: Computer Applications and Business Systems Concepts

**ISM 3015 Management of Information Systems**
40 hours, 4 credits

Students are introduced to the foundations of management information systems and MIS. The course includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to current technology and supervising integrated management information systems.

Prerequisites: none

**ISM 3344 Information Technology Project Management**
40 hours, 4 credits

This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, implementation, along with the basics of project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.

Prerequisite: Computer Applications and Business Systems Concepts

**ISM 422C Database Management and Administration**
40 hours, 3 credits

This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transaction management, storage management, data administration, security and database tuning issues. The course also covers distributed and client/server environments.

Prerequisites: MIS Techniques; Management of Information Systems

**LBS 2030 Training and Development**
40 hours, 4 credits

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

Prerequisite: Introduction to Human Resource Management

**LDR 2439 Introduction to Organizational Leadership**
40 hours 4 credits

This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand their choices and influence 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 characteristics 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 determining literary meaning, form, and value.

Prerequisite: none (English Composition recommended)

**LIT 3191 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, assignments, and essay, as well as research critical evaluations of literary topics, authors, etc.

Prerequisite: English Composition

**MAD 3000 Algorithms and 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 relationship between time and space complexity within a software design framework.

Prerequisites: Programming II; Probability and Statistics

**MAC 1106 Advanced Algebra**
50 hours, 5 credits

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

Prerequisite: Satisfactory score on placement exam

**MAC 1200 Precalculus**
40 hours, 3 credits

In this course, students will understand the application of function theory including the properties of business, social, and financial functions types including polynomial, exponential, rational, polar, and parametric functions. This course emphasizes the comprehension of function behaviors through graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.

Prerequisite: Advanced Algebra

**MAC 1300 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 including limits, derivatives, and methods of integration will be discussed. Students will cover numerical, graphic, and symbolic approaches to problem-solving for real world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and the 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 use the methods of integrations and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.

Prerequisite: Calculus I

**MAC 3112 Introduction to Discrete Mathematics**
40 hours, 4 credits

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

Prerequisites: Calculus I; Discrete Structures for Computer Science

**MAC 3133 Applied Discrete Mathematics**
40 hours, 4 credits

This course explores 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, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.

Prerequisite: Introduction to Discrete Mathematics; Calculus II

**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 effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating; ethical decision-making; and leading change. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Principles of Management

**MAN 3120 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 and thinking and future trends in the management of personnel. This course includes a study of the major functions in Human Resource Management; 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 3322 Human Resource Information Systems**
40 hours, 4 credits

This course examines the role of human resource information systems in today’s organizations and human resource departments. Key areas of focus include human resource information systems design, acquisition, and implementation. The role of these systems in talent acquisition and management is also examined.

Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Human Resource Management

**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 topics covered will include designing and managing operations, purchasing raw materials; controlling and maintaining inventories; and producing goods and services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.

Prerequisite: none
MAN 4143 Contemporary Leadership Challenges
30 hours, 3 credits
This course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to current key topics 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 in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.

Prerequisite: none

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

Prerequisites: Principles of Management; Introduction to Human Resource Management

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

Prerequisites: Principles of Management; Introduction to Human Resource Management

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

Prerequisite: Organizational Behavior Analysis

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

Prerequisite: Principles of Management

MAN 4720 Strategic Management
40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of 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 studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student's last quarter. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Business Bachelor's student in last or second-to-last quarter

MAP 3100 Probability and Statistics
40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moments, generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.

Prerequisites: Introduction to Discrete Mathematics

MAR 1410 Sales Techniques
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 developing roles in electronic commerce.

Prerequisite: none

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 developing roles 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 as well as various channels of content delivery and consumption. This course will also address creating and evaluating proposals, media purchasing and online public relations.

Prerequisite: Internet Business Models and E-Commerce

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

Prerequisite: Internet Business Models and E-Commerce

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

Prerequisite: Principles of Marketing

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

Prerequisite: Internet Business Models and E-Commerce

MAR 4355 Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.

Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce

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

Prerequisite: Business Law

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

Prerequisites: Search Engine Marketing

MAT 1301 College Algebra
40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

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

MAT 2111 General Education Mathematics
40 hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.

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

MBC 2010C Introduction to Microbiology
70 hours, 5 credits
This course provides an introduction to microorganisms that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism, fermentation and growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microorganisms, including mechanisms of pathogenicity.

Prerequisite: none

ME 1102 Introduction to Medical Assisting
40 hours, 4 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and second-to-last quarter course such as professionalism, vital signs and CPR/First Aid.

Prerequisite: none

MEA 1206 Clinical Skills I
60 hours, 4 credits
This course introduces students to the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including patient examination and administration, clinical terminology, pharmacology, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches for all skill development and performance objectives.

Prerequisites: Clinical Skills I Pre- or Co-requisite: Structure and Function of the Human Body

MEA 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 drug interactions, over-the-counter drug applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system allows this course to serve as a basic science requirement for both current and future medical personnel.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MEA 2023 Pathophysiology
50 Hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the causes, diagnostic procedures, pharmacology and treatment of common diseases selected of human body systems.

Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

MEA 2267 Laboratory Skills for Medical Assisting
60 hours, 4 credits
This course will study laboratory medical procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient insertion and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.

Prerequisite: Clinical Skills II Pre- or Co-requisite: Pathophysiology
ME 2290 Radiography Skills 40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, production and evaluation, and patient care and education, along with radiographic procedure modules that will cover equipment. This course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an x-ray operator.

Prerequisite: none

Function of the Human Body

ME 2804 Medical Assistant Externship 240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students complete 240 hours of 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.

Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check.

Attendance site; Successful completion of background screening test within 6 months of starting in order to develop on-the-job learning skills.

Customer Service

MNA 2134 Call Center Customer Service/Experiential Skills 40 hours, 4 credits
Considering the success of any call center rests in the hands of its Customer Service Representatives. It is critical that training, continual skills assessment and professional development opportunities are incorporated into the course. The course will define the requisite skills for exemplary reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.

Prerequisite: none

MNA 2138 Call Center Operations Management 40 hours, 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.

Prerequisite: none

MNA 2139 Call Center Labor Force Management 40 hours, 4 credits
This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction with meeting budget margins critical to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.

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 calculate cross determinants.

Prerequisite: College Algebra

MTB 2381 Math for Game and Simulation Production II 40 hours, 4 credits
This course builds on topics introduced in Math for Game and Simulation Production I. 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

MRT 2005 Introduction to Medical Transcription 40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used in the field. Practical scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to know on the job.

Prerequisite: Medical Terminology Pre- or Co-Prerequisite: Medical Writing, Style and Grammar

NUR 1020 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 as an approach to nursing care with emphasis on assessment of basic human needs relating to organizing, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the health care profession is introduced into the course content. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.

Prerequisite: Adult Nursing I

NUR 1144 Comprehensive Pharmacology Lab 40 hours, 2 credits
This course prepares the student to administer medications. The six “rights” of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.

Prerequisite: none

Co-requisite: Comprehensive Pharmacology

NUR 1211C Adult Nursing I 230 hours, 13 credits
This is the first of three adult-health nursing courses in the series. This course continues to develop their role as a member of the profession of nursing as a provider of care to clients across the lifespan with uncomplicated medical-surgical alterations in health. Pathophysiological mechanisms of diseases are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Fundamentals of Nursing; Comprehensive Pharmacology; Adult Nursing I

NUR 1271C Adult Nursing III 90 hours, 3 credits
This is the third of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status in acute care and psychiatric settings. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult health care, and critical thinking skills in both acute and psychiatric settings. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Adult Nursing I

NUR 1372 Transitions in Nursing 30 hours, 3 credits
This course facilitates the transition between practice and professional nursing. It includes and examines issues of scope of practice, assessment, and care planning, and ethical and legal issues at the professional nurse level.

Prerequisite: Florida LPN licensure

NUR 1460C Maternal-Child Nursing 220 hours, 13 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 and in meeting their basic needs in a variety of settings. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.

