MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals. We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning.

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

PURPOSE

To accomplish our mission, Rasmussen College has established these purposes:

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

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

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

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

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

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

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– Chairman, Rasmussen, Inc.
– Chairman, Salt Creek Ventures

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– Vice Chairman, Rasmussen, Inc.
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  North Central Association

Jack C. Staley
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  Lake Michigan Area

Kristi A. Waite
– President, Rasmussen College

TABLE OF CONTENTS

Enrollment Procedures 4
Calendar 4
Financial Aid 5
Scholarship and Grant Programs 6
School of Business 7
School of Education 13
School of Health Sciences 14
School of Justice Studies 19
School of Nursing 24
School of Technology and Design 26
Certificate and Diplomas 33
General Education Course Selections 40
Course Descriptions 41
Academic Information and College Policies 61
Faculty and Staff 75
ENROLLMENT PROCEDURES

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

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

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

- Application Form (Apply early for best scholarship opportunities.)
- $20 application fee for entire program or $20 per course
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College Entrance Placement Exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

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

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

  - Rasmussen College 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.
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  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.

- 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.

2011 - 2012 ACADEMIC CALENDAR

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

College Holidays

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Friday prior to Labor Day (Employee Appreciation Day)
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- Christmas Day

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs. All new students will complete an orientation program prior to beginning classes which includes an experiential course and an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs. 

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

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$555 - $5,550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental</td>
<td>Grant based on financial need awarded by the</td>
<td>$100 - $4,000,</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Educational Opportunity Grant</td>
<td>institution. Notification is made by the College</td>
<td>based on availability</td>
<td>— Awarded by the College</td>
</tr>
<tr>
<td>(SEOG)</td>
<td>regarding eligibility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Florida Student Assistant</td>
<td>Grant based on financial information provided by</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) — Awarded by the College</td>
</tr>
<tr>
<td>Grant</td>
<td>the student on the FAFSA.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) — Awarded by the College</td>
</tr>
<tr>
<td>agencies.</td>
<td>Based on financial need and skill level for</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>positions available.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Federal Loan Programs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Subsidized Stafford</td>
<td>Payment deferred until six months after student</td>
<td>1st Year - $3,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Loan Program</td>
<td>leaves college or attends less than half time.</td>
<td>2nd Year - $4,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Need-based calculation.</td>
<td>3rd Year+ - $5,500</td>
<td></td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford</td>
<td>Principal and interest may be deferred until</td>
<td>Same as subsidized limits with additional $2,000 for</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Loan Program</td>
<td>after student leaves college or attends less than</td>
<td>Dependent. Independent: 1st &amp; 2nd Year $6,000 3rd Year &amp; above $7,000.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>half time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Parent Loan for</td>
<td>For credit-worthy parents of dependent</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Undergraduate Students (PLUS)</td>
<td>undergraduates.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Veterans’ Benefits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
<tr>
<td></td>
<td>Guard and Reserve Component.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Grade Point Achievement Scholarships**

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

Grade point average is based upon a 4.0 scale. Other grade point scales will be converted to a 4.0 scale to determine award.

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

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

**Scholarship:**

If your cumulative Grade Point Average upon graduation is between:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>President’s Award</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
</tr>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
</tr>
</tbody>
</table>

**Early Honors Program**

Rasmussen College is proud to offer select high school seniors the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

**Corporate Discount**

Some companies receive a tuition discount from Rasmussen College for eligible employees. Contact your campus for details.

**Restrictions**

Students are eligible for only one of the following scholarship and grant programs at a time:

- Grade Point Achievement Scholarship
- Early Honors Program
- 10% Military Discount
- Corporate Discount

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

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

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

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

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

See page 40 for General Education Course Selections.

Unrestricted Elective Credits 20

Major and Core Courses
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 I 4
BUS 3247 Business Law I 4
BUS 3248 Business Law II 4
GEB 3020 Advanced Principles of Financial Management 4
GEB 4305 Statistics for Managers 4
ISM 3015 Management of Information Systems 4
MAN 4720 Strategic Management 4
TAX 3010 Taxation of Individuals 4

CPA Courses
ACG 3205 Risk Management for Accountants 4
ACG 3501 Government and Non-profit Accounting 4
ACG 4180 Financial Statement Analysis 4
ACG 4303 Advanced Auditing II 4
ACG 4450 Accounting Research Methods and Techniques 4
ACG 4507 Accounting Fraud Investigation 4
ACT 4022 CPA Exam Preparation 2
GEB 4505 Organizational Development 4
MNN 3040 Principles of Management II 4
MNN 3304 Operations Management 4
MNN 4143 Contemporary Leadership Challenges 4
MNN 4240 Organizational Behavior Analysis 4
TAX 4011 Advanced Federal Tax Theory 4

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

TOTAL BS DEGREE CREDITS 230*

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

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

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

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

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

General Education Courses
Lower Division
English Composition (Required course) 4

Communication (Select 1 course) 4

Humanities (Select 2 courses) 8

Math (Required course) 4
MAT 1031 College Algebra 4

Natural Sciences (Select 1 course) 4

Social Sciences (Required courses) 8
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

Upper Division
Communication (Select 1 course) 4

Humanities (Select 2 courses) 8

Math/Natural Sciences (Select 1 course) 4

Social Sciences (Select 2 courses) 8

See page 40 for General Education Course Selections.

Unrestricted Elective Credits 20

Major and Core Courses
Lower Division
ACG 1022 Financial Accounting I 4
ACG 1033 Financial Accounting II 4
BUL 2241 Business Law 4
CGS 1240 Computer Applications and Business Systems Concepts 3
COM 1007 Professional Communication 4
CTS 2511 Excel 3
E242 Career Development 2

Upper Division
ACG 4010 Cost Accounting Principles and Applications 4
ACG 4250 Accounting Information Systems 4
ACG 4931 Accounting Case Studies 4
BUL 3247 Business Law II 4
GEB 3020 Advanced Principles of Financial Management 4
GEB 4305 Statistics for Managers 4
ISM 3015 Management of Information Systems 4
MAN 4720 Strategic Management 4
TAX 3010 Taxation of Individuals 4

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

TOTAL BS DEGREE CREDITS 180 *

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

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

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

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

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

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

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

School of Business Mission Statement

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

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

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

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

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

General Education Courses
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math (Required course) 4
- MAT 1031 College Algebra 4
- Natural Sciences (Select 1 course) 4
- Social Sciences (Required courses) 8
- ECO 2013 Macroeconomics 4
- ECO 2023 Microeconomics 4

Total general education credits 32

See page 40 for General Education Course Selections.

TOTAL AS DEGREE CREDITS 93*

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

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

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

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

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

**Business Management • General Business • Human Resources • Information Technology • Internet Marketing**

### Foundation Courses

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

### General Education Courses

#### Lower Division

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

#### English Composition (Required course)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1001</td>
<td>English Composition</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Communication (Select 1 course)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>(Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

#### Math (Required course)

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

#### Natural Sciences (Select 1 course)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural</td>
<td>Sciences (Select 1 course)</td>
<td>8</td>
</tr>
</tbody>
</table>

### Social Sciences (Required courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>Macroeconomics</td>
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<tr>
<td>ECO 2023</td>
<td>Microeconomics</td>
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### Upper Division

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>Communication (Select 1 course)</td>
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<tr>
<td>Humanities</td>
<td>(Select 2 courses)</td>
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<tr>
<td>Math</td>
<td>(Select 2 courses)</td>
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</tr>
<tr>
<td>Natural</td>
<td>Sciences (Select 1 course)</td>
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### Major and Core Courses

#### Lower Division

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACG 1022</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACG 1033</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2241</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>CGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COM 1007</td>
<td>Professional Communication</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<td>FIN 1000</td>
<td>Principles of Finance</td>
<td>4</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
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<td>GEB 2990</td>
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<tr>
<td>MAN 1300</td>
<td>Introduction to Human Resource Management</td>
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<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 2062</td>
<td>Business Ethics</td>
<td>4</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
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#### Upper Division

<table>
<thead>
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<tbody>
<tr>
<td>ACG 3080</td>
<td>Managerial Accounting Theory and Practice</td>
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<tr>
<td>BUS 3110</td>
<td>Research and Report Writing</td>
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<tr>
<td>GEB 4220</td>
<td>Managing a Diverse Workforce</td>
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</tr>
<tr>
<td>GEB 4310</td>
<td>Statistics for Business</td>
<td>4</td>
</tr>
<tr>
<td>GEB 4410</td>
<td>Advanced Principles of Marketing</td>
<td>4</td>
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<tr>
<td>GEB 4505</td>
<td>Organizational Development</td>
<td>4</td>
</tr>
<tr>
<td>GEB 4520</td>
<td>Legal and Ethical Environment of Business</td>
<td>4</td>
</tr>
<tr>
<td>ISM 3015</td>
<td>Management of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4143</td>
<td>Contemporary Leadership Challenges</td>
<td>4</td>
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<td>MAN 4240</td>
<td>Organizational Behavior Analysis</td>
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</tr>
<tr>
<td>MAN 4602</td>
<td>International Business</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4720</td>
<td>Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4900</td>
<td>Management Capstone</td>
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### Business Management Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 2252</td>
<td>Multicultural Communications for Business</td>
<td>4</td>
</tr>
<tr>
<td>LBS 2030</td>
<td>Training and Development</td>
<td>4</td>
</tr>
<tr>
<td>MAN 3040</td>
<td>Principles of Management II</td>
<td>4</td>
</tr>
<tr>
<td>MAN 3504</td>
<td>Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4441</td>
<td>Negotiation and Conflict Management</td>
<td>4</td>
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<tr>
<td>MAN 4802</td>
<td>Small Business Management I</td>
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<tr>
<td>RMI 4020</td>
<td>Risk Management</td>
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#### Total Credits

28

### General Business Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GEB 2252</td>
<td>Multicultural Communications for Business</td>
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<tr>
<td>MAN 3210</td>
<td>Advanced Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 3322</td>
<td>Human Resource Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4320</td>
<td>Human Resource Recruitment and Selection</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4330</td>
<td>Compensation Administration</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4401</td>
<td>Labor Relations Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4441</td>
<td>Negotiation and Conflict Management</td>
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#### Total Credits

28

### Human Resources Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>GEB 2252</td>
<td>Multicultural Communications for Business</td>
<td>4</td>
</tr>
<tr>
<td>MAN 3210</td>
<td>Advanced Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 3322</td>
<td>Human Resource Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4320</td>
<td>Human Resource Recruitment and Selection</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4330</td>
<td>Compensation Administration</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4401</td>
<td>Labor Relations Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4441</td>
<td>Negotiation and Conflict Management</td>
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</table>

#### Total Credits

28

### Information Technology Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CIS 4362C</td>
<td>Network Security and Cryptography</td>
<td>3</td>
</tr>
<tr>
<td>CIS 4380C</td>
<td>Computer Forensics</td>
<td>3</td>
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<tr>
<td>CNT 2020</td>
<td>Network Fundamentals for Business Professionals</td>
<td>3</td>
</tr>
<tr>
<td>COP 3502</td>
<td>Introduction to Computer Science Concepts</td>
<td>3</td>
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<tr>
<td>COP 4555</td>
<td>Programming Languages Principles</td>
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</tr>
<tr>
<td>GEB 1014</td>
<td>Project Planning and Documentation</td>
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<tr>
<td>ISM 3005</td>
<td>MIS Techniques</td>
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<td>ISM 3314</td>
<td>Information Technology Project Management</td>
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<tr>
<td>ISM 4212C</td>
<td>Database Management and Administration</td>
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#### Total Credits

29

### Internet Marketing Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GEB 2444</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>GEB 4230</td>
<td>Website Development for Business</td>
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<tr>
<td>MAR 2678</td>
<td>Search Engine Marketing</td>
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<tr>
<td>MAR 3295</td>
<td>Internet Marketing, Public Relations and Social Media</td>
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</tr>
<tr>
<td>MAR 4435</td>
<td>Web Analytics</td>
<td>4</td>
</tr>
<tr>
<td>MAR 4582</td>
<td>Internet Law</td>
<td>4</td>
</tr>
<tr>
<td>MAR 4721</td>
<td>Advanced Search Engine Marketing Strategies</td>
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#### Total Credits

28

### Total Degree Credit Hours

- Total lower division general education credits: 32
- Total upper division general education credits: 24
- Total lower division major/core credits: 47
- Total upper division major/core credits: 51
- Total specialization credits: 28-29

**TOTAL BS DEGREE CREDITS: 182-183**

---

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

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

### Career Opportunities:

- Sales Worker Supervisor
- Human Resource Manager
- Marketing Manager
- E-Retail Manager
- Computer and Information Systems Manager
- Operations Manager

### Objective:

Graduates of this program know concepts in management, human resources, marketing, and business ethics. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

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

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

---

**School of Business Mission Statement**

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

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

AS Degree

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

Objective:
Graduates of this degree program know major concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

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

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

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

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

Major and Core Courses
ACG 1032  Financial Accounting I  4
ACG 1033  Financial Accounting II  4
BUL 2241  Business Law  4
COM 1007  Professional Communication  4
CGS 1240  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
FIN 1000  Principles of Finance  4
GEB 1011  Introduction to Business  4
GEB 2930  Business Capstone  2
MAN 1300  Introduction to Human Resource Management  4
MAN 2021  Principles of Management  4
MAN 2062  Business Ethics  4
MAR 2011  Principles of Marketing  4

Business Administration Specialization
(Students will complete these additional courses)
ACG 2062C  Computer Focused Principles  3
APA 1500  Payroll Accounting  4
CTS 2531  Excel  3
MNA 1161  Customer Service  4

TOTAL AS DEGREE CREDITS  95*

Call Center Management Specialization
(Students will complete these additional courses)
MNA 2134  Call Center Customer Service Representative Skills  4
MNA 2137  Call Center Strategic Leadership  4
MNA 2138  Call Center Operations Management  4
MNA 2139  Call Center Labor Force Management  4

TOTAL AS DEGREE CREDITS  95*

Child Development Specialization
This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin.
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
(Students will complete these additional courses)
ECC 1202  Early Childhood Education Curriculum and Instruction  4
ECC 1700  Foundations of Child Development  4
ECC 1734  Health, Safety, and Nutrition  4
ECC 2401  Dynamics of the Family  4

TOTAL AS DEGREE CREDITS  91*

Entrepreneurship Specialization
(Students will complete these additional courses)
GEB 1112  Introduction to Entrepreneurship  4
GEB 2240  Entrepreneurial Product and Service Planning  4
GEB 2244  Entrepreneurial Finance: Capitalization for the Entrepreneur  4

TOTAL AS DEGREE CREDITS  91*

Human Resources Specialization
(Students will complete these additional courses)
GEB 2060  Compensation and Benefits Management  4
LBS 2030  Training and Development  4
PLA 2476  Employment Law  4
RMI 2111  Risk Management and Insurance  4

TOTAL AS DEGREE CREDITS  91*

Internet Marketing Specialization
(Students will complete these additional courses)
GEB 2444  Internet Business Models and E-Commerce  4
MAR 2374  Online Multimedia Marketing  4
MAR 2678  Search Engine Marketing  4

TOTAL AS DEGREE CREDITS  91*

Marketing and Sales Specialization
(Students will complete these additional courses)
ADV 2000  Principles of Advertising  4
GEB 2444  Internet Business Models and E-Commerce  4
MAR 1410  Sales Techniques  4
MAR 2230  Principles of Retailing  4

TOTAL AS DEGREE CREDITS  91*

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

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
Students have the opportunity to participate in an optional internship/externship project.