Prerequisite: Adult Nursing I

Rasmussen College Florida
Institute of Medicine (IOM) reports, QSEN as a conceptual framework which can lead to the healthcare setting. Emphasized within this practices, safety standards, and quality initiatives of Professional nursing.

NUR 4009 Nursing Capstone 40 hours, 4 credits

This course is designed to provide students with the opportunity to apply and integrate the theoretical and clinical experiences from previous nursing courses into a capstone experience. Students will use critical thinking skills and evidence-based practice to promote patient centered nursing care that encompasses quality and safety. Students will be required to complete a project that addresses a unique opportunity and challenges for the nurse will be considered and addressed in this course.

NUR 48710 Nursing Informatics 40 hours, 4 credits

This course integrates nursing science, information science, computer science and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by health care professionals to support the delivery of health care. Students will discuss the impact informatics has on the delivery of care including; efficiency and productivity, patient safety, confidentiality, and healthcare outcomes. With innovations in healthcare technology, unique opportunities and challenges for the nurse will be considered and addressed in this course.

Prerequisites: Quality and Safety in Nursing Practice Co-requisites: NUR 4909 Nursing Capstone

NUR 4205 Applied Pathophysiology 40 hours, 4 credits

This course is designed to enhance the student's knowledge and understanding of pathophysiological concepts and processes related to human illness and disease. A patient centered systems approach is used to explore the pathophysiology, etiologies, risk factors, clinical presentation, and diagnostics of selected illness and disease. This course will aid in the student's ability to develop sound nursing practice, critical reasoning abilities, and foster skills that provide safe, quality patient care.

Prerequisites: Quality and Safety in Nursing Practice Co-requisite: Applied Pathophysiology

NUR 3616 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 socioeconomic and economic factors influence the nursing practice. This course includes an overview of major contemporary issues related to nursing practice, with an emphasis on evidence-based nursing practice. Opportunities will be presented that provide for strengthening critical thinking skills and the development of a personal philosophy statement as it relates to nursing practice.

Prerequisites: Current, unencumbered RN license that is valid in the United States. Completion of all college prep course work, including a minimum of 32 credit hours of transferable general education coursework required for admission to the program.

Co-requisite: Quality and Safety in Nursing Practice

NUR 4165 Nursing Research 40 hours, 4 credits

This course is designed to develop the skills required to read, comprehend, analyze, and utilize research as it applies to healthcare. Students will be required to identify and appraise best evidence that supports nursing practice. Further emphasis is placed on developing skills to become astute consumers of nursing research, such as examining literature reviews and analyzing data. Issues related to implementation and integration of best evidence in practice will be included in this course.

Prerequisites: Quality and Safety in Nursing Practice Co-requisite: Research in 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 and promoting health among diverse populations is explored. Topics include core functions and essentials of public health, health promotion and prevention, population focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting health and well-being of local and global communities are incorporated. This course provides the student the opportunity to demonstrate critical thinking and communication through community assessment.

Prerequisite: Transcultural Nursing; Nursing Research Co-requisite: Leadership and Management in Nursing

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 climate of accountability, safety and productivity through individual and team performance. The student will develop knowledge related to improved priorities in the work environment that will enhance 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 3655 Transcultural Nursing 40 hours, 4 credits

This course recognizes the importance of providing and incorporating cultural beliefs and experiences of patients, families, and their health care professionals within the healthcare setting. Topics include comparative analysis of communication styles, fostering open communication, family roles, dietary preferences, safety practices, and the influence of cultural beliefs, values and practices of cultural norms and the impact on health care practice. Nursing interventions that integrate and examine evidence-based practice related to cultural beliefs will be discussed. The importance of incorporating a holistic approach in the care and treatment of the patient will be demonstrated within this course.

Prerequisites: Quality and Safety in Nursing Practice; Health Assessment

NUR 3177 Health Assessment 40 hours, 4 credits

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

Prerequisite: Quality and Safety in Nursing Practice Co-requisite: Applied Pathophysiology

NUR 3418 Introduction to Alternative and Complementary Therapies 40 hours, 4 credits

This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is to provide the student with knowledge and experience of mind/body self-healing skills, multi-cultural and alternative medicine therapies, practice environments and interventions that can be integrated safely into nursing and/or the nurse’s personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined through the application of critical thinking and the scientific evidence body of knowledge.

Prerequisite: Advanced Pathophysiology Co-requisite: Transcultural Nursing

NUR 3508 Quality and Safety in Nursing Practice 40 hours, 4 credits

This course focuses on the critical review of current quality and safety issues in healthcare and nursing. “Quality & Safety Education for Nurses” (QSEN), “Institute of Medicine” (IOM) reports, regulatory bodies and the role of the nurse in the healthcare setting. Emphasized within this course is the Quality and Safety Education for Nurse (QSEN) Competencies. This course examines QSEN as a conceptual framework that can lead to improvement of patient safety outcomes through managing human behavior and system design.

Prerequisite or Co-requisite: Dimensions of Professional Nursing
PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession 40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement.
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 legal research situations, and determine 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 connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers such as 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 required in writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
Prerequisite: Legal Research; English Composition

PLA 2435 Corporate Law 40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System

PLA 2476 Employment Law 40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employees 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 torts and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PLA 2610 Real Estate Law 40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a real estate office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with appraisals 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 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 related to marriage, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including marital property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

PLA 2818 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 cases completed and “electronic office” and “paperless office” methods will be practiced.
Pre- or Co-requisite: Law Office Technology; Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter

PLA 2940 Paralegal Internship 130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter

RASMUSSEN COLLEGE FLORIDA

PLA 1002 Political Thought 40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom and obligation.
Prerequisite: none

PRN 1101 Fundamentals of Practical Nursing 60 hours, 6 credits
This course provides students with a foundation in understanding the healthcare system. This includes roles individuals perform in the healthcare setting, and basic knowledge in wellness and disease throughout the lifespan. Topics will include therapeutic communication, ethics, legal, cultural components, and identifies nursing strategies to meet the global and diverse patient and community.
Co-requisites: Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

PRN 1011L Fundamentals of Practical Nursing Laboratory 40 hours, 2 credits
This course provides students with the skills needed to provide introductory nursing care to patients in the healthcare setting. The course provides skills needed to provide patient centered care along the healthcare continuum consistent with content in the Medical Surgical Nursing I and Medical Surgical Nursing II laboratories.
Prerequisites: Structure and Function of the Human Body; Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisite: Medical Surgical Nursing I Laboratory

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

PRN 1128LL Mental Health Nursing Clinical 30 hours
This course provides students with experiences needed to provide nursing care to behavioral health clients. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the healthcare continuum consistent with content in the Mental Health Nursing course.
Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisite: Mental Health Nursing

PRN 1279 Medical Surgical Nursing II 40 hours, 4 credits
This course provides the student with a continuation of medical surgical nursing. Emphasis is placed on nursing care along the health illness continuum for patients with disorders of the endocrine, musculoskeletal, genito-urinary systems, fluid and electrolyte disturbances, and basic emergency nursing care.
Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing II Clinical; Fundamentals of Practical Nursing; PRN 1075LL Medical Surgical Nursing I Clinical Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory

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.
Prerequisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory
Fundamentals of Practical Nursing

This course provides students with the skills needed to provide nursing care to patients in the health care setting. The clinical experience requires a commitment of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Gerontological Nursing Clinical course.

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

PRN 1304L Gerontological Nursing Clinical

90 hours, 3 credits

This course provides students with an understanding of the role and function of the geriatric nurse. Emphasis is placed on providing safe patient centered care along the health continuum consistent with content in the Gerontological Nursing Clinical course.

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

PRN 1304LL Gerontological Nursing Clinical

90 hours, 3 credits

This course provides students with an understanding of the role and function of the geriatric nurse. Emphasis is placed on providing safe patient centered care along the health continuum consistent with content in the Gerontological Nursing Clinical course.

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

PRN 1495 Medical Surgical Nursing III

40 hours, 4 credits

This course provides the student with the ability to apply critical thinking and clinical reasoning in providing safe patient centered care in the health care setting. The clinical experience requires a commitment of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing Clinical courses.

Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical

PRN 1495L Medical Surgical Nursing III Clinical

90 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 a commitment 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.

Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical

PRN 1570LL Family Nursing Clinical

60 hours, 3 credits

This course provides students with experiences needed to provide nursing care to patients in the health care setting. The clinical experience requires a commitment of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in PRN 1570.

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

PRN 1570L Family Nursing Clinical

20 hours, 2 credits

This course provides students with an introduction to maternal child nursing. Content includes concepts and processes to assess the needs of the newborn, infant, and pediatric patient as well as issues. Emphasis is placed on family centered care and the course incorporates nutritional requirements and pharmacological knowledge and skills.

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

PSY 1012 General Psychology

40 hours, 4 credits

This course provides students with a general understanding of the behavior and social bases of psychological processes. Emphasis is placed on providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing Clinical courses.

Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical

PTN 1001 Introduction to Pharmacy

40 hours, 4 credits

An introduction to the technician’s role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in critical use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.

Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing II Laboratory; Medical Surgical Nursing II Clinical

PTN 1570U Unit Dose and Medication Preparation

40 hours, 4 credits

In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The course will stress aseptic techniques and the importance of producing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing Clinical courses.

Co-requisites: Pharmacy; Pharmarcy Math and Dosages

REL 3131 American Religious History

40 hours, 4 credits

A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.

Co-requisites: Family Nursing; Medical Surgical Nursing III

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 coexistence of individuals’ work and family responsibilities. An emphasis is placed on female labor force participation.

Co-requisites: Financial Accounting II; Strategic Management

TAX 4011 Advanced Federal Tax Theory

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 issues, exclusions, deductions, exemptions, credits, property, gift, and the global and impact of technology and social change on society.

Co-requisites: Financial Accounting II; Financial Accounting II

TAX 4011 Advanced Federal Tax Theory

40 hours, 4 credits

This course provides an overview of tax law and its implementation by the Internal Revenue Service, addressing individuals, corporations, and partnerships.

Co-requisites: Taxation of Individuals

WST 4350 Gender in Math and Science

40 hours, 4 credits

This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.

Co-requisites: 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.

### Student Investment Disclosure Information

The information below provides a representation of occupations for which graduates typically find employment.

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</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>
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<td>$11,661</td>
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<tr>
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<td>30%</td>
<td>88%</td>
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<td>$0</td>
<td>$26,910</td>
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<td>$0</td>
</tr>
<tr>
<td>Business Management–Call Center Management</td>
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<td>$0</td>
</tr>
<tr>
<td>Business Management–Child Development</td>
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<td>$0</td>
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<td>$3,600</td>
<td>$0</td>
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<tr>
<td>Business Management–Entrepreneurship</td>
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<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management–Human Resource</td>
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<td>88%</td>
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<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management–Internet Marketing</td>
<td>Associate’s</td>
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<td>30%</td>
<td>88%</td>
<td>$26,850</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
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</tr>
<tr>
<td>Business Management–Marketing and Sales</td>
<td>Associate’s</td>
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<td>30%</td>
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<tr>
<td>Business Management–Business Management</td>
<td>Bachelor’s</td>
<td>11-2021</td>
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<td>91%</td>
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<td>$0</td>
<td>$54,119</td>
<td>$7,050</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management–Human Resources</td>
<td>Bachelor’s</td>
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<td>88%</td>
<td>91%</td>
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<td>$54,119</td>
<td>$7,050</td>
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</tr>
<tr>
<td>Business Management–Information Technology</td>
<td>Bachelor’s</td>
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<td>88%</td>
<td>91%</td>
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<td>$0</td>
<td>$54,119</td>
<td>$7,050</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management–Internet Marketing</td>
<td>Bachelor’s</td>
<td>11-2021</td>
<td>88%</td>
<td>91%</td>
<td>$36,902</td>
<td>$0</td>
<td>$54,119</td>
<td>$7,050</td>
<td>$0</td>
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<tr>
<td>Business</td>
<td>Certificate</td>
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<td>Diploma</td>
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<tr>
<td>Human Resources and Organizational Leadership</td>
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<td>13-1071, 13-1151, 13-1141</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
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<td>$0</td>
</tr>
<tr>
<td>Human Resources and Organizational Leadership</td>
<td>Diploma</td>
<td>13-1071, 13-1151, 13-1141</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
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<tr>
<td>Marketing</td>
<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$69,069</td>
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</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median amount that completers owe to Rasmussen College upon graduation
5 Institutional Loans including private student loans and institutional aid
6 Florida Tuition and Fees inclusive of lower division general education and lower division major and core courses
7 Florida Books and Supplies
8 Room and Board

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
## Student Investment Data

### School of Education

<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>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
<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>66%</td>
<td>98%</td>
<td>$8,671</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Certificate</td>
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<td>45%</td>
<td>80%</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>$10,764</td>
<td>$1,200</td>
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</tr>
<tr>
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<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA</td>
<td>100%</td>
<td>NA</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>25-2011, 25-9041</td>
<td>NA</td>
<td>100%</td>
<td>NA</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>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA</td>
<td>100%</td>
<td>NA</td>
<td>NA</td>
<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>
<td>25-2011, 25-9041</td>
<td>NA</td>
<td>100%</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>$20,631</td>
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### School of Design

<table>
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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>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor’s</td>
<td>27-1014</td>
<td>92%</td>
<td>100%</td>
<td>$31,033</td>
<td>NA</td>
<td>NA</td>
<td>$54,119</td>
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<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies–Digital Design and Animation</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,200</td>
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<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,200</td>
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### School of Health Sciences

<table>
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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>
<th>Room and Board</th>
</tr>
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<tbody>
<tr>
<td>Health Information Management</td>
<td>Bachelor’s</td>
<td>29-2071</td>
<td>NA</td>
<td>NA</td>
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<td>NA</td>
<td>NA</td>
<td>$53,820</td>
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</tr>
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<td>Health Information Technician</td>
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<td>29-2071</td>
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<td>81%</td>
<td>$26,133</td>
<td>$0</td>
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<td>$26,910</td>
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<td>82%</td>
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<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,900</td>
<td>$0</td>
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<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
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<td>NA</td>
<td>NA</td>
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<td>NA</td>
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<td>$17,342</td>
<td>$2,550</td>
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<td>Associate’s</td>
<td>31-9092</td>
<td>57%</td>
<td>83%</td>
<td>$23,211</td>
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<td>67%</td>
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<td>$26,910</td>
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<td>NA</td>
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<td>$20,930</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.

**SCHOOL OF JUSTICE STUDIES**

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</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>
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<tbody>
<tr>
<td>Criminal Justice–Corrections</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
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<td>$0</td>
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</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
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<td>46%</td>
<td>74%</td>
<td>$24,653</td>
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<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Law Enforcement</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
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<tr>
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<tr>
<td>Criminal Justice–Client Services / Corrections</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
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<td>$6,900</td>
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<td>Criminal Justice–Criminal Offenders</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
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<td>$53,820</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Investigation / Law Enforcement</td>
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<td>33-3051, 21-1092, 33-3021</td>
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<td>77%</td>
<td>$42,167</td>
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<td>$0</td>
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<td>$6,900</td>
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<td>85%</td>
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<tr>
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<td>75%</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
<td>$2,250</td>
<td>$0</td>
</tr>
</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College
9 Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.
10 RN to Bachelor of Science Nursing (RN to BSN) Policy

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.

**STUDENT INVESTMENT DISCLOSURE INFORMATION**

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.

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.

**STUDENT INVESTMENT DATA**

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.