School of Business Mission Statement
The Rasmussen School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success by the academic programs that address the global marketplace. Students have the opportunity to participate in an optional internship/externship project.
HEALTHCARE MANAGEMENT BS Degree

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

General Education Courses
Lower Division
- English Composition (Required course)  4
- ENI 1101  English Composition  4
- Communication (Select 1 course)  4
- Humanities (Select 2 courses)  8
- Math (Required course)  4
- MAT 1031  College Algebra  4
- Natural Sciences (Select 1 course)  4
- Social Sciences (Required courses)  8
- ECO 2013  Macroeconomics  4

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

See page 40 for General Education Course Selections.

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
- HSA 2010  Marketing and Communications in Healthcare  4
- HSA 2117  US Healthcare Systems  4
- HSC 1531  Medical Terminology  4
- HSC 2641  Medical Law and Ethics  4
- MAN 1300  Introduction to Human Resource Management  4
- MAN 2021  Principles of Management  4
- OST 1461  Medical Office Procedures  4
- PLA 2476  Employment Law  4
- PSY 1012  General Psychology  4

Upper Division
- GEB 3110  Research and Report Writing  4
- GEB 4220  Managing a Diverse Workforce  4
- HSA 3109  Foundations of Managed Care  4
- HSA 3110  Introduction to Healthcare Administration  4
- HSA 3170  Financial Management of Healthcare Organizations  4
- HSC 3383  Quality Improvement in Healthcare  4
- HSA 3422  Regulation and Compliance in Healthcare  4
- HSC 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 lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 61
Total upper division major/core credits 63

TOTAL BACHELOR'S DEGREE CREDITS  180 *

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

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

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

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

BS Degree

Career Opportunities:
- Health and Human Services Manager
- Compliance Analyst
- Home Care Manager
- Physician Office Manager

Objective:
Graduates of this degree program understand the planning and coordination of health services in a variety of settings, and know the information and processes used to diagnose and treat human injuries and diseases. They acquire critical-thinking skills through a program of general education and are able to apply them to the healthcare setting. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to healthcare management; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. They value lifelong learning, honesty, and integrity in applying their management expertise to serve the healthcare community.

Catalog & Student Handbook 2011—2012
EARLY CHILDHOOD EDUCATION • Certificate • Diploma • AS Degree
• Child and Family Studies • Child Development • English Language Learner • Child with Special Needs

Certificate

Career Opportunities:
• Early Childhood Teacher’s Aide

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

In addition to all Certificate Courses

<table>
<thead>
<tr>
<th>Diploma Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CDS 1240 Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td>COM 1002 Introduction to Communication</td>
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<tr>
<td>E170 Introduction to Graduate Research</td>
<td>2</td>
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<tr>
<td>ENC 1101 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1031 College Algebra</td>
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<table>
<thead>
<tr>
<th>Child and Family Studies Specialization</th>
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<tbody>
<tr>
<td>EEC 2225 Guiding Children’s Behavior</td>
<td>4</td>
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<td>EEC 2239 Parent Education and Support</td>
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<td>EEC 2404 Child and Family Advocacy</td>
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<td>SYG 1000 Introduction to Sociology</td>
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TOTAL DIPLOMA CREDITS 71*

<table>
<thead>
<tr>
<th>Child Development Specialization (students will complete these additional courses)</th>
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<tr>
<td>EEC 2217 Emerging Literacy Through Children’s Literature</td>
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<tr>
<td>EEC 2401 Dynamics of the Family</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2500 Infant and Toddler Development</td>
<td>4</td>
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<tr>
<td>EEX 2010 The Exceptional Child</td>
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TOTAL DIPLOMA CREDITS 71*

<table>
<thead>
<tr>
<th>English Language Learner Specialization (students will complete these additional courses)</th>
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<tbody>
<tr>
<td>EEC 2213 Language and Literacy Acquisition</td>
<td>4</td>
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<tr>
<td>EEC 2220 Curriculum and Instruction for English Language Learners</td>
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<tr>
<td>EEC 2270 Introduction to English Language Learners</td>
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<tr>
<td>EEC 2412 Involving Parents of English Language Learners</td>
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TOTAL DIPLOMA CREDITS 71*

<table>
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<tr>
<th>Child with Special Needs Specialization (students will complete these additional courses)</th>
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<tbody>
<tr>
<td>EEC 2271 Curriculum and Instruction for Children with Special Needs</td>
<td>4</td>
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<tr>
<td>EEC 2272 The Inclusive Classroom</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2403 Advocating for Children with Special Needs</td>
<td>4</td>
</tr>
<tr>
<td>EEX 2010 The Exceptional Child</td>
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</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 71*

Diploma

Career Opportunities:
• Early Childhood Teacher’s Aide

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

In addition to all Certificate Courses

<table>
<thead>
<tr>
<th>Diploma Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS 1240 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COM 1002 Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>E170 Introduction to Graduate Research</td>
<td>2</td>
</tr>
<tr>
<td>ENC 1101 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1031 College Algebra</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Child and Family Studies Specialization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2225 Guiding Children’s Behavior</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2239 Parent Education and Support</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2404 Child and Family Advocacy</td>
<td>4</td>
</tr>
<tr>
<td>SYG 1000 Introduction to Sociology</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 71*

<table>
<thead>
<tr>
<th>Child Development Specialization (students will complete these additional courses)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2217 Emerging Literacy Through Children’s Literature</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2401 Dynamics of the Family</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2500 Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>EEX 2010 The Exceptional Child</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 71*

<table>
<thead>
<tr>
<th>English Language Learner Specialization (students will complete these additional courses)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2213 Language and Literacy Acquisition</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2220 Curriculum and Instruction for English Language Learners</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2270 Introduction to English Language Learners</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2412 Involving Parents of English Language Learners</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 71*

<table>
<thead>
<tr>
<th>Child with Special Needs Specialization (students will complete these additional courses)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2271 Curriculum and Instruction for Children with Special Needs</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2272 The Inclusive Classroom</td>
<td>4</td>
</tr>
<tr>
<td>EEC 2403 Advocating for Children with Special Needs</td>
<td>4</td>
</tr>
<tr>
<td>EEX 2010 The Exceptional Child</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 71*

AS Degree

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

Objective:
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents, and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children’s healthy development while supporting a safe environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, professionalism in the workplace, and lifelong learning. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate and Diploma Courses

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

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

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

Total additional general education credits 20

See page 40 for General Education Course Selections.

| Child and Family Studies Specialization TOTAL AS DEGREE CREDITS 91*              |         |
| Child Development Specialization TOTAL AS DEGREE CREDITS 91*                     |         |
| English Language Learner Specialization TOTAL AS DEGREE CREDITS 91*              |         |
| Child with Special Needs Specialization TOTAL AS DEGREE CREDITS 91*              |         |

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

• Students must complete the freshman seminar the quarter in which they finish the diploma course requirements.

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

• Students must complete the junior seminar the quarter in which they finish the diploma course requirements.

• Students must complete the senior seminar the quarter in which they finish the diploma course requirements.

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• Students must complete the senior seminar the quarter in which they finish the diploma course requirements.

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

Foundation Courses

| B080 Reading and Writing Strategies          | 4       |
| B099 Foundations of Math                    | 4       |

Certificate Courses

| E342 Career Development                      | 2       |
| EEC 1302 Early Childhood Education Curriculum and Instruction | 4       |
| EEC 1700 Foundations of Child Development    | 4       |
| EEC 1734 Health, Safety, and Nutrition       | 4       |
| EEC 1860 Knowledge: Externship I             | 6       |
| EEC 1861 Application: Externship II          | 6       |
| EEC 1862 Reflection: Externship III          | 6       |
| EEC 2613 Observation and Assessment in Early Childhood Education | 4       |
| EEC 2930 Early Childhood Education Capstone | 2       |

TOTAL CERTIFICATE CREDITS 38*

2011—2012 CATALOG & STUDENT HANDBOOK
HEALTH INFORMATION MANAGEMENT BS Degree

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

General Education Courses
Lower Division
English Composition (Required course) 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
Natural Sciences (Required course) 4
PhA 1500 Structure and Function of the Human Body 4
Social Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Microeconomics or Macroeconomics

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

See page 40 for General Education Course Selections.

Major and Core Courses

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS 1240 Computer Applications and Business Systems Concepts 3</td>
<td>HIM 3001 Information and Communication Technologies 4</td>
</tr>
<tr>
<td>E 242 Career Development 2</td>
<td>HIM 3105 Health Information Management Systems 4</td>
</tr>
<tr>
<td>HIM 1222 Basic ICD-9-CM Coding 4</td>
<td>HIM 3202 Data, Information, and File Structures 4</td>
</tr>
<tr>
<td>HIM 1234C Intermediate ICD-9-CM Coding 3</td>
<td>HIM 3304 Financial Management of Health Information Services 4</td>
</tr>
<tr>
<td>HIM 1258C Ambulatory Care Coding 3</td>
<td>HIM 3305 Information Management of Health Information Services 4</td>
</tr>
<tr>
<td>HIM 2000 Introduction to Health Information Management 4</td>
<td>HIM 3312 Project Management 4</td>
</tr>
<tr>
<td>HIM 2272C Medical Insurance and Billing 3</td>
<td>HIM 3422 Regulation and Compliance in Healthcare 4</td>
</tr>
<tr>
<td>HIM 2304 Management of Health Information Services 4</td>
<td>HIM 3431 Healthcare Statistics 4</td>
</tr>
<tr>
<td>HIM 2410 Health Information Law &amp; Ethics 4</td>
<td>HIM 3457 Healthcare Information Management Capstone 2</td>
</tr>
<tr>
<td>HIM 2510 Quality Analysis and Management 4</td>
<td>HIM 3482 Healthcare Information Management 4</td>
</tr>
<tr>
<td>HIM 2652 Healthcare Information Technologies 4</td>
<td>HIM 3522 Electronic Health Record Application 4</td>
</tr>
<tr>
<td>HIM 2940 Medical Coding Practicum 1</td>
<td>HIM 3644 Reimbursement Methodologies 4</td>
</tr>
<tr>
<td>HIM 2941 Health Information Practicum 2</td>
<td>HIM 4003 Electronic Data Security 3</td>
</tr>
<tr>
<td>HSA 2117 U.S. Healthcare Systems 4</td>
<td>HIM 4115 Applied Research in Health Information Management 4</td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology 4</td>
<td>HIM 4276 Health Information Management Professional Practice Experience 4</td>
</tr>
<tr>
<td>MEA 1243 Pharmacology for the Allied Health Professional 4</td>
<td>HIM 4354 Strategic Planning and Development 4</td>
</tr>
<tr>
<td>MEA 2203 Pathophysiology 5</td>
<td>HIM 4482 Health Information Management Capstone 2</td>
</tr>
<tr>
<td>MEA 3210 Applied Human Resource Management 4</td>
<td>HIM 4537 Health Information Management Alternative Facility Professional Practice Experience 1</td>
</tr>
<tr>
<td>MEA 4210 Advanced Healthcare Law &amp; Ethics 4</td>
<td>HSA 3383 Quality Improvement in Healthcare 4</td>
</tr>
<tr>
<td>MEA 4210 Advanced Human Resource Management 4</td>
<td>HSA 3422 Regulation and Compliance in Healthcare 4</td>
</tr>
<tr>
<td>MEA 4210 Advanced Human Resource Management 4</td>
<td>HSA 3751 Healthcare Statistics 4</td>
</tr>
<tr>
<td>MEA 4210 Advanced Human Resource Management 4</td>
<td>HSA 4210 Advanced Healthcare Law &amp; Ethics 4</td>
</tr>
<tr>
<td>MEA 4210 Advanced Human Resource Management 4</td>
<td>HSA 4210 Advanced Healthcare Law &amp; Ethics 4</td>
</tr>
<tr>
<td>MEA 4210 Advanced Human Resource Management 4</td>
<td>MAN 3210 Advanced Human Resource Management 4</td>
</tr>
</tbody>
</table>

Total Degree Credit Hours
Total lower division general education credits 32
Total upper division general education credits 30
Total lower division major/core credits 58
Total upper division major/core credits 66

TOTAL BS DEGREE CREDITS 180 *

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

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

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

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

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

AS Degree

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

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

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

General Education Courses
- English Composition (Required course)
  ENC 1101 English Composition
- Communication (Select 1 course)
- Humanities (Select 2 courses)
- Math (Required course)
  MAT 1031 College Algebra
- Natural Sciences (Required course)
  PHA 1500 Structure and Function of the Human Body
- Social Sciences (Select 2 courses)
  NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

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

Major and Core Courses
- CGS 1240 Computer Applications and Business Systems Concepts
- E 242 Career Development
- HIM 1222 Basic ICD-9-CM Coding
- HIM 1234 Intermediate ICD-9-CM Coding
- HIM 1258C Ambulatory Care Coding
- HIM 2000 Introduction to Health Information Management
- HIM 2270C Medical Insurance and Billing
- HIM 2304 Management of Health Information Services
- HIM 2410 Health Information Law & Ethics
- HIM 2510 Quality Analysis and Management
- HIM 2652 Healthcare Information Technologies
- HIM 2940 Medical Coding Practicum
- HIM 2941 Health Information Practicum
- HSA 2117 U.S. Healthcare Systems
- HSC 1531 Medical Terminology
- MEA 1243 Pharmacology for the Allied Health Professional
- MEA 2203 Pathophysiology

Total AS Degree Credits 90 *

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

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

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

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

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

Diploma

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

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

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

Diploma Courses
CGS 1240  Computer Applications and Business Systems Concepts  3
COM 1002  Introduction to Communication           4
E362  Career Development                        2
HIM 1222  Basic ICD-9-CM Coding                 4
HIM 1234C Intermediate ICD-9-CM Coding          3
HIM 1258C Ambulatory Care Coding                3
HIM 2272C Medical Insurance and Billing         3
HSC 1410  Medical Writing, Style, and Grammar   3
HSC 1531  Medical Terminology                    4
HSC 2641  Medical Law and Ethics                4
MEA 2203  Pathophysiology                        5
MDS 2005  Introduction to Medical Transcription 4
OST 1100C  Keyboarding I                        3
OST 1461  Medical Office Procedures             4
OST 1611  Medical Transcription I               4
OST 2465  Medical Administration Capstone       1
PHA 1500  Structure and Function of the Human Body 4

TOTAL DIPLOMA CREDITS  58*

AS Degree

Career Opportunities:
• Medical Office Manager
• Medical Coder/Biller
• Medical Administrative Assistant/Secretary
• Medical Receptionist

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

In addition to all Diploma Courses

General Education Courses
English Composition (Required course)        4
ENC 1101  English Composition
Humanities (Select 2 courses)                8
Math (Required course)                       4
MTH 1031  College Algebra
Social Sciences (Select 2 courses)           8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

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

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

TOTAL AS DEGREE CREDITS 90*

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

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

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

Diploma

Career Opportunities:
• Medical Assistant
• Medical Office Administrative Assistant

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

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

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

TOTAL DIPLOMA CREDITS 60*

** Medical Assisting students must receive the first injection of the Hepatitis B series prior to the start of Clinical Skills I. Prior to the student beginning internships, the full three injection series of the Hepatitis B immunization must be completed. In addition to fulfilling Rasmussen College’s general graduation requirements, Medical Assisting students must successfully complete all Medical Assisting competencies and receive CPR and first-aid certification 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 Internship meeting conducted by the Program Coordinator as well as a site orientation (if required by the site) prior to being eligible to begin the internship.