**STUDENT INVESTMENT DISCLOSURE INFORMATION**

LOANS AND FINANCIAL AID

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**TUITION AND FEES**

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**STUDENT INVESTMENT DISCLOSURE INFORMATION**

LOANS AND FINANCIAL AID

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**TUITION AND FEES**

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**STUDENT INVESTMENT DISCLOSURE INFORMATION**

LOANS AND FINANCIAL AID

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## SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%) 1</th>
<th>Rasmussen Placement Rate (%) 2</th>
<th>Federal Student Loans 3</th>
<th>Private Loans 4</th>
<th>Institutional Loans 5</th>
<th>Florida Tuition and Fees 6</th>
<th>Florida Books and Supplies 7</th>
<th>Room and Board 8</th>
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</thead>
<tbody>
<tr>
<td>Nursing (RN to BSN)</td>
<td>Bachelor’s</td>
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<td>NA*</td>
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<tr>
<td>Professional Nursing</td>
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## SCHOOL OF TECHNOLOGY

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<th>SOC Code</th>
<th>On-Time Completion Rate (%) 1</th>
<th>Rasmussen Placement Rate (%) 2</th>
<th>Federal Student Loans 3</th>
<th>Private Loans 4</th>
<th>Institutional Loans 5</th>
<th>Florida Tuition and Fees 6</th>
<th>Florida Books and Supplies 7</th>
<th>Room and Board 8</th>
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<tr>
<td>Computer Science</td>
<td>Bachelor’s</td>
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<tr>
<td>Cyber Security</td>
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<tr>
<td>Game and Simulation Programming</td>
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<td>NA*</td>
<td>67%</td>
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<tr>
<td>Information Systems Management – Network Security</td>
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<tr>
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<tr>
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<td>83%</td>
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ADMISSIONS AND ENROLLMENT PROCEDURES

Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven’t already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career.

Whether you are looking at a campus-based, online, or a blended learning model, our staff will assist you in planning your course schedule and connect you with our student financial services team to get you started on your journey toward earning a college degree.

When you’ve chosen the program that best meets your needs, apply for admission by submitting or completing the following:

- Application Form (apply early for best scholarship opportunities)
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you prove to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
- In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.
- The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.
- In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail will be the postmarked date of the letter of acceptance.

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

Rasmussen College Admissions

Nondiscrimination Policy

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

Student Definition

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

College Acceptance or Rejection of Application for Admission

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

- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- For students completing the application process October 1, 2012 and thereafter, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript* indicating a grade of C* or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.
- For students completing the application process on or before September 30, 2012, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.
- Rasmussen College Experience Course successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt.

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

The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress students; and re-entry students who have already successfully completed the College Experience Course, Early Honors program and Individual Progress students will be required to successfully complete the Early Honors program.

- 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.
- Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
- In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.
- The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.
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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 (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

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

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

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

Background Checks

For some programs, Rasmussen College requires applicants to pass a background check as part of the admission process. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or otherwise be unnecessary to their selected program. The following programs require a general background check for admission in all states:

- Business Management: Child Development Specialization
- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

The following programs require a general background check for admission in all states except Minnesota. In these programs, a Minnesota Department of Human Services background check for admission is required:

- Medical Assisting
- Medical Laboratory Technician
- Phlebotomy
- Professional Nursing
- Professional Nursing: Mobility Degree
- Surgical Technologist

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

- Medical Assisting
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

In Florida, the following programs require a Florida Department of Law Enforcement (FDOE) background check in addition to the general background check for admission:

- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree

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

General Criminal and FDL Check Process:

A student enrolling in any of the general criminal or FDL check designated programs must complete a Background Release Form, as well as a Background Check Attestation. A student may acknowledge the issue and make an appeal for reconsideration or change programs.

A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trips, experiences, and/or finding employment in-field after graduation. Applicants who receive a possible issue letter must complete the appropriate appeal process within a specified time and/or take the necessary steps to resolve the potential problem revealed in their background check. The College will send either a possible issue letter or an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The appeal will be evaluated and a final decision will be made. If the appeal is denied, the applicant may request a re-evaluation of the decision. The College reserves the right to determine whether a student is eligible to enroll in any of the MDHS designated programs. A student may appeal a decision to the MDHS for reconsideration. The College will send either a possible issue letter or adverse action letter indicating the decision to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The appeal will be evaluated and a final decision will be made. If the appeal is denied, the applicant may request a re-evaluation of the decision. The College reserves the right to determine whether a student is eligible to enroll in any of the MDHS designated programs.

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

The College will send either a possible issue letter or adverse action letter to all applicants whose background checks reveal a problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trips, experiences, and/or finding employment in-field after graduation. Applicants who receive a possible issue letter must complete the appropriate appeal process within a specified time and/or take the necessary steps to resolve the potential problem revealed in their background check. The College will send either a possible issue letter or adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The appeal will be evaluated and a final decision will be made. If the appeal is denied, the applicant may request a re-evaluation of the decision. The College reserves the right to determine whether a student is eligible to enroll in any of the MDHS designated programs.

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

The College will send either a possible issue letter or adverse action letter to all applicants whose background checks reveal a problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trips, experiences, and/or finding employment in-field after graduation. Applicants who receive a possible issue letter must complete the appropriate appeal process within a specified time and/or take the necessary steps to resolve the potential problem revealed in their background check. The College will send either a possible issue letter or adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The appeal will be evaluated and a final decision will be made. If the appeal is denied, the applicant may request a re-evaluation of the decision. The College reserves the right to determine whether a student is eligible to enroll in any of the MDHS designated programs.
**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.

1. Entrance Exam:
   - Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam.
   - Based on exam scores, applicants will be assigned to a nursing program for study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College and who do not have the necessary information upon file will be contacted to register for an 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 be counted as one of the two attempts allowed within a 12-month period. Any nursing entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

2. 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 seen for an interview with the Dean of Nursing:
     - Rasmussen College Application
     - Submit Official College Transcripts
     - Health Professional and proof of vaccinations
     - BLS-CPR with Defibrillator
     - Criminal Background Screening
     - Any additional program-specific requirements as specified at the time of enrollment.

3. Interview with the Dean of Nursing:
   - All requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Students accepted into the program will receive a letter from the College in the mail. Accepted students must attend the Rasmussen College Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for admission into the nursing program.

4. Admission into the Paralegal Certificate Program:
   - Admission into the Paralegal Certificate Program requires candidates to have earned an Associate’s degree which includes general-education coursework equivalent to those required in Rasmussen College’s Paralegal AAS, or a Bachelor’s degree or higher.

5. Entrance Requirements for Health Information Management Bachelor’s Program:
   - Applicants pursuing admittance into the Health Information Management BS Degree program must present an AAS in Health Information Technology/Management from a CAHIMH accredited program earned within the past five years or have an AAS degree and possess a current RHIT credential. Applicants who have not yet obtained an AAS degree, the student needs to have work experience in the health information industry within the last five years and approval by the Program Coordinator.

6. Application for Admission into the College Early Honors Program:
   - 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 must understand that admission to the program is based on several factors with College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

7. Former or current students who have taken the STEP and scored above that requiring a Foundation course are not required to repeat the College entrance placement test.

8. Former or current students who have achieved the required minimum scores or who have proven a grade of C or higher in college-level English and/or Mathematics will be contacted by the Program Coordinator to complete the following:
   - Information session
   - Certified driving record documentation
   - Criminal history record documentation
   - Two-page written autobiography
   - Health/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.

9. Following this interview, applicants can continue with the necessary steps to proceed, which include:
   - Application
   - Provide official high school transcript
   - Rasmussen College background check
   - Any additional program-specific requirements as specified at the time of enrollment

   Upon completing the application process, the completed files will be reviewed by the acceptance committee. Students accepted into the program will receive a letter from the College in the mail. Applicants must also attend an Orientation or risk being dismissed as an applicant.

10. Entrance Requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs:
    - Minimum scores of 22 on the Math portion and 25 on the Writing portion of the ACT examination are required for entry into either program. Alternatively, the applicant must either provide a college placement test indicating a grade of C or higher in college-level English and/or Mathematics courses completed at a regionally or nationally accredited institution of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA). Two letters of recommendation are also required for acceptance. Please speak with a Program Manager for details.

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

12. Entrance Requirements for Health Information Management Bachelor’s Program:
    - Applicants pursuing admittance into the Health Information Management BS Degree program must present an AAS in Health Information Technology/Management from a CAHIMH accredited program earned within the past five years or have an AAS degree and possess a current RHIT credential. Applicants who have not yet obtained an AAS degree, the student needs to have work experience in the health information industry within the last five years and approval by the Program Coordinator.

13. Rasmussen College Early Honors Program:
    - Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 or out of a possible 4.00.
    - Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
    - Students must submit a signed Early Honors High School Approval Form.

   Early Honors coursework is available both on-campus and online. Students who have reached the minimum age of 16. Enroll in the Program is dependent on space availability.

14. Rasmussen College Early Honors Program Terms and Conditions:
    - Students must meet the following eligibility requirements 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 accepted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
      - Students must submit a signed Early Honors High School Approval Form.
      - Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00.

15. Students may apply to a full program of study by completing an Application for Admission.
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

**Tuition Rates**

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5,550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>Florida Student Assistant Grant</td>
<td>Grant based on financial information provided by the student on the FAFSA.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</tbody>
</table>

**EMPLOYMENT**

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

**FEDERAL LOAN PROGRAMS**

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

**VETERANS’ BENEFITS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans' Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>

Gift aid and work study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.
Rasmussen College offers the following inside scholarship and grant programs. All scholarships are non-cash scholarships. Some campuses have additional scholarships available; please contact your Student Financial Services Office for more information.

Early Honors Program
Rasmussen College is proud to offer select high school seniors the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

Military Discount
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program are eligible for a 10% tuition discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including expiration date. Retired military personnel must provide valid military retiree ID or DD 214 form. In addition, the College will extend the 10% discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which includes an expiration date.

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

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

- Early Honors Program
- 10% Military Discount
- Corporate Discount
- Community Business Success Grant
- AcceleratedED Partner Success Grant

Employer Tuition Reimbursement
Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s full reimbursement or partial, we want to make sure you are using your tuition reimbursement plan as seamlessly 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.

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 (all specializations)
- Criminal Justice (all specializations)
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Early Childhood Education (all specializations)
- Health Information Technician
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

Diplomas
- Accounting
- Business (all specializations)
- Early Childhood Education (all specializations)
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Pharmacy Technician

Certificates
- Accounting
- Business
- Early Childhood Education
- Human Services
- Information Systems Management (all specializations)
- Law Enforcement Academic
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

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 attach a high school transcript. The College reserves the right to cancel any classes or programs where enrollment is under 12 students.

Placement Exam Policies
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 area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores. These credits are not counted toward graduation, and each must be passed with a grade of ‘S’ in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

Students who place below the level of 8080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Students who place below the level of 8080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.
Foundation Courses Grading

1. If foundation courses are satisfactory, unsatisfactory (S/X/U) 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>Below Average</td>
<td></td>
</tr>
</tbody>
</table>

The grading scale for these courses is as follows:

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

Repeating Courses Policy

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

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

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

Incomplete Grade Policy

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

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

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

3. The Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.
   f. By completing the work, one of the following will apply:
      i. The student will learn substantive information by completing the work.
      ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
      iii. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illnesses, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.
ACADEMIC INFORMATION AND COLLEGE POLICIES

5. Incompletes may not be granted only for the sake of improving cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.
6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an 'FA' (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

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

Policy for Change of Grade
On 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 an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.
- Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of work and how points are apportioned must be followed.

Students must contact their instructors within one week of the start of 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 by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic appeals.

Program Change
A student in good academic standing at the end of the current quarter will be allowed to change programs at the start of the next quarter as long as the request has been received prior to Friday of the first week of a quarter break.
A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes.

Instructors may change grades at their discretion, with the following guidelines:

1. 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.
2. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.
3. The Academic Dean approves the plan for completing the course work.

Instructors and students must meet the following guidelines:

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

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

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 at a Rasmussen College campus.

Graduation Requirements
Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a passing grade in each area.

Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Academic Overload Policy
An academic or credit overload occurs when a student registers for more than 32 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. The student may apply for approval no later than week six(xi) of the quarter prior to which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

Academic Overload Policy for Five and Six Week Courses
An academic or credit overload occurs when a student registers for more than 10 credits per six week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The students must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

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

Full-quarter drop/add period:
Students may add courses through the first Friday of the quarter, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:
1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
Course Withdrawals
The period for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Online Courses
Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites. Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College’s staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the Campus Dean by the first Friday of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

SAP Components: 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, U/UN, W/WD, UIN. 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 made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

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

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and/or Learning

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 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 completion of the student’s first quarter, after which the student will be required to complete the necessary courses in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate’s Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates in the Surgical Technologist and Medical Assisting Associate’s degree programs.
- Students in the Professional Nursing Mobility Associate’s degree program may complete up to 67% of the program via transfer of credit or block transfer of credit.
- Students eligible and approved for the Surgical Technology AAS Completor Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.
- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s transfer credit is equivalent to Rasmussen course content. The evaluation is the student’s responsibility.
- Transfer credit is evaluated based on the program in which the student is enrolled.
- Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted and calculated.

Grade Point Index
- Grade points from institutions other than Rasmussen College will be used to calculate the Rasmussen College grade point average, but will be counted as credits attempted and used for determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waived credits, are also counted as credits attempted.
- Courses which have been accepted for transfer will be listed on the students’ transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student program will be removed and the student will be required to complete the program requirements in order to graduate.
- Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
- Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.
- When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
  2. The information will be reviewed by the College Registrar.
  3. The student will receive written notice of the decision.
- For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.
- The following Early Childhood Education extension course must be transferred into the program from another program:

Course By Course Transfer
- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
- Course must have the minimum number of credits to that of the Rasmussen College course.
- Grade points from institutions other than Rasmussen College will be used to calculate the Rasmussen College grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be calculated 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 (prefixes of PN and NUR) and PRN programs do not accept any core course transfers. For Associate Nursing program only, there is a five (5) year transfer limit.
- The following courses in the Medical Assisting Program are not transferable:
  MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA230 Medical Assisting Extended.
- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed similar course work that exceeds the one (1) year limit can test-out of the course, with a 75% or greater score on a course assessment.
- All transfers or test-outs into the Medical Laboratory Technician and Surgical Technology programs are based on program space availability.
- Seminar Courses cannot be transferred in from another institution of higher education.
- For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or L prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

2+2 Matriculation for Baccalaureate Candidates
For students who have completed an Associate’s degree, who enroll in a Rasmussen College Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting, medical, business administration, etc.), they will receive immediate junior-level standing.
- Rasmussen College Associate’s/Graduates will receive a block transfer of up to 56 credits.
- A block of up to 91 quarter credits for graduates from outside institutions will be awarded.
- If a student has more AAS/AS credits than the enrolling program requires, then the student may receive fewer upper-division credits.
- 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 II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.
- For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIIM accredited program and earned within the past five years the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field, if so, the student needs to submit his/her AHIMA membership card, showing it as current.
- For Bachelor of Science Healthcare Management degree, only the course work will be transferred based on the guidelines below.

1. Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take Financial Accounting I, II and Introduction to Business and Introduction to Human Resource Management in the core.

2. Business Programs:
   a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.
   b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.
   c) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates
For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.
- Conferrer Associate’s degrees may be posted as a 36-credit block (38-credit block in Illinois) general education block.
- Conferrer Baccalaureate degrees may be posted as a 56-credit block (58-credit block in Illinois) general education block.
- All required general education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completor Block Policy
For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree or for students who have a conferred Associate’s degree, but not in a similar field as the Bachelor’s degree they are enrolled in:
- Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
- Course by Course transfer guidelines apply to required classes.
- Required course assessment courses must still be met.
- Transfer for upper division courses will be done on a course by course basis.
- Students must meet pre-requisite requirements for upper degree coursework.
- Students may transfer up to 41 unrestricted lower division core courses.
- Unless a course has been transferred, a student must take all courses required in the program.

RASMUSSEN COLLEGE FLORIDA

ACADEMIC INFORMATION AND COLLEGE POLICIES
• Illinois students must meet the current general education category breakdown requirements.
• This policy is not applicable to the Health Information Management BS degree.

Medical Assisting Associate Degree Complete Block Transfer Policy

A total block transfer of 54 core credits may be allowed into the Medical Assisting AAS/AAS program if one of the following criteria is met:

1. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 5 years and holds a current CMA/RMA certification, but has not been designated an MA within the past 3 years and holds a current CMA/RMA certification.