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

AS Degree

Career Opportunities:
• Medical Assistant
• Medical Office Administrative Assistant

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

In addition to all Diploma Courses

General Education Courses
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
MT 1031 College Algebra 4
Natural Sciences (Select 1 course) 4
Social Sciences (*Required, Select 1 additional course) 8
PSY 1012 General Psychology* 4

Total general education credits 28

See page 40 for General Education Course Selections.

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

TOTAL AS DEGREE CREDITS 91*

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

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

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

This program requires specific immunizations prior to professional practice experience.
PHARMACY TECHNICIAN • Certificate • Diploma • AS Degree

Certificate

Career Opportunities in:
• Retail Pharmacy
• Clinical Pharmacy

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

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

Certificate Courses
CSS 1240 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
HSC 1351 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MAT 1031 College Algebra 4
MEA 1243 Pharmacology for the Allied Health Professional 4
MEA 2203 Pathophysiology 5
PHA 1500 Structure and Function of the Human Body 4
PTN 1001 Introduction to Pharmacy 4
PTN 2017 Pharmacy Math and Dosages 4
PTN 2220 Pharmacy Software/Automation/Insurance Billing 3
PTN 2340 Unit Dose and Medication Preparation 3

TOTAL CERTIFICATE CREDITS 44*

Diploma

Career Opportunities in:
• Retail Pharmacy
• Clinical Pharmacy

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

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

In addition to all Certificate Courses

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

TOTAL DIPLOMA CREDITS 70*

AS Degree

Career Opportunities in:
• Retail Pharmacy
• Clinical Pharmacy
• Hospitals and Healthcare Facilities

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

In addition to all Certificate and Diploma Courses

General Education Courses
Humanities (Select 2 courses) 8
Natural Sciences (Select 1 course other than PHA 1500) 4
Social Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total additional general education credits 20

See page 40 for General Education Course Selections.

TOTAL AS DEGREE CREDITS 90*

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

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

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

BS Degree

Career Opportunities:***
- Detective Investigator
- Probation/Parole Officer
- Crime Victims Advocate
- Juvenile Justice Specialist
- Homeland Security Supervisor
- Homeland Security Agent
- Police Officer

Objective:
Graduates of this program know the theory and practice of criminal justice law, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. They value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, honesty, and integrity in the criminal justice system.

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

General Education Courses
Lower Division
English Composition (Required course) 4
ENC 1101  English Composition

Communication (Select 1 course) 4

Humanities (Select 2 courses) 8

Math (Required course) 4
MAT 1001  College Algebra

Natural Sciences (Select 1 course) 4

Social Sciences (Required courses) 8
SYG 1000  Introduction to Sociology
PSY 1012  General Psychology

Upper Division
Communication (Select 1 course) 4

Humanities (Select 2 courses) 8

Math/Natural Sciences (Select 1 course) 4

Social Sciences (Select 2 courses) 8
See page 40 for General Education Course Selections.

Unrestricted Elective Credits*** 12

Major and Core Courses
Lower Division
CCI 1000  Introduction to Criminal Justice 4
CCI 1153  Criminology: Motives for Criminal Deviance 4
CCI 2053  Ethics in Criminal Justice 4
CCI 2685  Domestic Violence 4
CCI 2930  Contemporary Issues in Criminal Justice Capstone 4
CIS 1240  Computer Applications and Business Systems Concepts 3
CIC 1000  Introduction to Corrections 4
CIE 1006  Policing in America 4
CIE 1253  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
CCI 3164  Criminal Behavior: Profiling Violent Offenders 4
CCI 3667  Victims in Criminal Justice 4
CCI 3678  Cultural Diversity and Justice 4
CCI 3700  Research Methods in Criminal Justice 4
CCI 3706  Statistics in Criminal Justice 4
CCI 4450  Criminal Justice Leadership and Management 4
CCI 4931  Critical Issues in Criminal Justice 4
CIC 4444  Crime Prevention 4
CJL 3297  Constitutional Law 4
MMC 3209  Realities of Crime and Justice 4

Choose either Track I or Track II

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

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

Client Services/Corrections Specialization
(students will complete these additional courses)
CCI 3670  Women and Criminal Justice 4
CCI 4695  Special Populations in Criminal Justice 4
CIC 3415  Diversion and Rehabilitation 4
CCI 4164  Community Corrections 4

Total Credits 16

Criminal Offenders Specialization
(students will complete these additional courses)
CCI 3641  Organized Criminal Syndicates 4
CCI 4693  Forensic Psychology 4
CCI 4627  Special Offenders: Serial Killers 4
CCI 4699  Special Offenders: Sex Offenders 4

Total Credits 16

Homeland Security Specialization***
(students will complete these additional courses)
CIE 4176  Crimes Across Borders 4
DSC 3016  Homeland Security Policy 4
DSC 3527  Risk Analysis 4
DSC 4214  Emergency Management 4

Total Credits 16

Investigation/Law Enforcement Specialization
(students will complete these additional courses)
CCI 4603  Forensic Psychology 4
CJC 3610  Criminal Investigations 4
CJE 3674  Examination of Forensic Science 4
CIL 3113  Criminal Evidence 4

Total Credits 16

Total Degree Credit Hours
Total lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 47
Total upper division major/core credits 49
Total unrestricted elective credits 12
Criminal Justice 180*

TOTAL BS DEGREE CREDITS

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
- Students must complete the senior seminar the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.
- Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
- Additional training may be required.
- In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
SCHOOL OF JUSTICE STUDIES

CRIMINAL JUSTICE AS Degree
• Corrections • Homeland Security • Law Enforcement • Psychology

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

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

Natural Sciences (Select 1 course) 4
SYS 1000 Introduction to Sociology 4
PSY 1012 General Psychology 4

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

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

Corrections Specialization
(students will complete these additional courses)
CCJ 2685 Domestic Violence 4
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CJC 1233 Drugs and Crime 4
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4

TOTAL AS DEGREE CREDITS 91*

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

TOTAL AS DEGREE CREDITS 91*

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

TOTAL AS DEGREE CREDITS 91*

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

TOTAL AS DEGREE CREDITS 91*

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

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

** 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.

Objective:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.
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 service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective.

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

Certificate Courses
CJC 1245 Case Management: Strategies for Rehabilitation 4
CJC 2400 Counseling Clients 4
E242 Career Development 2
HUS 1001 Introduction to Human Services 4
HUS 1230 Introductory Strategies to Crisis Intervention 4
HUS 1551 Cultural Diversity in Human Services 4
HUS 2520 Abnormal Psychology 4
HUS 2540 Community Psychology 4
HUS 2712 Organization and Leadership in Human Services 4
PSY 1012 General Psychology 4

TOTAL CERTIFICATE CREDITS 38*

Diploma

Career Opportunities:
• Community Service Specialist
• Human Service Assistant

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

Certificate Courses
CJC 1245 Case Management: Strategies for Rehabilitation 4
CJC 2400 Counseling Clients 4
E242 Career Development 2
HUS 1001 Introduction to Human Services 4
HUS 1320 Introductory Strategies to Crisis Intervention 4
HUS 1551 Cultural Diversity in Human Services 4
HUS 2520 Abnormal Psychology 4
HUS 2540 Community Psychology 4
HUS 2712 Organization and Leadership in Human Services 4
PSY 1012 General Psychology 4

In addition to all Certificate Courses
Diploma Courses
CGS 1240 Computer Applications and Business Systems Concepts 3
CIE 1233 Drugs and Crime 4
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
COM 1002 Introduction to Communication 4
ENC 1101 English Composition 4
MAT 1031 College Algebra 4
MNA 1161 Customer Service 4

Choose either Track I or Track II

Track I (not available in Rasmussen College Online)
HUS 2937 Internship for Human Services 9

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

TOTAL DIPLOMA CREDITS 74*

AS Degree

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

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

In addition to all Certificate and Diploma Courses

General Education Courses
Humanities (Select 2 courses) 8
Natural Sciences (Select 1 course) 4
Social Sciences (Required course) 4
SYG 1000 Introduction to Sociology 3

Total additional general education credits 16
See page 40 for General Education Course Selections.

TOTAL AS DEGREE CREDITS 90*

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

• Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.
• Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
• Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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

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

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

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

Total general education credits 32

See page 40 for General Education Course Selections.

Major and Core Courses
CGS 1240 Computer Applications and Business Systems Concepts 3
CIL 1381 Criminal Law and Procedures: Crime and the Courtroom 4
E242 Career Development 2
PLA 1013 Introduction to Law and the Legal System 4
PLA 1203 Civil Litigation and Procedure I 4
PLA 1223 Civil Litigation and Procedure II 4
PLA 1310 Paralegal Ethics 4
PLA 1573 Contracts: Managing Legal Relationships 4
PLA 2320 Legal Research 4
PLA 2330 Legal Writing 4
PLA 2435 Corporate Law 4
PLA 2587 Torts: Auto Accidents and Other Legal Injuries 4
PLA 2610 Real Estate Law 4
PLA 2732 Law Office Technology 4
PLA 2800 Family Law 4

Chose either Track I or Track II

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

Track II
PLA 2816 Paralegal Capstone 5

TOTAL AS DEGREE CREDITS 94*

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

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

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

Rasmussen College’s Langan campus location has been approved by the National Association of Legal Assistants (NALA) as a testing center for the Certified Legal Assistant/Certified Paralegal (CLA/CP) examination.

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

AS Degree

Career Opportunities:
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Specialist

Objective:
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.
PARALEGAL Certificate

Certificate

Career Opportunities:
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Officer

Objective:
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.

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

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1031 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>General Education elective**</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1013 Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1203 Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1223 Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1310 Paralegal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1573 Contracts: Managing Legal Relationships</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2320 Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2330 Legal Writing</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2567 Torts: Auto Accidents and Other Legal Injuries</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2732 Law Office Technology</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2800 Family Law</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (choose 1 course, for 4 credits)</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PLA 2435 Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2610 Real Estate Law</td>
<td>4</td>
</tr>
</tbody>
</table>

Chose either Track I or Track II

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

**Track II**
PLA 2816 Paralegal Capstone                 5

TOTAL CERTIFICATE CREDITS 61*

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

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

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

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

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

General Education Courses
Lower Division
English Composition (Required course) 4
ENC 1101  English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
MAT 1031  College Algebra
Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
Note: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

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

See page 40 for General Education Course Selections.

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

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

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

Total BS Degree Credits 181*

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

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

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

BS Degree

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

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

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

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

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

General Education Courses
- English Composition *(Required course)*
- ENC 1101 English Composition
- Communication *(Select 1 course)*
- Humanities *(Select 2 courses)*
- Math *(Required course)*
- MAT 1031 College Algebra
- Natural Sciences *(Required course)*
- BSC 2020C Introduction to Human Biology
- Social Sciences *(Required, select 1 additional course)*
- DEP 2004 Human Growth and Development

Total general education credits
- 32

See page 40 for General Education Course Selections.

PRACTICAL NURSING Diploma

Diploma

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

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

Major and Core Courses
- BSC 2020C Introduction to Human Biology
- BSC 2087C Human Anatomy and Physiology I
- BSC 2089C Human Anatomy and Physiology II
- ENC 1101 English Composition
- HUN 2202 Human Nutrition
- MAT 1031 College Algebra
- NUR 1020C Fundamentals of Nursing
- NUR 1144 Comprehensive Pharmacology
- NUR 1144L Comprehensive Pharmacology Lab
- PRN 0000C Nursing Foundations
- PRN 00110C Pediatric Nursing
- PRN 00205C Parent-Child Nursing
- PRN 0201C Nursing I
- PRN 0202C Nursing II
- PRN 0203C Nursing III
- PRN 0401C Psychosocial Nursing
- PRN 0500C Geriatric Nursing
- PRN 1700C Fundamentals of Practical Nursing
- PRN 2934 Nursing Seminar

Total Diploma Credits
- 89

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

SCHOOL OF NURSING
## COMPUTER SCIENCE BS Degree

### General Education Courses

**Lower Division**

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

- **Humanities** (Select 2 courses)  
  PHI 2103 Introduction to Critical Thinking 4

- **Math** (Required courses)  
  MAC 1106 Advanced Algebra 4
  MAC 2112 Introduction to Discrete Mathematics 3

- **Natural Sciences** (Select 1 course)  
  PHI 2103 Introduction to Critical Thinking 4

- **Social Sciences** (Select 2 courses)  
  PHI 2103 Introduction to Critical Thinking 4

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

**Upper Division**

- **Communication** (Select 1 course)  
  CDA 3112 Web Application Architecture and Design 4

- **Math/Natural Sciences** (Select 1 course)  
  CDA 3112 Web Application Architecture and Design 4

- **Social Sciences** (Select 2 courses)  
  CDA 3112 Web Application Architecture and Design 4

See page 40 for General Education Course Selections.

### 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

**Upper Division**

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

**Total Degree Credit Hours**

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

**Total BS Degree Credits:** 180

### Entrance Requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

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

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

### Career Opportunities:

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

### Objective:

Graduates of this program understand and can apply theoretical concepts in the development of course projects and complex software products. They understand the principles of discrete and continuous mathematics and are able to apply logic and mathematical proof techniques. They understand programming fundamentals and are able to apply programming techniques using a variety of modern programming languages. They have knowledge of the concepts and design principles relevant to computer architecture, operating systems, organization, networks, and distributed computing environments. Additionally, graduates have knowledge of fundamental principles in software engineering and algorithm analysis. They can perform software testing, develop program documentation and flow charts, and apply best practices in the software development process.

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

AS Degree

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

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

General Education Courses

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

Communication (Select 1 course)
- CDA 1202 Foundations of Software Design

Humanities (*Required, Select 2 additional courses)
- PHI 2103 Introduction to Critical Thinking

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

Natural Sciences (Select 1 course)
- COP 2224 Programming II

Social Sciences (Select 2 courses)
- COT 1202 Discrete Structures for Computer Science

Total general education credits: 45

See page 40 for General Education Course Selections.

Major and Core Courses

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

TOTAL AS DEGREE CREDITS: 91

Entrance requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs
Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

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

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

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

General Education Courses
Lower Division
English Composition  (Required course)  4
ENC 1101  English Composition

Communication  (Select 1 course)  4
Humanities  ("Required course, Select 1 additional course)  8
ART 1204  Art Appreciation*

Math  (Required course)  4
MAT 1031  College Algebra

Natural Sciences  (Select 1 course)  4

Social Sciences  (Select 2 courses)  8

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

Upper Division
Communication  (Select 1 course)  4
Humanities  (Select 2 courses)  8

Math/ Natural Sciences  (Select 1 course)  4

Social Sciences  (Select 2 courses)  8

See page 40 for General Education Course Selections.