Students may seek a course-by-course transfer of credits or course waiver for MAAS (Radiography Skills) only if they have a limited scope x-ray operator’s certificate. Students will need to complete or may seek a course-by-course transfer of credits for 32 general education credits and E242. For Medical Assisting students entering the College utilizing the block transfer program, the 32 credits of general education credits and program credits may be transferred into the program.

RN to Bachelor of Science Nursing (RN to BSN) Transfer Policy

Students who have an unencumbered Registered Nurse license and have successfully completed an Associate’s degree in field, will receive a block transfer of 113 credits.

• Students will receive a block of 32 lower division General Education classes plus a block of 81 lower division core classes.
• Students who have the RN license alone will receive a block transfer of 81 lower division core credits.
• Students who have the VN license alone will receive a block transfer of 32 lower division core credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from a college transcript.
• Upper division core classes are not transferable.
• Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.
• The total percentage of credits that may be transferred into the program is 76%.

Mobility Practical Nursing Block

Students who have successfully completed a practical nursing program and hold a current FL practical nursing license will receive credit in the mobility program for the following courses through block transfer:

– HUN 2202 Human Nutrition
– NUR 10202 Fundamentals of Nursing
– NUR 1144 Comprehensive Pharmacology
– NUR 1144L Comprehensive Pharmacology Lab
– NUR 1121C Adult Nursing I

Surgical Technologist AAS Completer Block Policy

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

Credit by Examination

Enrolled students may request credit by examination for courses if an exam has been developed.
• An examination score of 73% or higher is required to earn credit by examination.
• The examination grade will be posted as Test-out (TO) on the student transcript.

Credits earned count in the transfer maximum.
• Credit by examination will not count as credits for financial-aid eligibility.

• A credit by examination may be taken only once for each course or program.
• If a student has already attempted the course, as indicated by a posted W/D or F/FA grade, no test-out attempt will be allowed.
• The following are not available for credit by examination:
  - Program in Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses.
  - In addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, posts in the student lounge area of the classroom, or discussion section of the online classroom, are required to keep accurate attendance records.

Medical Coding Practicum Waiver

• Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding Practicum course. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the Practicum.
• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required of at least two of the following: The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
• If the waiver is granted, the grade will be recorded as the student transcript as a Course Waiver (CW).

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition/CD A Application; Waiver

• Students who have earned a CDA Credential within the past three years, awarded by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Certificate, Early Childhood Education Diploma, or Business Management – Child Development Specialization Associate’s degree may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition/CD A Application.
• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology Waivers

Course waivers will be considered for students who have selected professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CIW JavaScript certification.
• Course waivers will be considered for specific courses within the School of Technology related to the certification.
• Certifications must have been earned within the last three years.
• The student’s credential will be reviewed, and if the criteria are met, the course waivers will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers

Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS or CCS-P) from AHIMA. In addition, an X-ray operator license may also be considered.
• Course waivers may be granted.
• Course waivers will be considered for specific courses related to the certification.
• The student’s credential will be reviewed, and if the criteria are met, the course waivers will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalency Credit

Credit by examination through college-equivalency programs will be posted on student transcripts as Test-Out (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:

• Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.
• College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required.
• Dyst, Dantes, ExcelCore Education Transfer Exam scores are determined by the individual test requirements.

College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Army National Council on Education Registry Transcript (SMART). Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Qualification Test (CGT) transcript, American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript.

• Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for Adult Experiential Learning (CAEL).
• Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

Transfer to Other Colleges

Graduates or students who would like to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. Please see the Registrar with questions about transfer to other colleges.

Transcripts

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

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

EXTERNSHIPS, PRACTICUMS, AND CLINICALS

Health Sciences Externships, Practicums, and Clinicals

Externships, clinicals and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to ensure they have an 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 course is scheduled will fail the practicum course.

All student activities associated with the curriculum, especially if the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience. The student will be employed 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

Accommodation Policies

The mission of Rasmussen College in disability services is to create an accessible college campus environment that provides an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students with disabilities by implementing the policies and procedures for its students and faculty that are designed to accommodate and to the extent possible to eliminate any basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have special disclosure or register for a Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking accommodation should contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact shall contact the 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. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments.

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

Rasmussen College uses a standard grading scale for all classes (although some courses may be required to follow additional standards). Faculty are required to keep accurate attendance records which are available to the Business Office. Rasmussen College provides student academic records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have failed to meet the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.

ACADEMIC INFORMATION AND COLLEGE POLICIES
Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, or he or she may be administratively withdrawn from the course. If the student has not been in attendance in a course within 14 days of their last day of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student’s aid may be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Dropping/Withdrawal Policy. Practicums/Externships in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. 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 highest standards of personal and professional ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions
a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic dishonesty, including but not limited to acts listed below and any other act perpetrated to gain 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:
   i. 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.
   ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.
   iii. Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

c) Collusion: Knowingingly attempting to assist, or receiving assistance from another student or students 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.

e) Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing student records, information independently in the College facility or in part) purchased or copied from another class, program or its equipment.

III. Violations
a) Academic Misconduct includes, but is not limited to, conduct:
   i. Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to gain credit to the author of that source.
   ii. Using charts, illustrations, images, figures, equations, etc., from another source.
   iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
   iv. Copyright infringement or piracy, including downloading, altering, or duplicating media, software, code, or information when expressly prohibited or where copyright exists or is implied.
   v. Submitting work previously graded in another course without prior approval by the course instructor; or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.

b) Violations
A student who violates the Academic Integrity Policy faces severe penalties with the College. Violations may occur in one or more courses in one or more quarters and may accumulate for all quarters in which the student is enrolled.

1. First Offense.
   a) Final Exam成绩未达到80%.
   b) Final Exam成绩未达到70%.
   c) Final Exam成绩未达到60%.
   d) Final Exam成绩未达到50%.
   e) Final Exam成绩未达到40%.
   f) Final Exam成绩未达到30%.
   g) Final Exam成绩未达到20%.
   h) Final Exam成绩未达到10%.
   i) Final Exam成绩未达到0%.

2. Second Offense.
   a) Final Exam成绩未达到90%.
   b) Final Exam成绩未达到80%.
   c) Final Exam成绩未达到70%.
   d) Final Exam成绩未达到60%.
   e) Final Exam成绩未达到50%.
   f) Final Exam成绩未达到40%.
   g) Final Exam成绩未达到30%.
   h) Final Exam成绩未达到20%.
   i) Final Exam成绩未达到10%.
   j) Final Exam成绩未达到0%.

3. Third Offense.
   a) Final Exam成绩未达到100%.
   b) Final Exam成绩未达到95%.
   c) Final Exam成绩未达到90%.
   d) Final Exam成绩未达到85%.
   e) Final Exam成绩未达到80%.
   f) Final Exam成绩未达到75%.
   g) Final Exam成绩未达到70%.
   h) Final Exam成绩未达到65%.
   i) Final Exam成绩未达到60%.
   j) Final Exam成绩未达到55%.
   k) Final Exam成绩未达到50%.
   l) Final Exam成绩未达到45%.
   m) Final Exam成绩未达到40%.
   n) Final Exam成绩未达到35%.
   o) Final Exam成绩未达到30%.
   p) Final Exam成绩未达到25%.
   q) Final Exam成绩未达到20%.
   r) Final Exam成绩未达到15%.
   s) Final Exam成绩未达到10%.
   t) Final Exam成绩未达到0%.

Conduct dismissal guidelines for School of Health Sciences programs are set by the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Medical 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 to the educational environment.
  a) That interferes with the well-being of the student and/or faculty and staff members.
  b) That causes damage to the appearance or structure of the College facility and/or equipment.
  c) By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
  d) 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 networks to access the Internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property proprietorship or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing 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 network use privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy
It shall be the policy of the College to strictly prohibit any action or student organization which 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 Vice President of Academic Affairs shall be responsible for the administration of this policy.

Rasmussen College reserves the right to withhold the release of academic information and other records, pending settlement of any amount due 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 the development and instructional partnerships; Engage in responsive collection development and resource sharing;
• Collaborate with faculty to select resources in a variety of formats;
• Provide students with resources and materials needed to complete assignments and projects;
• Ensure that all library materials are not complete until after the collection of any amount due the College.