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

Upper Division
ART 3332  Figure Drawing  4
DIG 3316  The Study of Animation  4
DIG 3318  Flash Animation  4
DIG 3323  Polygon Modeling  4
DIG 3330  Advanced Methods of Computer Graphics  4
DIG 3333  Digital Photography  4
DIG 3512  Advanced HTML Coding with CSS  4
DIG 3552  Concept Development for Digital Media  4
DIG 4323  3D Game Character Creation  4
DIG 4330  Advanced Applications of Digital and Experimental Art  4
DIG 4335  Digital Effects Creation  4
DIG 4432  Storyboard Development for Digital Media  4
DIG 4433  Digital Video/Audio Project  4
DIG 4934  Web Design Project  4
DIG 4935  Animation Graphics Project  4
GEB 3051  The Business of Digital Media  4

Elective Courses
(Select one of the following elective groups)

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

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

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

TOTAL BS DEGREE CREDITS  181*

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

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

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

BS Degree

Career Opportunities:
• 3D Modeler
• Character Animator
• Graphic Designer
• Web Designer
• Visual Media Producer
• Web Operations Manager

Objective:
Graduates of this program know basic theories of visual design, object modeling, project management, and portfolio development. They understand business and can apply this understanding to multimedia projects. Graduates can develop and guide visual designs and digital projects from concept to product using techniques from both traditional art and multimedia design, and industry-standard software tools and applications. They have skills in critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, collaborative project development, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses.
GAME AND SIMULATION PROGRAMMING BS Degree

BS Degree

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

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

Foundation Courses

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

General Education Courses

Lower Division
- ENL 1101 English Composition (Required course) 4
- MAT 1031 College Algebra (Required course) 4
- CEN 1400 Mobile Application Development 3
- CGS 1240 Computer Applications and Business Systems Concepts 3
- COP 1224 Programming I 4
- COP 2250 Java I 3
- COP 2535 Data Structures 4
- E170 Introduction to Undergraduate Research 2
- DIG 1710 Game Preproduction 4
- DIG 1711 Game Design Theory I 4
- DIG 2563 Interactive Storytelling 3
- DIG 2718 Console Development 4
- E242 Career Development 2
- MTB 1381 Math for Game and Simulation Production I 4
- MTB 2381 Math for Game and Simulation Production II 4
- MTB 2382 Mathematical Modeling and Methods 3
- MTB 2383 Linear Algebra and Matrices 3
- MTB 2384 Introduction to Undergraduate Research 2
- MTB 2385 Data Structures 4
- MTB 2386 Operating Systems 3
- MTB 2387 Algorithmic Thinking 3
- MTB 2388 Topics in Game and Simulation Production I 3
- MTB 2389 Topics in Game and Simulation Production II 3
- MTB 2390 Topics in Game and Simulation Production III 3
- DIG 4931 Industrial Simulation Project 4
- DIG 4932 Video Game Production Project 4

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

TOTAL BS DEGREE CREDITS 180*

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

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

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

INFORMATION SYSTEMS MANAGEMENT AS Degree
- Computer Information Technology • Computer Information Technology with Multimedia • Database Administration
- IP Telephony • Network Administration • Network Security • Web Programming

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

General Education Courses
- English Composition (Required course) 4
- ENC 1101 English Composition
- Communication (Select 1 course) 4
- Yates 107 Professional Communication
- Humanities (Select 2 courses) 8
- Math (Required course) 4
- MAT 1031 College Algebra
- Natural Sciences (Select 1 course) 4
- GSB 1011 Introduction to Business
- Social Sciences (Select 2 courses) 8
- GSB 1022 Business Ethics

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

Total general education credits 32
See page 41 for General Education Course Selections.

Major and Core Courses
- CGS 1240 Computer Applications and Business Systems Concepts 3
- CIS 1308 Logic and Troubleshooting 4
- COM 1007 Professional Communication 4
- E242 Career Development 2
- GEB 1011 Introduction to Business 4
- MAN 2062 Business Ethics 4
- MBA 1161 Customer Service 4

Computer Information Technology

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

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

Course Descriptions:
- CGS 1821 Introduction to Website Design 3
- CIS 2911 Information Technology Capstone 2
- CIS 1217C Professional Presentations 3
- CIS2401C Access 3
- CIS 2511 Excel 3
- GEB 2444 Internet Business Models and E-Commerce 4
- OST 1764C Word for Windows 3
- CNT 1000C Networking Fundamentals 3
- CIS 1300C Microsoft Windows Workstations 3
- CIS 1776 Fundamentals of PC Hardware and Software 4
- CIS 2383C Microsoft Windows Server 3

TOTAL AS DEGREE CREDITS 90*

Database Administration

Career Opportunities:
- Database Administrator

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database. Graduates value critical thinking, communication, and business and professional skills.

Course Descriptions:
- CAP 2134 Database Security 4
- CGS 154S Relational Databases 3
- CIS 1110 Operating Systems Fundamentals 4
- CIS 2911 Information Technology Capstone 2
- COP 1000 Fundamentals of Programming 3
- COP 1176 Introduction to Visual Basic 3
- COP 2610 PHP/MySQL Administration 4
- CIS 2811C SQL Server Administration 3
- GEB 1014 Project Planning and Documentation 4
- ISM 2202 Business Intelligence Reporting 3

TOTAL AS DEGREE CREDITS 90*

IP Telephony

Career Opportunities:
- Network Administrator with VoIP

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to support and coordinate technology and communication hardware. This includes creating voice, video, and other communication systems, as well as installing and maintaining these programs. Graduates value critical thinking, communication, and business and professional skills.

Course Descriptions:
- CET 2623C Quality of Service (QoS) 3
- CET 26269 Cisco Networking Fundamentals and Routing 3
- CET 2675C IP Telephony 3
- CIS 2911 Information Technology Capstone 2
- CNT 1000C Networking Fundamentals 3
- COT 1438 Technology’s Role in the 21st Century 2
- CIS 1300C Microsoft Windows Workstations 3
- CIS 1632C Voice Over IP Fundamentals 3
- CIS 1776 Fundamentals of PC Hardware and Software 4
- CIS2383C Microsoft Windows Server 3
- GEB 1014 Project Planning and Documentation 4

TOTAL AS DEGREE CREDITS 90*

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

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

**Career Opportunities:**
- Network System Administrator

**Objective:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business’s network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2629</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>CET 2810C</td>
<td>Microsoft Exchange Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2911</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td>CNT 1000C</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>COT 1438</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>CTS 1300C</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1776</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2383C</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1014</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL AS DEGREE CREDITS</strong></td>
<td></td>
<td><strong>90</strong>*</td>
</tr>
</tbody>
</table>

### Network Security

**Career Opportunities:**
- Network Security Specialist

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<td>CET 2629</td>
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<tr>
<td>CET 2660C</td>
<td>Networking Security</td>
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<tr>
<td>CIS 2911</td>
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<tr>
<td>CNT 1000C</td>
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<tr>
<td>COT 1438</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
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<td>CTS 1300C</td>
<td>Microsoft Windows Workstations</td>
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<tr>
<td>CTS 1776</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2383C</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1014</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>ISM 2321</td>
<td>Managing Information Security</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL AS DEGREE CREDITS</strong></td>
<td></td>
<td><strong>90</strong>*</td>
</tr>
</tbody>
</table>

### Web Programming

**Career Opportunities:**
- Web Developer

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1545</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820C</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 1176</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP 1801</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>COP 2004</td>
<td>PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>COP 2250</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2323</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2333</td>
<td>Advanced Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP 2842</td>
<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>COP 2890</td>
<td>Web Programming Capstone</td>
<td>2</td>
</tr>
<tr>
<td>GRA 1722C</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL AS DEGREE CREDITS</strong></td>
<td></td>
<td><strong>92</strong>*</td>
</tr>
</tbody>
</table>

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

### MULTIMEDIA TECHNOLOGIES • Diploma • AS Degree

#### Digital Design and Animation Specialization

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

#### Diploma Courses

- **ART 1309C** Drawing Design and Art Theory 3
- **CGS 1586C** Introduction to Computer Graphics 3
- **CGS 1883C** Fundamentals of Web Authoring and Design 3
- **COM 1002** Introduction to Communication 4
- **COM 1007** Professional Communication 4
- **COT 1438** Technology’s Role in the 21st Century 2
- **DIG 1109C** Introduction to Multimedia Design 3
- **DIG 1280C** Audio/Video Editing 3
- **DIG 1302C** Introduction to 3D Arts and Animation 3
- **DIG 1303C** 3-Dimensional Animation 3
- **DIG 1500C** Multimedia Technologies 3
- **DIG 1520C** Digital Media Production 3
- **DIG 2620C** Multimedia Technologies 3
- **E242** Career Development 2
- **ENC 1101** English Composition 4
- **GER 1011** Introduction to Business 4
- **GER 1014** Project Planning and Documentation 4
- **GEB 2444** Internet Business Models and E-Commerce 4
- **GRA 1121C** Digital Publishing 3
- **GRA 1206C** Typography 3
- **GRA 1741C** Color Theory and Techniques 3
- **MAT 1031** College Algebra 4

#### Total Diploma Credits: 71*

### Web Design Specialization

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

#### Diploma Courses

- **CGS 1586C** Introduction to Computer Graphics 3
- **CGS 1883C** Fundamentals of Web Authoring and Design 3
- **COM 1002** Introduction to Communication 4
- **COM 1007** Professional Communication 4
- **CTS 2857C** Server Side Scripting 3
- **CTS 2804C** Networking and Internet Technologies 3
- **COT 1438** Technology’s Role in the 21st Century 2
- **CTS 2857C** Server Side Scripting 3
- **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
- **ENC 1101** English Composition 4
- **GER 1011** Introduction to Business 4
- **GER 1014** Project Planning and Documentation 4
- **GEB 1011** Introduction to Business 4
- **GEB 1014** Project Planning and Documentation 4
- **GEB 2444** Internet Business Models and E-Commerce 4
- **GRA 1121C** Digital Publishing 3
- **GRA 1206C** Typography 3
- **GRA 1741C** Color Theory and Techniques 3
- **MAT 1031** College Algebra 4

**Total Diploma Credits: 71*

### AS Degree

#### Career Opportunities:

- Graphic Designer
- Graphic Artist & Interactive Media Developer
- 3D Character Modeler
- Interactive Multimedia Specialist
- Website Designer

#### Objective:

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

### In addition to all Diploma Courses

#### General Education Courses

| Humanities (Required, Select 1 additional course) | 8 |
| Natural Sciences (Select 1 course) | 4 |
| Social Sciences (Select 2 courses) | 8 |

**Note:** Students who take Principles of Economics may not take Macroeconomics or Macroeconomics.

**Total additional general education credits:** 20

See page 40 for General Education Course Selections.

#### Additional Major and Core Course

| Digital Design and Animation Specialization |  |
| DIG 2950 Multimedia Portfolio Development | 2 |

**TOTAL AS DEGREE CREDITS:** 93*

### Web Design Specialization

#### Diploma Courses

- **DIG 2950** Multimedia Portfolio Development 2

**Total Diploma Credits:** 93*

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

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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 STEP placement exam or by successful completion of Foundation Courses.
ACCOUNTING • Certificate • Diploma

Certificate

Career Opportunities:
• Accounting Clerk
• Bookkeeper

Objective:
Graduates of this program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment.

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

Certificate Courses
ACG 1022 Financial Accounting I 4
ACG 1033 Financial Accounting II 4
ACG 262C Computer Focused Principles 3
APA 1500 Payroll Accounting 4
CGS 1240 Computer Applications and Business Systems Concepts 3
COM 1007 Professional Communication 4
CTS 2511 Excel 3
E 242 Career Development 2
GEB 1011 Introduction to Business 4
MAN 2021 Principles of Management 4
TAX 2002 Income Tax 4

TOTAL CERTIFICATE CREDITS 39*

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

Diploma

Career Opportunities:
• Accounting Clerk
• Bookkeeper
• Bank Teller
• Accounts Management Trainee

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

In addition to all Certificate Courses

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

TOTAL DIPLOMA CREDITS 73*

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

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

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

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

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

Certificate

Career Opportunities:
- Entry-level Business Assistant

Objective:
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, and lifelong learning.

Certificate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>CBG 1010</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>CBG 1020</td>
<td>Business Law I</td>
<td>4</td>
</tr>
<tr>
<td>PL 2010</td>
<td>Introduction to Business</td>
<td>2</td>
</tr>
<tr>
<td>ECG 1010</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>MSA 1010</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MSA 1030</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td></td>
<td>73*</td>
</tr>
</tbody>
</table>

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

Diploma

Career Opportunities:
- Management Trainee

Objective:
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, and lifelong learning.

In addition to all Certificate Courses

Diploma Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 1002</td>
<td>Introduction to Communication</td>
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</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition</td>
<td>4</td>
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<tr>
<td>FIN 1000</td>
<td>Principles of Finance</td>
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<tr>
<td>GEB 2930</td>
<td>Business Capstone</td>
<td>2</td>
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<tr>
<td>MAN 1300</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
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<tr>
<td>MAT 1031</td>
<td>College Algebra</td>
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<tr>
<td>TOTAL DIPLOMA CREDITS</td>
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<td>73*</td>
</tr>
</tbody>
</table>

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

Call Center Management Specialization

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

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

Diploma

Certificate

School of Business Mission Statement

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

Certificate

Career Opportunities:
• Medical Coder
• Medical Coder/Biller

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

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

Certificate Courses
CGS 1240 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
HIM 1222 Basic ICD-9-CM Coding 4
HIM 1234C Intermediate ICD-9-CM Coding 3
HIM 1258C Ambulatory Care Coding 3
HIM 2000 Introduction to Health Information Management 4
HIM 2272C Medical Insurance and Billing 3
HIM 2410 Health Information Law and Ethics 4
HIM 2940 Medical Coding Practicum 1
HSC 1531 Medical Terminology 4
MEA 2203 Pathophysiology 5
PVA 1500 Structure and Function of the Human Body 4

TOTAL CERTIFICATE CREDITS 40*

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

Diploma

Career Opportunities:
• Medical Coder
• Medical Coder/Biller

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

In addition to all Certificate Courses

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

TOTAL DIPLOMA CREDITS 56*

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

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
CRIMINAL JUSTICE • Certificate • Diploma
• Corrections • Homeland Security • Law Enforcement • Psychology

Certificate

Career Opportunities:
• Security Professional

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

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

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

TOTAL CERTIFICATE CREDITS 39*

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

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

Diploma

Career Opportunities:
• Security Professional
• Corrections Specialist

Objective:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, and integrity in the criminal justice system.

In addition to all Certificate Courses

Corrections Specialization
(students will complete these additional courses)
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
CJC 1245 Case Management: Strategies for Rehabilitation 4
CJC 2300 Legal Principles in Corrections 4
CJC 2400 Counseling Clients 4
CJC 1233 Drugs and Crime 4
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
MAT 1031 College Algebra 4
PSY 1012 General Psychology 4

TOTAL DIPLOMA CREDITS 71*

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

TOTAL DIPLOMA CREDITS 71*

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

TOTAL DIPLOMA CREDITS 71*

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

TOTAL DIPLOMA CREDITS 71*

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses. In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

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

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

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

Certificate

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

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

Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CDA 1202</td>
<td>Foundations of Software Design</td>
<td>3</td>
</tr>
<tr>
<td>CDA 2110</td>
<td>Introduction to Computer Systems</td>
<td>4</td>
</tr>
<tr>
<td>CEN 1400</td>
<td>Mobile Application Development</td>
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</tr>
<tr>
<td>CGS 1545</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 1224</td>
<td>Programming I</td>
<td>4</td>
</tr>
<tr>
<td>COP 2224</td>
<td>Programming II</td>
<td>4</td>
</tr>
<tr>
<td>COP 2250</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2323</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>COT 1202</td>
<td>Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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<tr>
<td>MAC 1106</td>
<td>Advanced Algebra</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 40

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

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

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

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.
INFORMATION SYSTEMS MANAGEMENT
Certificate • Diploma

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

Computer Information Technology
• Certificate

Career Opportunities:
• Computer Support Specialist
• Computer Application Support Specialist

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

Foundation Courses
B080 Reading and Writing Strategies
B099 Foundations of Math

Certificate Courses
CGS 1240 Computer Applications and Business Systems Concepts
CGS 1821 Introduction to Website Design
CIS 1308 Logic and Troubleshooting
CTS 2217C Professional Presentations
CTS 2401C Access
CTS 2511 Excel
CLST 242 Career Development
GB 1011 Introduction to Business
GB 2444 Internet Business Models and E-Commerce
MNA 1161 Customer Service
OST 1764C Word for Windows

TOTAL CERTIFICATE CREDITS 36*

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

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

Computer Information Technology
• Diploma

Career Opportunities:
• Computer Support Specialist
• Computer Application Support Specialist

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

Foundation Courses
B080 Reading and Writing Strategies
B099 Foundations of Math

Diploma Courses
CGS 1240 Computer Applications and Business Systems Concepts
CGS 1821 Introduction to Website Design
CGS 2101 Logic and Troubleshooting
CGS 2911 Information Technology Capstone
CNT 1000C Networking Fundamentals
COM 1002 Introduction to Communication
COM 1007 Professional Communication
CTS 1217C Professional Presentations
CTS 1300C Microsoft Windows Workstations
CTS 1776 Fundamentals of PC Hardware and Software
CTS 2303C Microsoft Windows Server
CTS 2401C Access
CTS 2511 Excel
CLST 242 Career Development
ENC 1101C English Composition
E242 Career Development
ENF 1101 English Composition
GB 1011 Introduction to Business
GB 2444 Internet Business Models and E-Commerce
GRA 1741C Color Theory and Techniques
MNA 1161C Customer Service
OST 1764C Word for Windows

TOTAL DIPLOMA CREDITS 71*

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

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

Computer Information Technology with Multimedia • Diploma

Career Opportunities:
• Computer Support Specialist
• Computer Application Support Specialist

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

Foundation Courses
B080 Reading and Writing Strategies
B099 Foundations of Math

Diploma Courses
CGS 1240 Computer Applications and Business Systems Concepts
CGS 1821 Introduction to Website Design
CGS 2101 Logic and Troubleshooting
CGS 2911 Information Technology Capstone
CNT 1000C Networking Fundamentals
COM 1002 Introduction to Communication
COM 1007 Professional Communication
CTS 1217C Professional Presentations
CTS 1300C Microsoft Windows Workstations
CTS 1776 Fundamentals of PC Hardware and Software
CTS 2303C Microsoft Windows Server
CTS 2401C Access
CTS 2511 Excel
CLST 242 Career Development
DIG 1109C Introduction to Multimedia Design
ENC 1101C English Composition
E242 Career Development
ENF 1101 English Composition
GEB 1011 Introduction to Business
GEB 2444 Internet Business Models and E-Commerce
GRA 1741C Color Theory and Techniques
MNA 1161C Customer Service
OST 1764C Word for Windows

TOTAL DIPLOMA CREDITS 70*

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.

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

Career Opportunities:
• Database Administrator

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database. Graduates value critical thinking, communication, and business and professional skills.

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

Diploma Courses
CAP 2134 Database Security 4  
CGS 1240 Computer Applications and Business Systems Concepts 3  
CGS 1545 Relational Databases 3  
CS 1110 Operating Systems Fundamentals 4  
CS 1308 Logic and Troubleshooting 4  
CS 2911 Information Technology Capstone 2  
COM 1007 Professional Communication 4  
COP 1000 Fundamentals of Programming 3  
P1176 Introduction to Visual Basic 3  
P2610 PHP/MySQL Administration 4  
CT 2811C SQL Server Administration 3  
E242 Career Development 2  
ENC 1101 English Composition 4  
GEB 1011 Introduction to Business 4  
MAN 2062 Business Ethics 4  
MAT 1031 College Algebra 4  
MNA 1161 Customer Service 4

TOTAL DIPLOMA CREDITS 66*

Network Security • Diploma

Career Opportunities:
• Network Security Specialist

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

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

Diploma Courses
CET 2529 Cisco Networking Fundamentals and Routing 3  
CET 2810C Microsoft Exchange Server 3  
CGS 1240 Computer Applications and Business Systems Concepts 3  
CS 1308 Logic and Troubleshooting 4  
CS 2911 Information Technology Capstone 2  
COT 1000C Networking Fundamentals 3  
COM 1007 Professional Communication 4  
CTS 1300C Microsoft Windows Workstations 3  
CTS 1776 Fundamentals of PC Hardware and Software 4  
CTS 2320C Windows Active Directory 3  
CTS 2321 Linux Administration 3  
CTS 2383C Microsoft Windows Server 3  
E242 Career Development 2  
ENC 1101 English Composition 4  
GEB 1014 Project Planning and Documentation 4  
GEB 1011 Introduction to Business 4  
MAN 2062 Business Ethics 4  
MAT 1031 College Algebra 4  
MNA 1161 Customer Service 4

TOTAL DIPLOMA CREDITS 66*

Web Programming • Diploma

Career Opportunities:
• Web Developer

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

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

Diploma Courses
CGS 1240 Computer Applications and Business Systems Concepts 3  
CGS 1545 Relational Databases 3  
CGS 1820C Introduction to HTML 3  
CS 1308 Logic and Troubleshooting 4  
COM 1007 Professional Communication 4  
COP 1000 Fundamentals of Programming 3  
P1176 Introduction to Visual Basic 3  
P1801 Javascript 3  
P2004 PERL/CGI 3  
P2250 Java I 3  
P2323 Object-Oriented Programming 3  
P2335 Advanced Visual Basic 3  
P2842 PHP/MySQL 3  
P2890 Web Programming Capstone 2  
E242 Career Development 2  
ENC 1101 English Composition 4  
GEB 1011 Introduction to Business 4  
GRA 1722C Introduction to Web Design Software 3  
MAN 2062 Business Ethics 4  
MAT 1031 College Algebra 4  
MNA 1161 Customer Service 4

TOTAL DIPLOMA CREDITS 68*

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

#### Lower Division

<table>
<thead>
<tr>
<th>Field</th>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>ENC 1101</td>
<td>English Composition</td>
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<tr>
<td>Communication</td>
<td>COM 1002</td>
<td>Introduction to Communication</td>
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<td>AST 2002</td>
<td>Introduction to Astronomy</td>
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<td>BSC 2020C</td>
<td>Introduction to Human Biology</td>
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<td>GGY 1000</td>
<td>Introduction to Geology</td>
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<td>PHI 1500</td>
<td>Structure and Function of the Human Body</td>
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<td>Social Sciences</td>
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<td>United States History: 1900 to the Present</td>
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<td>AMH 2070</td>
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<td>Principles of Economics</td>
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<td>Microeconomics</td>
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<td>GEA 3212</td>
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<tr>
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<td>American Religious History</td>
<td>4</td>
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<tr>
<td></td>
<td>REL 3308</td>
<td>Contemporary World Religions</td>
<td>4</td>
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<tr>
<td></td>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
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</table>

#### Upper Division

<table>
<thead>
<tr>
<th>Field</th>
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<td>MMC 3407</td>
<td>Visual Communication in the Media</td>
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<td>Humanities</td>
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<td>AML 4453</td>
<td>Studies in American Literature and Culture</td>
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<td>AML 4680</td>
<td>Literature of American Minorities</td>
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<td>LIT 3191</td>
<td>Contemporary World Literature 1900 to the Present</td>
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<td>POT 4001</td>
<td>Political Thought</td>
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<td>Human Uses of the Environment</td>
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<td>GEO 3204</td>
<td>Physical Geography</td>
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<tr>
<td></td>
<td>GEO 3372</td>
<td>Conservation of Resources</td>
<td>4</td>
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<td>WST 4350</td>
<td>Gender in Math and Science</td>
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<tr>
<td>Social Sciences</td>
<td>AMH 3304</td>
<td>Visions of America Since 1945</td>
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<tr>
<td></td>
<td>CPO 4003</td>
<td>Comparative Politics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>GEA 3212</td>
<td>Geography of the United States and Canada</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>REL 3311</td>
<td>American Religious History</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>REL 3308</td>
<td>Contemporary World Religions</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Course Selections

#### Professional Nursing AS Degree Program

<table>
<thead>
<tr>
<th>Field</th>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English Composition</td>
<td>ENC 1101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>COM 1002</td>
<td>Introduction to Communication</td>
<td>4</td>
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<td></td>
<td>SPC 2017</td>
<td>Oral Communication</td>
<td>4</td>
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<tr>
<td>Humanities</td>
<td>ART 1204</td>
<td>Art Appreciation</td>
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<td>CRW 2001</td>
<td>Creative Writing</td>
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<td>ENC 2102</td>
<td>Writing About Literature</td>
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<td></td>
<td>FIL 2000</td>
<td>Film Appreciation</td>
<td>4</td>
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<td>Math</td>
<td>MAT 1031</td>
<td>College Algebra</td>
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<tr>
<td>HUM 2023</td>
<td>Humanities</td>
<td>Introduction to Literature</td>
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<tr>
<td>LIT 2000</td>
<td>Music Appreciation</td>
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<td>MUS 1300</td>
<td>Music Appreciation</td>
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<td>PHI 1500</td>
<td>Structure and Function of the Human Body</td>
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<td>PHI 2103</td>
<td>Introduction to Critical Thinking</td>
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<tr>
<td>PHI 2671</td>
<td>Ethics</td>
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<tr>
<td>SPN 271</td>
<td>Conversational Spanish</td>
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### General Education Course Selections

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English Composition</td>
<td>ENC 3311</td>
<td>Advanced Composition</td>
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<td>MMC 3407</td>
<td>Visual Communication in the Media</td>
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<td>Humanities</td>
<td>AML 3041</td>
<td>American Literature</td>
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<td>AML 4453</td>
<td>Studies in American Literature and Culture</td>
<td>4</td>
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<tr>
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<td>AML 4680</td>
<td>Literature of American Minorities</td>
<td>4</td>
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<td>LIT 3191</td>
<td>Contemporary World Literature 1900 to the Present</td>
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<td>POT 4001</td>
<td>Political Thought</td>
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<td>Math/Economics</td>
<td>EVR 3410</td>
<td>Human Uses of the Environment</td>
<td>4</td>
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<td>GEO 3204</td>
<td>Physical Geography</td>
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<td></td>
<td>GEO 3372</td>
<td>Conservation of Resources</td>
<td>4</td>
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<td>WST 4350</td>
<td>Gender in Math and Science</td>
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<td>Social Sciences</td>
<td>AMH 3304</td>
<td>Visions of America Since 1945</td>
<td>4</td>
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<td>CPO 4003</td>
<td>Comparative Politics</td>
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<td>GEA 3212</td>
<td>Geography of the United States and Canada</td>
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<td>REL 3311</td>
<td>American Religious History</td>
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<td>REL 3308</td>
<td>Contemporary World Religions</td>
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<td></td>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
<td>4</td>
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</table>

*Required courses.
Florida's Statewide Course Numbering System

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

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

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

Example of Course Identifier

Prefix  Level Code  Century Digit  Decade Digit  Unit Digit  Lab Code
ENC  English Composition  Lower (Freshman)  Level at this institution  Freshman  Composition  Freshman  Composition  Freshman  Composition  Skills  Freshman  Composition  Skills I  No Laboratory  component in this course

General Rule for Course Equivalencies

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

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses "ENC 101," to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "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 a lab indicator. The "C" combines a general 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 student. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

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

The Course Prefix

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

Authority for Acceptance of Equivalency Courses

Section 1007.24(7), Florida Statutes, states: Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institutions, 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 exceptions are to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.

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

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

D. College preparatory and vocational preparatory courses.

E. Graduate courses.

F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.

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

Questions about the Statewide Course Numbering System and appeals regarding course-transfer decisions should be directed to the Campus Director or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32319-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427, or via the internet at http://scns.fldoe.org.

Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a 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. Keelean, Assistant Administrator, Statewide Course Numbering System, Office of Articulation, Florida Department of Education (850) 245-9549 Matthew.Keelean@fldoe.org or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32319-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at http://scns.fldoe.org.

Rasmussen College Course Numbering System

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:

I M T 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 is the 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 depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates test, or practices for reinforcement skills previously acquired through lecture or reading outside.

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

Credit Definition
Credit Hour – The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course. Rasmussen College follows the quarter system, and awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, practicum contained in a quarter, or the equivalent in directed study.

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

Tuition Designations
Courses billed at alternative tuition rates are designated in the Course Descriptions section. The designations are as follows:
- Designated Education courses
- Designated Health Sciences, Practical Nursing, and Technology courses
- Designated Design and Professional Nursing courses

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

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

ACG 2062C Computer Focused Principles
40 hours, 3 credits
This course is an advanced course that further develops an understanding of financial standards, the ability to develop spreadsheets, databases, and general ledger software. Associated with manual and computerized accounting procedures, and the use of software. The course focuses on research, case analysis, personal 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

ACG 3080 Managerial Accounting Theory and Practice
40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, management, and decision making. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.
Prerequisite: Financial Accounting II

ACG 3110 Intermediate Financial Reporting I
40 hours, 4 credits
This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.
Prerequisite: Financial Accounting II

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

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

ACG 3205 Risk Management for Accountants
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.
Prerequisites: Advanced Auditing Concepts and Standards, Managerial Accounting Theory and Practice

ACG 3510 Governmental and Not-for-Profit Accounting
40 hours, 4 credits
This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.
Prerequisite: Financial Accounting II

ACG 4010 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides an overview of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, management, and decision making. 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

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

ACG 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

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

ACG 4301 Advanced Auditing II
40 hours, 4 credits
This course is a study of advanced auditing techniques and procedures, and focuses on emphasis on internal auditing, operational auditing, and integrity auditing.
Prerequisite: Advanced Auditing Concepts and Standards

ACG 4450 Accounting Research Methods and Techniques
40 hours, 4 credits
This course in students learn accounting research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems.
Prerequisite: Advanced Auditing Concepts and Standards

ACG 4507 Fraud Accounting 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

ACG 4682 Corporate Fraud Examination
40 hours, 4 credits
This course is a study of the internal audit principles, practices, and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.
Prerequisite: Advanced Auditing Concepts and Standards

AMH 2030 United States History: Before the Civil War
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 2510 United States History: From the Civil War 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 2610 Florida History
40 hours, 4 credits
This course is a study of the historical development of the state of Florida. Students will explore various elements in the state’s development such as demographic and economic.
Prerequisite: none
Prerequisite: none

AML 3041 American Literature 40 hours, 4 credits

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

Prerequisites: English Composition, Introduction to Literature

AML 4453 Studies in American Literature and Culture 40 hours, 4 credits

A variable topics course examining issues, movements, forms or themes that cross traditional period boundaries. Topics may include the city and the country in American fiction, Southern masculinity, reading and literacy in America, representations of class and religion in American literature, the body and technology, American regionalisms, the Pragmatist tradition, and nature and eco-criticism in American letters.