Borrowing Materials: General
The following persons are permitted to check out materials owned by our library campuses:

• Rasmussen College students and alumni in good financial standing with the College
• Rasmussen College faculty and student 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 anyone 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 due date specified on the item. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

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

Fees and Restrictions of Borrower Privileges

Users will receive a reminder 2 days in advance of an item's due date. Following the grace period (5 days for circulating items, 10 hours for special materials), all 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 item, and the library will charge $55.00, or the cost of replacing the item plus a $5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to replace the damaged material. 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. Interlibrary Loan fines incurred for Interlibrary Loan items lost or returned late 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 only acceptable way to operate our College.

Rasmussen employment practices conform with both the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti–Harassment and Sexual Violence Policy

It is Rasmussen College's policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of 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 that will encourage or aid in the right to enforce 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 the Rasmussen 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. Whether or not a person consults with a school official, he/she has the option of making a formal or informal complaint according to the procedures outlined below.

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

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.

2. Writing a letter to the person or talking to the person's supervisor can also be effective.

3. Go to a sexual harassment/violence information center or discuss the matter with a friend.

4. Talk to others who might also be victims of harassment.

5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, if, in the course of the inquiry Rasmussen College finds that the circumstances warrant an investigation it will be necessary to inform the person complained against. Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide reasonable guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received regarding the privacy of the individual involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to be as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the charged party to obtain information.

In most cases, however, confidentiality will not be maintained for the benefit of those involved and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes, to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in the public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainant.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;

2) submission 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 (including electronic); and

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 sex in exchange for benefits or favors.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the complaint is 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 and expected by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to the condition is used as a basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if she does not have sex with her.

2. "Hostile work environment," where the harassment creates an environment of unpleasant work environment.

Hostile work environment can be created by anyone in the work environment, whether it be a supervisor, co-worker, customer, or anyone else.

Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a means of this harassment.

Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please see the EEOC's website at eeo.gov, or call the EEOC's Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation.

Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and is mentally or physically disabling.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the partners.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, and opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom in determining the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges. The fact that a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and authority, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering 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 seemingly threat of bodily harm, through the threat of bodily harm, through a position of authority, or when the victim/ survivor is mentally or physically disabled or helpless constitutes criminal sexual assault.

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

The relationship is used as evidence, the victim's/survivor's fear of bodily harm to self or witness, the use of threat to use a weapon by the perpetrator, and the infliction of physical or emotional injury on the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records except to the extent that the Family Educational Rights and Privacy Act (FERPA) or other federal laws require or permit such disclosure.

VICTIMS’ RIGHTS UNDER SEXUAL ASSAULT POLICY

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

1. The victim is aware that 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 potential crime;

3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence involved in, or relevant to, a campus disciplinary proceeding;

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relating 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 2009 Apalachee Parkway, Suite 100 Tallahassee, FL 32301 Phone: 850-488-7082 Toll-Free: 1-800-342-8170 Fax: 850-488-5291 Website: fchr.state.fl.us Email: fchr@fchr.state.fl.us For Those with Communication Impairments: The Florida Relay Service Voice (statewide) 711 TDD ASL 800-955-1339 TDD Baudot 800-955-9771 Rasmussen College has the right to:

Drug-Free and Alcohol-Free Workplace

In accordance with any campus or Colleges and Schools Communities Act Amendments of 1988, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website atedc.org/hec. Students and Employees are prohibited from the unlawful sale, manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including campus parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment. As a condition of employment, employees must abide by the terms of this policy or the College will take one or more of the following actions within 30 days of receipt with respect to any employee who violates this policy by:

1. Reporting the violation to law enforcement officials.

2. Taking appropriate remedial action against such person including, but not up to and including expulsion or termination of employment.

3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a state, federal, state, local, health law, enforcement, or other appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and workplace by

Fact sheets associated with unlawful use, possession or distribution of illicit drugs and alcohol may be obtained from the Campus Director or the Human Resources Department. Rasmussen College considers these fact sheets an integral part of the Drug-Free College and Workplace Policy. 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 the legal authority to evict residents found involved in drug related crimes on or near the public housing premises. Businesses with federal contracts are subject to a number of those laws even 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 could also face 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 the person 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, irritable, and may experience sexual inadequacy. If 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 their ability to function in the personal relationships they wish to maintain as well. Some of these examples are a hangover, or a feeling of being “burnt out”, being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving. Alcohol related driving deaths are the top killer of 15 to 24 year olds. There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

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

Rasmussen College has the right to:

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director or Human Resources Department.

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB guns, paintball guns, knives, arrows, swords and other knives than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloading, functioning or non-functioning, and anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and authorized security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is a separate issue. This policy applies to both campus buildings and off site events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking factor. Rasmussen College’s Drug Free and Alcohol Free Policy (Policies and Procedures: Drug Abuse Policy) and Other Drug Prevention website atedc.org/hec. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written request that identifies the record(s) they wish to inspect. The institution will arrange for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. The student should write the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student if requested.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution who is an administrative, supervisory, academic or research, or support staff position (including law enforcement officers and student health staff), or a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official is:...

4. The right to disclose — without the written consent or knowledge of the student parent — personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of... U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has not recorded 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 entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.

b. Law Enforcement Subpoenas — The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. No notice requirements nor recordation requirements apply.

c. All Other Subpoenas — The institution may disclose information pursuant to any other court order or lawful subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or court order.

6. The right to disclose — without the written consent or knowledge of the student parent — information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Immune danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Educational Records Definition A student’s education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in such 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. The Campus Director of FERPA at Rasmussen College, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604, (800) 444-3480 or 312-263-0456

Appeal Procedure Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with Rasmussen College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal. For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the issue. If a student feels the request has not been handled under this policy, the student may request to appeal to the Dean for the campus. If the issue remains unresolved after an appeal to the instructor, the student may appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days. If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements must be submitted to the President of Rasmussen College 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, enrollment in, or education at Rasmussen College, or any interpretation or application of any provision of this policy will be arbitrated by the American Arbitration Association but otherwise the Student and Rasmussen College agree to be bound by the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If following completion of the Grievance Policy procedures, any current or former student (“Student”) or Rasmussen College remains dissatisfied, then the controversy or claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not 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 incidental damages, or damages not measured by the prevailing party’s actual damages. The arbitrator shall also have no authority to award attorney’s fees or to collectively arbitrate any controversy or claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, 2332A to 2332E to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy Rasmussen College is currently authorized or licensed* to operate in Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor information about states in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

Alabama Residents: School of Education Alabama Students: Contact the Teacher Education Certification Division of the Alabama State Department of Education at 334-242-6035 or al.edu to verify that these programs qualify for teacher certification, endorsement, and/or salary benefits.
ACADEMIC INFORMATION AND COLLEGE POLICIES

KANSAS
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612
kansasregents.org/resources/PDF/524-ComplaintProcedureandForm.pdf

MISSISSIPPI
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6435
mississippi.edu/calcoed/downloads/studentcomplaintform.pdf
Mississippi Commission on Proprietary Schools and College Registration
3825 Ridgewood Road
Jackson, MS 39211-6453
sboc.cc.ms.us/pdfs/PSComplaintForm.pdf
Consumer Protection Division, Office of the Attorney General
P.O. Box 22947
Jackson, MS 39292-2947
ago.state.ms.us/index.php/contact?emailago.state.ms.us/images/uploads/forms/MSA30_Complaint_Form_.pdf

MISSOURI
Missouri Department of Higher Education
205 Jefferson P.O. Box 1469
Jefferson City, MO 65102-1469
info@che.mo.gov
Policy.dmo.mo.gov/documents/PO-PW/CONFLICTRESOLUTION-reviewdraft.pdf

MONTANA
Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201
Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
contactocp.mt.gov

NEBRASKA
Nebraska Coordinating Committee for Postsecondary Education
2901 16th Street
Hastings, NE 68901-5005
nebraska.gov/communications/Consumer_complaint.htm
Consumer Protection Hotline: 1-800-371-4637, 308-868-6247
consumerinfo@ag.nebraska.gov
https://nebraska.gov/communications/Consumer_complaint.htm