Prerequisite: Introduction to Literature

AML 4680 Literature of American Minorities 40 hours, 4 credits

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

Prerequisite: English Composition

APA 1500 Payroll Accounting 40 hours, 4 credits

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

Prerequisite: Financial Accounting I

ART 1204 Art Appreciation 40 hours, 4 credits

Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics.

Prerequisite: none

ART 1309 Drawing Design and Art Theory 40 hours, 3 credits

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

Prerequisite: Color Theory & Techniques

ART 3332 Figure Drawing 60 hours, 4 credits

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

Prerequisite: Color Theory and Techniques

AST 2002 Introduction to Astronomy 40 hours, 4 credits

Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motion, atoms and radiation and the origin and evolution of the universe.

Prerequisite: none

B098 Reading and Writing Strategies 40 hours, 4 credits

This course develops students’ reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending college level texts.

Prerequisite: Placement determined by placement test score.

B099 Foundations of English II 40 hours, 4 credits

This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy. Students will develop and expand skills in basic writing processes, with emphasis on the writing process.

Prerequisite: Placement determined by placement test score.

B099 Foundations of Math 40 hours, 4 credits

This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.

Prerequisite: Placement determined by placement test score.

BSC 2087C Human Anatomy and Physiology I 80 hours, 5 credits

A study of the structure and function of the human body. A biologic approach to learning will include the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems. Students will complete laboratory exercises coordinated with course content and will include microscopic observation, experimentation, dissection activities and study of anatomical models. Prerequisite: Introduction to Biology (except for students enrolled in the Medical Assisting program)

Prerequisite: none

BSC 2093C Human Anatomy and Physiology II 80 hours, 5 credits

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

Prerequisite: Human Anatomy and Physiology I

BUL 2241 Business Law II 40 hours, 4 credits

This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.

Prerequisite: Business Law

CAP 2104 Platform Design and Human-Computer Interaction 60 hours, 4 credits

How a person interacts with a game is one of the most crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to allow the student a wide exposure to this important element in creating games.

Prerequisite: Programming I

CAP 2105 Applied Game and Simulation Theory 60 hours, 4 credits

This course provides an introduction to 3D programming, with an emphasis on using real-time shaders with DirectX 9.0. The fundamentals of DirectX 9 is covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.

Prerequisite: Graphics Development with OpenGL

CAP 4620 Artificial Intelligence 60 hours, 4 credits

Students will learn how techniques in Artificial Intelligence (AI) can be utilized to allow software applications to mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsing, problem solving algorithms, and knowledge representation. The emphasis throughout is that an agent paradigm as it relates to common sense and creativity will also be explored.

Prerequisite: Programming II

CCI 1000 Introduction to Criminal Justice 40 hours, 4 credits

An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system. For residential only, this course includes a fieldwork assignment.

Prerequisite: none

CCI 1113 Criminology: Motives for Criminal Deviance 60 hours, 4 credits

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, an enyve analysis for measuring crime and the amounts and characteristics of crime and criminals.

Prerequisite: none
CCJ 2033 Social Psychology
40 hours, 4 credits
This course will study the current understanding of the scientific study of human behavior and mental processes. The course will explore the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership.
Pre-requisite: General Psychology

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

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

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

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

CCJ 3676 Victims in Criminal Justice
40 hours, 4 credits
This course focuses the importance of the victim in the criminal-justice system’s process. The victim’s role in the criminal-justice process, and movements and legislation regarding victims’ impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Pre-requisite: none

CCJ 3670 Women and Criminal Justice
40 hours, 4 credits
This course explores the role of women as offenders, victims, and professionals in criminal justice. Theoretical 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 by analysis.
Pre-requisite: Domestic Violence

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

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

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

CCJ 4379 Criminal Justice Senior Thesis
40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.
Pre-requisite: 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.
Pre-requisite: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter.

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

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

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

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

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

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

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

CDA 1202 Foundations of Software Design
40 hours, 3 credits
This course introduces students to fundamental aspects of software development. It explores the process of software development and project management techniques. Students will design and implement small but useful computer programs using pseudo-code as well as high-level programming languages.
Prerequisite: none

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

CDA 3121 Web Application Architecture and Design
50 hours, 4 credits
This course presents key concepts in distributed designs for network enabled software systems and applications. Distributed designs allow applications to span multiple machines and require deliberately planned design approaches. Students will learn to build systems that are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very large-scale websites.
Prerequisite: Java I

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

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

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

CEN 3210 Database Systems Design
50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relationships 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: Database Design and SQL.
This course focuses on the software engineering principles and strategies necessary to develop a user-friendly game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development, UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class. 

Prerequisite: Programming II

CEN 4190 Engineering Virtual Worlds 40 hours, 4 credits

This course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.

Prerequisite: Programming II

CEN 4411 Advanced Mobile Application Development 40 hours, 3 credits

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

Prerequisite: Mobile Platform Development

CET 2623C Quality of Service (QoS) 40 hours, 3 credits

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

Prerequisite: IP Telephony

CET 2629 Cisco Networking Fundamentals and Routing 40 hours, 3 credits

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

Prerequisite: Networking Fundamentals

CET 2675C IP Telephony 40 hours, 3 credits

This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in different network configurations and environments. In this first of a two course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony.

Prerequisite: Voice Over IP Fundamentals

CET 2810C Microsoft Exchange Server 40 hours, 3 credits

This course will serve as the foundation for learning Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Windows Active Directory

CGS 1240 Computer Applications and Business Systems Concepts 40 hours, 3 credits

This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the internet and E-Commerce tools, and creating presentations with enhanced features and web tools.

Prerequisite: none

CGS 1345 Relational Databases 40 hours, 3 credits

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

Prerequisite: Fundamentals of PCs Hardware and Software

CGS 1356E Introduction to Computer Graphics 40 hours, 3 credits

This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: none

CGS 1820C Introduction to HTML 40 hours, 3 credits

This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and HTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.

Prerequisite: none

CGS 1821 Introduction to Website Design 40 hours, 3 credits

Intended for beginning-to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and web design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.

Prerequisite: Computer Applications and Business Systems Concepts

CGS 1883C Fundamentals of Web Authoring and Design 40 hours, 3 credits

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

Prerequisite: Introduction to Multimedia

CGS 3893C Advanced Website Design 40 hours, 3 credits

Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of websites.

Prerequisite: Introduction to Website Design

CIS 1110 Operating Systems Fundamentals 60 hours, 4 credits

Students are introduced to the principles of various types of computer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially as related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.

Prerequisite: none

CIS 1308 Logic and Troubleshooting 40 hours, 4 credits

This course introduces 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 learn to use computer puzzle-solving exercises and activities that illustrate effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply logical reasoning 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 isolate the variables contributing to failure, and finally determine the proper course of action to correct the failure issue(s) at hand.

Prerequisite: none

CIS 2911 Information Technology Capstone 20 hours, 2 credits

This course summarizes key learning throughout the student’s graduation. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompassed timelines, deadlines, team-building, and communication issues.

Prerequisite: This course is intended to be completed in the student’s last quarter. 
Co-requisite: Freshman Seminar

CIS 4010 Senior Computer Science Capstone 30 hours, 3 credits

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

Prerequisite: Must fall in last quarter of study.

CIS 4362C Network Security and Cryptography 40 hours, 3 credits

This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include public and private key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructure.

Prerequisites: Computer Applications and Business Systems Concepts, Networking Fundamentals for Business Professionals

CIS 4385C Computer Forensics 40 hours 3 credits

This course examines computer literacy and C.L. Legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.

Prerequisite: Computer Applications and Business Systems Concepts

CJC 1000 Introduction to Corrections 40 hours, 4 credits

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of rehabilitation and incapacitation are examined.

Prerequisite: Introduction to Criminal Justice

CJC 1245 Case Management: Strategies for Rehabilitation 40 hours, 4 credits

Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-intervention skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

CJC 2300 Legal Principles in Corrections 40 hours, 4 credits

Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.

Prerequisite: Introduction to Corrections

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

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2011—2012

COURSE DESCRIPTIONS

CATALOG & STUDENT HANDBOOK

45
CJE 1270 Practical Psychology for Law Enforcement 40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interwining 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 1560 Criminal Investigations 40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law

CJE 1670 Introduction to Forensic Science 40 hours, 4 credits
A course designed to familiarize students with the application of science to criminal and civil law. Students are introduced to the five basic services that a crime laboratory supports; examine the analysis of evidence and the collection and preservation of all types of evidence.
Prerequisite: Introduction to Criminal Justice

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

CJE 2300 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 statues 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 2501 Introduction to Investigations 40 hours, 4 credits
Students will become familiar with the fundamentals of criminal investigation, including the process and responsibilities of investigations. They will examine property and person-to-person crimes, with a special focus on writing skills and the management of an investigation.
Prerequisite: Criminal Law and Procedures

CJE 2702 Scene Analysis 40 hours, 4 credits
Students will learn the process and function of securing and working a crime scene. They will become familiar with different types of evidence, including trace, biological, and impression evidence. They will examine the proper collection and documentation of evidence from a crime scene.
Prerequisite: Introduction to Forensic Science

CJE 2704 Criminal Evidence 40 hours, 4 credits
This course will examine what constitutes evidence, its proper collection, and the rules and regulations that govern its admissibility in court.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom

CJE 2709 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 3113 Criminal Evidence 40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of the legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom

CJE 3127 Constitutional Law 40 hours, 4 credits
This course will examine the complexities of the Bill of Rights and the application of those rights to the criminal-justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom

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

CJE 3670 Examination of Forensic Science 40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criministics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law

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

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

CJL 3113 Criminal Evidence 40 hours, 4 credits
This course will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections

CJL 3179 Criminal Justice and Procedures in Corrections 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections

CJL 3181 Criminal Law and Procedures: Crime and the Courtroom 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System

CJL 3206 Criminal Law and Procedures 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections

CJL 3270 Legal Principles in Corrections 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections

CJL 3279 Cost of Incarceration 40 hours, 4 credits
Students will learn about the cost of incarcerating criminals and the impact of incarceration on the criminal justice system.
Prerequisites: Criminal Law and Procedures: Crime and the Courtroom

CJL 3297 Criminal Law and Procedures: Crime and the Courtroom 40 hours, 4 credits
This course will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections

CJL 3299 Cost of Incarceration 40 hours, 4 credits
This course will examine the cost of incarcerating criminals and the impact of incarceration on the criminal justice system.
Prerequisites: Criminal Law and Procedures: Crime and the Courtroom

CJT 1000G Networking Fundamentals 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cable and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting.
Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software

CJT 2020 Networking Fundamentals for Business Professionals 40 hours, 3 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communications is accomplished in those environments and how they are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts

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

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

COM 1007 Professional Communication 40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Reading and Writing Strategies or placement determined by STEP assessment score.
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 1176 Introduction to Visual Basic**
40 hours, 3 credits

The students who take this course will learn to create basic applications using Visual Basic.NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.

Prerequisite: Fundamentals of Programming

**COP 1224 Programming I**
60 hours, 4 credits

This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.

Prerequisite: Object-Oriented Programming

**COP 1705 Database Design & SQL**
40 hours, 3 credits

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

Prerequisites: none

**COP 1801 JavaScript**
40 hours, 3 credits

In this course students will learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.

Prerequisites: Introduction to HTML, Fundamentals of Programming

**COP 2004 PERL/CGI**
40 hours, 3 credits

This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.

Prerequisite: JavaScript

**COP 2224 Programming II**
60 hours, 4 credits

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

Prerequisite: Programming I

**COP 2250 Java I**
40 hours, 3 credits

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

Prerequisite: Object-Oriented Programming

**COP 2323 Object-Oriented Programming**
40 hours, 3 credits

This course is designed to teach students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the use of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.

Prerequisite: Fundamentals of Programming

**COP 2333 Advanced Visual Basic**
40 hours, 3 credits

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

Prerequisite: Introduction to Visual Basic

**COP 2535 Data Structures**
60 hours, 4 credits

This course is designed to be an introduction to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion.

Prerequisite: Programming II

**COP 2610 PHP/MySQL Administration**
60 hours, 3 credits

Students learn the fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven web sites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.

Prerequisite: SQL Server Administration

**COP 2705C SQL Server Development**
40 hours, 3 credits

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

Prerequisite: SQL Server Administration

**COP 2842 PHP/MySQL**
40 hours, 3 credits

This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.

Prerequisite: Java I

**COP 2890 Web Programming Capstone**
20 hours, 2 credits

This course summarize key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisites: Java I, PERL/CGI

Co-requisite: Freshman Seminar

**COP 3502 Introduction to Computer Science Concepts**
40 hours, 3 credits

Course covers basic computer organization, computer languages and software, language translation and interpretation, object oriented design, object oriented programming, classes, objects, and inheritance, file systems and I/O.

Prerequisite: Computer Applications and Business Systems Concepts

**COP 4222 Computer Graphics Programming**
50 hours, 4 credits

This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrices calculations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.

Prerequisite: Programming II

**COP 4555 Programming Languages Principles**
60 hours, 3 credits

An introduction to programming language principles, including the history of programming languages, formal models for specifying languages, design goals, run-time structures, and implementation techniques, along with a survey of the principal programming language paradigms.

Prerequisite: none

**COP 4848 Multiplayer Game Programming**
40 hours, 4 credits

The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics included in this course include scripting, server architecture, data transfer, and how to prevent cheating in MMOG situations.

Prerequisite: Practical Game Development

**COT 1202 Discrete Structures for Computer Science**
40 hours, 3 credits

This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.

Prerequisite: Fundamentals of Programming

**COT 1438 Technology’s Role in the 21st Century**
20 hours, 2 credits

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

Prerequisite: none
Course descriptions

+ **CTS 1776 Fundamentals of PC Hardware and Software**

   60 hours, 4 credits

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

   Prerequisite: Logic and Troubleshooting

   - **CTS 2301C Windows Active Directory**

     40 hours, 3 credits

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

   - **CTS 2321 Linux Administration**

     40 hours, 3 credits

     This course is designed for introduction of the Linux operating system. The students will learn to install, configure, maintain, administration, and use programming features of Linux operating system. Students will learn how to download and install source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course materials.

   - **CTS 2383C Microsoft Windows Server**

     40 hours, 3 credits

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

   - **CTS 2401C Access**

     40 hours, 3 credits

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

   - **CTS 2511 Excel**

     40 hours, 3 credits

     This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.

   Prerequisite: Computer Applications and Business Systems Concepts

   - **CTS 2804C Networking and Internet Technologies**

     40 hours, 3 credits

     This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.

   Prerequisite: none

   - **CTS 2811C SQL Server Administration**

     40 hours, 3 credits

     The goal of this course is to prepare individuals to work with and administer SQL Server. Students will learn how to install and maintain SQL Server and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.

   Prerequisite: Relational Databases

   - **CTS 2857C Server Side Scripting**

     40 hours, 3 credits

     This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.

   Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

   - **DEP 2004 Human Growth and Development**

     40 hours, 4 credits

     This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development and development of self-concept.

   Prerequisite: none

   - **DIG 1109C Introduction to Multimedia Design**

     40 hours, 3 credits

     This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Production of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.

   Prerequisite: Introduction to Computer Graphics

   - **DIG 1280C Audio/Video Editing**

     40 hours, 3 credits

     Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students will create and edit a series of short videos for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.

   Prerequisite: Digital Media Production

   - **DIG 1302C Introduction to 3D Arts and Animation**

     40 hours, 3 credits

     This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

   Prerequisite: Introduction to Multimedia Design

   - **DIG 1303C 3-Dimensional Animation**

     40 hours, 3 credits

     Once students have learned the basics of 3d modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and thorough creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

   Prerequisite: Introduction to Multimedia Design

   - **DIG 1500C Digital Media Assembly**

     40 hours, 3 credits

     In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM. This course will provide training in a variety of industry-accepted Adobe design software.

   Prerequisite: Multimedia Technologies

   - **DIG 1520C Digital Media Production**

     40 hours, 3 credits

     This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Adobe design software.

   Prerequisite: Multimedia Design

   - **DIG 1710 Game Preproduction**

     40 hours, 4 credits

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

   Prerequisite: Game Design Theory I

   - **DIG 1711 Game Design Theory I**

     40 hours, 4 credits

     This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts, including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.

   Prerequisite: none

   - **DIG2563 Interactive Storytelling**

     40 hours, 3 credits

     This course explores the integration of storytelling and interactive narrative. From the fundamentals of creating stories, up to the integration of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the heroic journey, chattering and MUOs, exposition and dialog trees, spatial narratives and storylines, and a range of interactive storytelling methodologies, 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 for Internet delivery. Students will also explore the latest 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 2711 Game Design Theory II**

     40 hours, 4 credits

     During this course we will explore the more advanced aspects of gaming and the history and cultural impact that interactive simulations and video games. As an advanced theory course discussion will cover researching the cultural, business, and technical perspectives involved with game and simulation production. Insights into design, production, marketing, and socio-cultural impacts of interactive entertainment and communication will also be considered.

   Prerequisite: Game Design Theory I

   - **DIG 2718 Console Development**

     60 hours, 4 credits

     One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have an impact on the game (memory, processing, storage, and debugging) to name a few. This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.

   Prerequisite: Programming II

   - **DIG 2950 Multimedia Portfolio Development**

     20 hours, 2 credits

     In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo tape using a consistent theme related to their identity project. 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. The course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.

   Prerequisite: none
DIG 3313 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 and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and tradition manual film including lighting and print.
Prerequisite: Audio/Video Editing

DIG 3367 3D Content Creation
60 hours, 4 credits
During this course, students will learn about the primary industry software tools used in the creation of 3D objects and textures. Students will work with industry standard 3D applications in order to create and manipulate two-dimensional texture mapping and three-dimensional models for video game production. Through the use of this software and programming experience a student will be able to bridge the gap between the programming and designer cohorts.
Prerequisite: Game Preparation

DIG 3457 Portfolio, Package, and Publish
40 hours, 4 credits
This course focuses on the processes and tasks necessary for game and simulation-specific employment, including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or film. All students explore the steps to create a resume and presentation skills to produce a final product.
Prerequisite: Multiplayer Game Programming

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

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

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

DIG 3331 Digital Photography
60 hours, 4 credits
This course deals with the techniques of digital photography and the manipulation of digital images.
Prerequisite: Artistic Intelligence

DIG 3379 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 teaches 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 development methodologies. The process of developing a game or simulation will be covered from the essential development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

DIG 3379 Mobile Platform Development
60 hours, 4 credits
As mobile devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for different mobile platforms using a mobile development system. The Java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II

DIG 3379A 3D Game Character Creation
60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the game environment. 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 posing and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters.
Prerequisite: Polygon Modeling

DIG 3380 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 compare digital art with traditional forms of art. They will also be able to integrate these skills into their own original game ideas.
Prerequisite: Artistic Intelligence

DIG 3380 Concept Development for Digital Media
40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboard, animatics, pre-visualization, and transitions are all explored. Sketches, course image, and audio are developed to effectively communicate ideas through time and media.
Prerequisite: Fundamentals of Web Authoring and Design

DIG 3392 Game Planning
40 hours, 4 credits
This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the student will also examine cinematic visual techniques and terminology.
Prerequisite: multimedia Portfolio Development

DIG 3455 Digital Effects Creation
60 hours, 4 credits
This course will focus on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital video and representation, and 3D effects. Master the digital workflow by composing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Polygon Modeling

DIG 4323 3D Game Character Creation
60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the game environment. 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 posing and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters.
Prerequisite: Polygon Modeling

DIG 4432 Storyboard Development for Digital Media
40 hours, 4 credits
This course will focus on the development of visual elements and programming used in the development of a video game. It covers such areas as performance tuning, debugging, designing for test, pipeline management, and object oriented architecture design between platforms, object oriented design for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-language techniques.
Prerequisite: Applied Game and Simulation Theory

DIG 4479 Game Assets
60 hours, 4 credits
This course will focus on the development of visual elements and programming used in the development of a video game. It covers such areas as performance tuning, debugging, designing for test, pipeline management, and object oriented architecture design between platforms, object oriented design for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-language techniques.
Prerequisite: Applied Game and Simulation Theory

DIG 4479 Mobile Audio Assets
60 hours, 4 credits
This course will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and complex hardware configurations and loading sounds in ADPCM format. Students will explore how to ‘play back’ one shot and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.
Prerequisite: Game Assets

DIG 4635 Applications of Physics for Game and Simulation Production
60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation student to learn the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.
Prerequisite: Programming II

DIG 4793 Digital Video/Audio Project
60 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation autonomy, character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in this course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.
Prerequisites: Graphic Design with Direct; Graphics Development with OpenGL; Application of Physics in Game and Simulation Production

DIG 4793 Digital Video/Audio Project
60 hours, 4 credits
This advanced course in Audio/Video production is for students to create a final project that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound Forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students may work as a team project on this course.
Prerequisites: Audio/Video Editing; Digital Media Assembly

DIG 4443 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 is a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, concept design, physical design, testing, and implementation.
Prerequisite: Multimedia Technologies

DIG 4493 Animation Graphics Project
60 hours, 4 credits
This course combines the accumulated knowledge of students in the design of creating 3D environments. The culmination of this knowledge will be a final 3D Animation project using modeling, textureing and animation techniques. Students are expected to explore various exploration techniques through the completion of a professional summative 3D animation project.
Prerequisite: The Study of Animation
E170 Introduction to Undergraduate Research 40 hours, 4 credits

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

Prerequisite: Introduction to Criminal Justice

DSC 2005 Terrorism 40 hours, 4 credits

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

Prerequisite: Introduction to Criminal Justice

DSC 2011 Security Challenges 40 hours, 4 credits

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

Prerequisite: Introduction to Criminal Justice

DSC 3016 Homeland Security Policy 40 hours, 4 credits

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

Prerequisite: Terrorism

DSC 3057 Risk Analysis 40 hours, 4 credits

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

Prerequisites: Introduction to Homeland Security, Security Challenges

DSC 4214 Emergency Management 40 hours, 4 credits

This course will examine the role of private and public managers in planning for response to natural or manmade 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
**EEC 2239 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

**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

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

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

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

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

**EEC 2613 Observation and Assessment in Early Childhood Education**
40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

**EEC 2930 Early Childhood Education Capstone**
20 hours, 2 credits
Students will integrate the knowledge and skills gained from courses and experiences in other courses. 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.
Co-requisite: Freshman Seminar

**EDJ 2010 The Exceptional Child**
40 hours, 4 credits
This course is designed to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students’ grammar, punctuation and usage skills.
Prerequisite: Passing grade in Reading and Writing Strategies or placement determined by STEP assessment score.

**ENC 1101 English Composition**
40 hours, 4 credits
This course is designed to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students’ grammar, punctuation and usage skills.
Prerequisite: English Composition

**ENC 2102 Writing About Literature**
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.

**ENC 3311 Advanced Composition**
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.

**EVR 3410 Human Uses of the Environment**
40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include 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

**FIL 2000 Film Appreciation**
40 hours, 4 credits
Students will study different elements, forms, techniques and styles of films. They 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 film as an art form.
Prerequisite: none

**FIN 1000 Principles of Finance**
40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting I

**FIN 1202 Financial Markets and Institutions**
40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none

**FIN 3400 Corporate Finance**
40 hours, 4 credits
A comprehensive study of the implementation and use of theories, applications, and financial tools used by corporations in their operations.
Prerequisites: Financial Accounting I, Computer Applications and Business Systems Concepts

**GEO 1001 Human Geography**
40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prerequisite: none

**GEO 3212 Geography of the United States and Canada**
40 hours, 4 credits
This course presents a comprehensive study of the physical, economic, and social character of the geographic regions of the US and Canada and their significance in the economic and political affairs of the world.
Prerequisite: none

**GEB 1112 Introduction to Entrepreneurship**
40 hours, 4 credits
This course provides an introduction to the challenges a diverse workforce presents in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating cultural attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.
Prerequisite: none

**GEB 2244 Entrepreneurial Finance: Capitalization for the Entrepreneur**
40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a game 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 2252 Multicultural Communications for Business**
40 hours, 4 credits
This course provides an introduction to the challenges a diverse workplace presents in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating cultural attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.
Prerequisite: none

**GEB 2444 Internet Business Models and E-Commerce**
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.
Prerequisite: none
GEB 2300 Business Capstone
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate's Degree program. Through case analysis, class discussion, and supervised field exposure, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone Project. Students have the opportunity to participate in an optional internship/externship program.
Prerequisite: Students must be enrolled in the Business Associate's Degree program and in their last or second-to-last quarter.
Co-requisite: Sophomore Seminar

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

GEB 3051 The Business of Digital Media
40 hours, 4 credits
This course is designed to prepare students for multiple levels of project completion across the broad spectrum of digital media such as: concept development, production, project management, and content delivery. Important workplace assets are taught in drive and assessment, success within creative teams, management of timelines and deadlines, and effective leadership are explored as they pertain to the multimedia development pipeline.
Prerequisite: Introduction to Business

GEB 3110 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Communication

GEB 4220 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: Principles of Management

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

GEB 4305 Statistics for Business
40 hours, 4 credits
This course teaches students how to use statistics in each business discipline, including marketing, management, accounting, and finance.
Prerequisite: College Math course

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

GEB 4505 Organizational Development
40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Organizational Behavior Analysis

GEB 4520 Legal and Ethical Environment of Business
40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisites: Business Ethics, Business Law

GEO 2034 Physical Geography
40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisites: Business Ethics, Business Law

GEO 2104 Political Geography
40 hours, 4 credits
This course is an introduction to the development and distribution of landforms, climates, minerals, soils, and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man's utilization of them.
Prerequisite: none

GEO 3201 Conservation of Resources
40 hours, 4 credits
The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems.
Prerequisite: none

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

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

GRA 1206C Typography
40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students 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 3722C Introduction to Web Design Software
40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed websites.
Prerequisite: none

GRA 4714C Color Theory and Techniques
40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color applications, digital input devices and graphic software packages. Basic exercises are introduced and students have the opportunity to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing also is explored. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

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

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

HIM 1258C Ambulatory Care Coding
40 hours, 3 credits
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.
Prerequisite: Intermediate ICD-9-CM Coding

HIM 2000 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the professions of the health information technician and health information management. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

HIM 2272C Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common third-party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, 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.
Prerequisite: Introduction to Health Information Management (or Co-requisite)

HIM 2410 Health Information Law and Ethics
40 hours 4 credits
This course covers core concepts in health information law, ethics, and professional practice law and ethics as they relate to the healthcare industry.
Prerequisite: Introduction to Health Information Management

HIM 2510 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies using acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.
Prerequisite: Introduction to Health Information Management

HIM 2565 Healthcare Information Technologies
40 hours, 4 credits
This course covers core concepts in health information technology, including health information technology standards and applications, and the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management, Computer Applications and Business Systems Concepts

HIM 2940 Medical Coding Practicum
30 hours, 1 credit
A simulated practical experience exploring a virtual hospital and clinic in which students will learn to code using medical terminology, and practice and guidance for preparing for a credentialing exam.
Prerequisite: Ambulatory Care Coding

HIM 2941 Health Information Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practitioner allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Quality Analysis and Management; Healthcare Information Technologies; Health Information Law and Ethics
HIM 3001 Information and Communication Technologies 40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HSC 2541 Medical Law and Ethics
40 hours, 4 credits
A study of the 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. All 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 humanistic goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

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

HUS 2202 Planning and Administration
40 hours, 4 credits
This online course is designed to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using Crystal Reports as the basis for deriving this information.
Prerequisite: SQL Server Administration

HUS 2520 Abnormal Psychology
40 hours, 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behaviors will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications will be examined, including a variety of 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 both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it.
Prerequisite: General Psychology

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

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

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

ISM 2202 Business Intelligence Reporting
40 hours, 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using Crystal Reports as the basis for 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 a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security

ISM 3005 MIS Techniques
40 hours, 3 credits
This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Computer Applications and Business Systems Concepts

ISM 3015 Management of Information Systems
40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practices. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisites: Computer Applications and Business Systems Concepts, Introduction to Business

Designated Education courses
Designated Health Sciences, Practical Nursing, and Technology courses
Designated Design and Professional Nursing courses
Students will engage in an 11-week on-the-job Medical Assisting training experience in a physician’s office/clinic or medical center. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extend receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending on accreditation status).

Prerequisites: All Hepatitis B injections are completed; successful completion of background check; Attendance at Rasmussen Externship Meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting care courses except Career Development; Approval of Medical Assisting Program Coordinator.

MAC 1060 Algorithm Analysis
40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.
Prerequisite: Programming II; Probability and Statistics

MAC 1106 Advanced Algebra
50 hours, 5 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic techniques as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score

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

MAC 2100 Calculus I
40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Precalculus

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

MAN 1301 Introduction to Discrete Mathematics
40 hours, 4 credits
This course provides the basis for proper mathematical reasoning for a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and investigative reasoning, sets, functions, elementary counting techniques, and number systems.
Prerequisite: Calculus I; Discrete Structures for Computer Science

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

MAN 1300 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines.
Prerequisite: none

MAN 2021 Principles of Management
40 hours, 4 credits
Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

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

MAN 3040 Principles of Management II
40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and abilities needed to become an effective manager.
Prerequisites: None

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

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 or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

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

MAN 4240 Organizational Behavior Analysis
40 hours, 4 credits
This course is designed to help 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: Introduction to Business

MAN 4320 Human Resource Recruitment and Selection
40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessments. 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 4401 Labor Relations Management
40 hours, 4 credits
This course deals with the relationship of labor unions and management, the fundamentals of collective bargaining and labor legislation. The structure and growth of unions as well as the relationships and problems that exist among private and public sector organizations, the labor force, and government are surveyed. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management

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

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 in order to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

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

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

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

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

MAR 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 marketing, organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: None

Designated Education courses
- Integrated Health Sciences; Practical Nursing, and Technology courses
- Designated Design and Professional Nursing courses
**Prerequisite: Search Engine Marketing**

This course is designed to give students an in-depth understanding of the basics of search marketing, a marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.

**Prerequisite: Internet Business Models and E-Commerce**

This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.

**Prerequisite: Search Engine Marketing, Internet Business Models and E-Commerce**

This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.

**Prerequisite: Search Engine Marketing, Internet Business Models and E-Commerce**

This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing, and online public relations.

**Prerequisite: Internet Business Models and E-Commerce**

This course is designed to give students an in depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online business goals.