NEW JERSEY
New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza, P.O. Box 110
Trenton, NJ 08625
schoolprops@lfdj.state.nj.us
ldw.state.nj.us/labor/forms_pdfs/oc/SAU/Conflict%20Resolution%20Questionnaire.pdf

NEW MEXICO
New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
hed.state.nm.us/complaint_3.aspx

NEVADA
Department of Education
Office of the Governor
1001 North Carson Street
Carson City, NV 89701
education.nv.gov/Inspectors/Complaints/ComplaintForm.pdf

NEW YORK
NYU College of Arts and Science
New York University College of Arts and Science
New York City, NY 10003
info@nyu.edu
nyu.edu/complaints/forms/ComplaintForm.pdf

OHIO
Ohio Attorney General
1 Capitol Square, Room 738
Columbus, OH 43211
ohioattorneygeneral.gov/consumerinfo/documents/ComplaintForm.pdf

OKLAHOMA
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104

OKLAHOMA
Office of the Attorney General
Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105
oga.state.ok.us/oaofwrtt/nc/CoCmpnt.html
### Tuition

**Full time pricing will be effective for new students as of February 13, 2013.**

**Part Time**

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Price per credit for Foundation courses and all 1000-2000 level courses</th>
<th>$310 per credit for all 3000-4000 level courses</th>
<th>$299 per credit for Foundation courses and all 1000-2000 level courses</th>
<th>$299 per credit for all 3000-4000 level courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School of Business</strong></td>
<td>$350 per credit</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td><strong>School of Health Sciences</strong></td>
<td>$310 per credit</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td><strong>School of Technology</strong></td>
<td>$350 per credit</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td><strong>School of Nursing</strong></td>
<td>$350 per credit</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
<td>$299 per credit</td>
</tr>
</tbody>
</table>

### South Dakota

**South Dakota School of Business and Economics (South Dakota)**

- **School of Business**
  - $350 per credit for Foundation courses and all 1000-2000 level courses
  - $310 per credit for all 3000-4000 level courses
  - $299 per credit for Foundation courses and all 1000-2000 level courses
  - $299 per credit for all 3000-4000 level courses

- **School of Health Sciences**
  - $310 per credit
  - $299 per credit

- **School of Technology**
  - $350 per credit
  - $310 per credit

- **School of Nursing**
  - $350 per credit
  - $310 per credit

### Washington

**Washington State University**

- **School of Business**
  - $350 per credit for Foundation courses and all 1000-2000 level courses
  - $310 per credit for all 3000-4000 level courses
  - $299 per credit for Foundation courses and all 1000-2000 level courses
  - $299 per credit for all 3000-4000 level courses

- **School of Health Sciences**
  - $310 per credit
  - $299 per credit

- **School of Technology**
  - $350 per credit
  - $310 per credit

- **School of Nursing**
  - $350 per credit
  - $310 per credit
Refund Policy for Iowa Residents:

a. In accordance with Iowa code 714.23, students who are residents of the state of Iowa shall receive a pro rata refund of tuition charges if they withdraw from an educational program. A student who withdraws from a program charged tuition on a per-credit hour basis shall receive a pro rata refund of tuition charges, provided the number of calendar days the student remains in the program at the time of withdrawal is not less than sixty percent. The refund will be calculated by dividing the number of calendar days remaining in the term by the number of total calendar days in the term, and multiplying the result by the percentage of tuition paid for the term. The refund will be prorated for the remainder of the term.

b. If cancellation occurs after seventy-two (72) hours of enrollment date, all monies paid by the prospective student will be refunded.

c. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or courses are started, fees are retained. If a student requests a refund after the course has started, a refund shall be made of all money paid, except the registration fee.

d. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro ratings refund will be made of all unearned prepaid tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are issued and received by the student, these become the property of the student and refunds may be made only at the discretion of the private school.

e. If the cancellation occurs for a reason determined by the school, the refund will be calculated by dividing the number of calendar days remaining in the term by the number of total calendar days in the term, and multiplying the result by the percentage of tuition paid for the term. The refund will be prorated for the remainder of the term.

f. A full refund is due students whose contracts for educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama 16-46-137 and (B) (1975).

Refund Policy for Rasmussen College

a. Rasmussen College uses the state-mandated refund policy to determine the amount of tuition and institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government in the case of school withdrawal. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Loan, Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter. The percentage of Title IV aid aid must be determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student’s account, the funds must be returned to Rasmussen College for payment of some of the federal grants that 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 tuition which was unearned. The school compares the unearned tuition with the unearned Title IV aid, and refunds the student the two amounts.

b. A student withdrawing from school is not eligible for post-withdrawal disbursements according to federal regulations.

c. A post-withdrawal disbursement occurs when a student who withdrew was not paid more than 90 days after the withdrawal.

Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the student’s determination that the student withdrew.

In addition, loan post-withdrawal disbursements must be done within 30 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 withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew.

The letter explains the type and amount of fund available and explains 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 their decision.

If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandated distribution of refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV funds Calculations for the Rasmussen College students using 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 he or she may need to take a break between quarters. A student with an extending circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of Unsatisfactory 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-term break (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 apply for a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Form(s) must be submitted no later than 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 or other assistance during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid- start courses of the term the student returns. A Stop Out is not permitted in consecutive terms.

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and all other fees for the term, subject to applicable laws governing federal or state financial aid programs and enrollment or refund as required by those programs. The student will receive a grade of W.

Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or re-determination of admission eligibility, within one year showing their release from military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave:

Each leave shall be for one quarter and can be extended to cover the subsequent quarter. Claims 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 one of the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.

2. Involuntary Medical Withdrawal: initiated by campus administration for students who are suspended or dismissed due to policy violations, or who pose a direct threat to themselves or others.

3. Students are treated as a drop/wrathorl. Financial Aid purposes and may end up owing a balance.

4. Students shall 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 submit an 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 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.

Applying for a Leave or Withdrawal:

To apply for a Medical Leave or Medical Withdrawal the student must submit an 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 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 may also request a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the student is able to return to Rasmussen College.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal:

1. If the student takes Medical Leave or a Medical Withdrawal and on or before the close of the drop/add period is eligible for an automatic W grade without being recorded on the student’s transcript and tuition will not be charged.

2. A grade of “FX” 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 for 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 other enrollment procedures for Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, their status and/or their 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 state holidays) of the decision. The appeal should be made in writing and is to be filed with the President of the College. The 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 of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

Federal Distribution of Funds Policy

Once the 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 remaining balance.

• Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.

• Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.

• Other Federal SFA Programs authorized by Title IV Higher Education Act.
CRIME STATISTICS

ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

ACCREDITATION

Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association. 230 South State 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 Campuses – 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).

Commission on Accreditation for Health Informatics and Information Management Education, 233 North Michigan Avenue, 21st Floor, Chicago, IL 60601 312-233-1100

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

Commission on Accreditation of Allied Health Education Programs, 3571 Foxon Park Drive, Clearwater, FL 33756 727-210-2350

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

Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314 North Falls Church, VA 22043 703-971-9503

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 (caaehp.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 (CAAEHP), 1361 Park Street Clearwater, FL 727-210-2350 caaehp.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 713-714-8880 Fax: 773-714-8886

Programs or courses not listed above are not programmatically accredited.

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.


licensing

Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this registration may be obtained by contacting the Commission at:

Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 141 Tallahassee, Florida 32399 850-245-6884

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licenses are 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 53705 608-266-2112

Rasmussen College is registered with the Iowa College Student Aid Commission.

Iowa College Student Aid Commission, 603 East 12th Street, 5th Floor Des Moines, IA 50319 877-272-4456

The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degrees programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), 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 A.A.S.

The 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 6-11-301.

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.

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Limitations

This catalog was prepared using current information 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, fee and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The course listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time.

Non-Federal Refund Distribution Policy

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/or 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

• 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 aid 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 refund will be paid to the North Dakota State Grant program.

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 discontinuation of training.

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