**Prerequisite: Principles of Marketing**

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

**Prerequisite: Passing grade in Foundations of Math or Placement determined by STEP assessment score.**

This course provides students with the knowledge and skills to evaluate business models and e-commerce and to understand the creative industries and systems with an awareness of the creative processes, the audience, and trends shaping content. The focus of this course is on the rapidly growing segment of entertainment media known as computer gaming.

**Prerequisite: none**

This course is designed to give students an in depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas to be included include email marketing, social media, and online PR.

**Prerequisite: Internet Business Models and E-Commerce**

This course is designed to give students an in depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas to be included include email marketing, social media, and online PR.

**Prerequisite: Internet Business Models and E-Commerce**

This course is designed to give students an in depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas to be included include email marketing, social media, and online PR.

**Prerequisite: none**

This course is designed to give students an in depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas to be included include email marketing, social media, and online PR.

**Prerequisite: none**

This course examines the combination of art, science, commerce and culture and its effects on shaping the production, marketing, distribution, and consumption of contemporary media. It combines perspectives on media industries and systems with an awareness of the creative process, the audience, and trends shaping content. The focus of this course is on the rapidly growing segment of entertainment media known as computer gaming.

**Prerequisite: none**

This course provides a foundation of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.

**Prerequisite: Search Engine Marketing, Internet Business Models and E-Commerce**

This course is designed to give students an in depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas to be included include email marketing, social media, and online PR.

**Prerequisite: Internet Business Models and E-Commerce**

This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing, and online public relations.

**Prerequisite: Internet Business Models and E-Commerce**

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**Prerequisite: Search Engine Marketing, Internet Business Models and E-Commerce**

This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.

**Prerequisite: Search Engine Marketing, Internet Business Models and E-Commerce**

This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
COURSE DESCRIPTIONS

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

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

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

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

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

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

MTS 2005 Introduction to Medical Transcription
40 hours, 2 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work schedules and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifestyle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.
Prerequisite: Medical Terminology
Pre- or Co-requisite: Medical Writing, Style and Grammar

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

MTUR 2002 Fundamentals of Nursing
250 hours, 13 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards and values of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, 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 nursing profession is incorporated into the course content. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. This course is a requirement for entry into the nursing major.
Prerequisites: Adult Nursing I

MTUR 2711 Adult Nursing II
250 hours, 13 credits
This is the second of three adult-health nursing courses. The focus of this course is on the care of 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 healthcare in medical-surgical and psychiatric settings. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical 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

MTUR 2712 Adult Nursing III
250 hours, 13 credits
This is the third of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status. This concentrated clinical course in an acute care setting promotes the student’s transition from student to graduate with an emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad in-depth application of the nursing process in the clinical management of group of patients. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which 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, Comprehensive Pharmacology Lab, Adult Nursing I, Maternal-Child Nursing, Adult Nursing II

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

NUR 2711 Adult Nursing II
250 hours, 13 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse. Client care management concepts and the legal, ethical, and professional responsibilities of the registered nurse are stressed.
Prerequisites: Maternal-Child Nursing, Adult Nursing I Co-requisite: Adult Nursing III

NUR 3177 Health Assessment
40 hours, 4 credits
This course focuses on student assessment and the formation of nursing diagnoses with an emphasis on the evaluation of health risks and health education. This course is designed to develop the student’s knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examination of the adult client. Opportunities will be presented that provide for the synthesis of nursing, biologic, psychological, and sociocultural knowledge and theories as they apply to the findings obtained in the comprehensive health assessment of adults. Interviewing and clinical examination skills will be utilized to gain and analyze data relevant to common health problems.
Prerequisite or Co-requisite: Quality and Safety in Nursing Practice

NUR 3205 Applied Pathophysiology
40 hours, 4 credits
This course focuses on the basic understanding of pathophysiology related to human illness with an emphasis placed on cellular alterations in organ systems as they relate to selected disease states. Opportunities will be presented that provide for the use of critical thinking processes to analyze diverse client presentations of selected illnesses for symptomatology, pathophysiology, and health care implications.

NUR 3318 Introduction to Alternative and Complementary Therapies
40 hours, 4 credits
This course explores the use of alternative and complementary therapies in healthcare. Topics include examining safety issues, evidence based health care, and the various types of complementary and alternative therapies. Students will gain an understanding of alternative and complementary therapies used in healthcare.
Prerequisite: Transcultural Nursing

NUR 3508 Quality and Safety in Nursing Practices
40 hours, 4 credits
This course focuses on the critical review of current quality and safety issues in healthcare and guidelines and systems impacting healthcare agencies. Topics include quality and safety issues in healthcare; Joint Commission Accreditation and OQSEN competencies, Joint Commission Standards, and Magnet Status. Students will gain understanding of contemporary quality and safety standards and best practices for quality and safety initiatives in healthcare settings.
Co-requisite: Dimensions of Professional Nursing

NUR 3655 Transcultural Nursing
40 hours, 4 credits
This course focuses on cultural responses to health and illness as they influence individuals and families. Topics include comparative analysis of communication, current problems, issues, health care beliefs, values, and practices of different systems and cultural norms as they affect health care practices; and the profession of nursing. Nursing interventions that integrate varying cultural health practices will be explored.
Prerequisite or Co-requisite: Health Assessment
**COURSE DESCRIPTIONS**

- **NUR 3816 Dimensions of Professional Nursing**
  - 40 hours, 4 credits
  - This course provides a transition experience for the RN to BSN student. Nursing theory, philosophy and roles will be explored in the context of expanding scope and responsibility of nursing practice.
  - Prerequisites: Admission into the Program

- **NUR 4165 Nursing Research**
  - 40 hours, 4 credits
  - This course provides an overview of the skills needed to read, understand, analyze, and utilize nursing research. Statistical methods will be discussed as well as the types of research available in nursing. Further emphasis is placed on the relationship between theory and practice and the identification of researchable nursing problems. Students will learn systematic approaches for acquiring knowledge and defining issues related to evidence-based practice and research. Students will learn systematic approaches for acquiring knowledge and defining issues related to evidence-based practice and research.
  - Prerequisite or Co-requisite: Quality and Safety in Nursing

- **NUR 4529 Public Health and Community Nursing**
  - 40 hours, 4 credits
  - This course provides an overview of concepts and theories related to public health and community health nursing. Topics include core functions and essentials of public health, health promotion and prevention, population focused practice, community assessment, and interdisciplinary collaboration to meet diverse client needs in diverse settings.
  - Prerequisites or Co-requisite: Transcultural Nursing and Nursing Research

- **NUR 4773 Leadership and Management in Nursing**
  - 40 hours, 4 credits
  - This course explores leadership and management theories and concepts in nursing. Emphasis will be placed on nursing leadership roles in safety and improvement priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, and outcome management/evaluation. Further focus will be placed on pertinent legal issues faced by nursing leaders and analysis of the current research pertinent to management.
  - Prerequisites: Successful completion of all other BSN courses
  - Co-requisite: Nursing Capstone

- **NUR 4870 Nursing Informatics**
  - 40 hours, 4 credits
  - This course provides a basic understanding of nursing informatics to include the review and analysis of various information system applications within the health care system. Theoretical models of nursing informatics will be reviewed as well as data acquisition, data management, and information processing. Emphasis will be placed on managing health care data within the social, legal, and ethical context of modern nursing.
  - Prerequisite: Quality and Safety in Nursing

- **NUR 4959 Nursing Capstone**
  - 40 hours, 4 credits
  - This course is designed to be a synthesis and application of concepts studied throughout the program. Students may select a capstone project to demonstrate mastery of student learning outcomes. The capstone project will address quality and safety in nursing. Upon completion of this course, students will be prepared to promote quality and safety in nursing.
  - Prerequisites: Successful completion of all other BSN courses
  - Co-requisite: Leadership and Management in Nursing

- **OST 1100C Keyboarding I**
  - 40 hours, 3 credits
  - This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
  - Prerequisite: none

- **OST 1161 Medical Transcription I**
  - 80 hours, 4 credits
  - The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper grammar and punctuation.
  - Prerequisites: Medical Writing, Style, and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I

- **OST 1461 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

- **OST 1364C Word for Windows**
  - 40 hours, 3 credits
  - This course is designed to introduce the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.
  - Prerequisite: Computer Applications and Business Systems Concepts

- **OST 2465 Medical Administration Capstone**
  - 10 hours, 1 credit
  - This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
  - Prerequisite: Medical Administration student in last or second-to-last quarter.
  - Co-requisite: Sophomore Seminar

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

- **PHI 1405 Introduction to Philosophy**
  - 40 hours, 4 credits
  - This course provides students with an introductory understanding of the fundamental questions of philosophy, and an opportunity to develop their own attitudes and beliefs as they seek greater knowledge. Some of the topics students will explore include what it means to be human, the nature of reality, what is truth, morality, free will, and the nature of the self. Significant figures that have played a vital role in developing various fields of philosophy will also be introduced.
  - Prerequisite: none

- **PHI 2103 Introduction to Critical Thinking**
  - 40 hours, 4 credits
  - This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in business and society.
  - Prerequisite: none

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

- **PHY 3930 The Physics of Gaming**
  - 40 hours, 4 credits
  - This course has been designed to teach the foundations of physics. In order to accurately depict events in a “game environment”, the game/simulation programmer must understand the underlying physics principles that determine resultant actions in the physical world and have those principles conveyed in the “game world.” Among the topics that will be covered in this course include Newton’s Laws of Motion, kinematics, and the conservation of momentum in physical systems. Where appropriate some hands-on activities will be done to help illustrate important principles for the students.
  - Prerequisite: Math for Game and Simulation Production II

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

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

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

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

- **PLA 1573 Contracts: Managing Legal Relationships**
  - 40 hours, 4 credits
  - This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contract, and the remedies provided for a breach of contract.
  - 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. Logical reasoning skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize, format, and submit briefs that require specific, rule-based, formatting and content development. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
  - Prerequisites: Legal Research; English Composition

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

- **PLA 2476 Employment Law**
  - 40 hours, 4 credits
  - Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the federal framework of enterprise so that students can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
  - Prerequisite: Introduction to Human Resource Management
PLA 2587: Torts: Auto Accidents and Other Legal Injuries
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of cause of actions in torts and their relevance to the paralegal.
Prerequisite: Introduction to Law and the Legal System
PLA 2610: Real Estate Law
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with pre-closing and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System
PLA 2732: Law Office Technology
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System
PLA 2800: Family Law
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research related to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including ante nuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System
PLA 2816: Paralegal Capstone
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “paperless office” methods will be practiced.
Pre- or Co-requisite: Law Office Technology; Students must be in their last or second to last quarter.
PLA 2940: Paralegal Internship
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experience during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Final-quarter status and consent of program coordinator.

POB 2020: American/U.S. National Government
Prerequisite: None

POB 4000: Political Thought
This course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.
Prerequisite: Foundations of Practical Nursing I

PRN 0000: Nursing Foundations
120 hours, 6 credits
This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.
Prerequisite: Foundations of Practical Nursing I

PRN 0110: Pediatric Nursing
110 hours, 6 credits
This course provides information regarding the general characteristics, needs and problems of the pediatric patient to prepare the student to adapt nursing care for that patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. The nursing skills related to the care of the pediatric patient are emphasized. Clinical skills are practiced in the nursing lab and the student has an opportunity to apply knowledge and skills in clinical setting.
Prerequisite or co-requisite: Nursing II and Maternal-Child Nursing

PRN 0120: Maternal Child Nursing
80 hours, 4 credits
This course introduces maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as sexuality and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.
Prerequisite: Nursing I

PRN 0201: Nursing I
90 hours, 6 credits
This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.
Prerequisites: Nursing I

PRN 0202: Nursing II
120 hours, 6 credits
This course is a continuation of Nursing I and is comprised of both a theory and clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.
Prerequisites: Nursing I

PRN 0401: Psychosocial Nursing
80 hours, 4 credits
This course presents an overview of the underlying principles of psychiatric/mental-health nursing and how those concepts transcend practice settings; it is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental-health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care.
Prerequisites: Nursing Foundations

Co-requisites: Nursing I, General Psychology

PRN 0500: Geriatric Nursing
80 hours, 4 credits
This course explores care for the older and adult and is comprised of both a theory and a clinical component. The content builds on previous learning experiences to incorporate a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult patient. Content will address the psychological, spiritual, cultural, legal, and ethical aspects related to geriatric nursing care. 45 Hours of clinical experience in a geriatric setting will be provided.

Prerequisites: Fundamentals of Practical Nursing; Foundations of Nursing; Comprehensive Pharmacology; Comprehensive Pharmacology Lab

PRN 1700: Fundamentals of Practical Nursing
140 hours, 8 credits
This course provides students with a foundation in understanding the healthcare culture. This includes roles people play in the healthcare setting, effective communication techniques, basic knowledge in wellness and disease, ethical concerns affecting healthcare setting, basic computer and math skills, and basic employability skills. The course also provides students with the skills needed to become a nursing assistant. Topics include communication, ethics, patient care, and various types of support needed for the patient.
Prerequisite: Acceptance into the Practical Nursing program

PTN 2934: Nursing Seminar
150 hours, 8 credits
This online course explores the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing and educational activities is emphasized. 90 Hours of clinical experience will be provided.
Prerequisites: Fundamentals of Practical Nursing, Foundations of Nursing; Nursing I; Nursing II; Nursing III

PTT 1012: General Psychology
40 hours, 4 credits
This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology.

Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
Prerequisite: None

PTN 1010: 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 pharmacy and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, recognizing and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.
Prerequisite: None

PTN 2017: Pharmacy Math and Dosages
40 hours, 4 credits
This course provides the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisite: Introduction to Pharmacy

PTN 2050: Pharmacy Technician Capstone
30 hours, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisites: Pharmacy Technician student in last or second-to-last quarter.

PTN 2220: Pharmacy Software/Automation/Insurance Billing
40 hours, 3 credits
Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Student will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.

Prerequisite: Pharmacy Math and Dosages

PTN 2340: Unit Dose and Medication Preparation
40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The IV lab will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

REL 3131: American Religious History
40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
Prerequisite: None
COURSE DESCRIPTIONS

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

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

RMI 3011 Insurance
40 hours, 4 credits
This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.
Prerequisite: Introduction to Business

RMI 4020 Risk Management
40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: Introduction to Human Resource Management

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

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

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

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

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

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

SYO 4180 Work and Family
40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals’ work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none

TAX 2002 Income Tax
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.
Prerequisite: Financial Accounting II

TAX 3010 Taxation of Individuals
40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals

WST 4350 Gender in Math and Science
40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none

ZOO 126 Introduction to Zoology
40 hours, 4 credits
In this course students will explore introductory topics in the biology of animals. Students will learn about the structure, function, and physiology of animals, and their role in the Earth’s ecosystems. Students will also have an opportunity to study animal genetics, growth, and behavioral and reproductive patterns in this course.
Prerequisite: none
Rasmussen College Admissions

Handicapping Policy

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

Student Definition

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

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 when enrollment is under 12 students.

Class Standing

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

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

College Acceptance or Rejection of Application for Admission

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

- Completed application form and enrollment agreement
- Application fee received by College
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the institution. All credits will be invalidated and any financial aid will have to be repaid.
- Completed Entrance Placement Examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.
- Rasmussen College Experience Course successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt.
- The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Exempt students will be required to successfully complete the Experience Course.
- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.

- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Health 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 are subject to the requirements of the United States of America to provide evidence that all of the qualifications of the Form I-20 on the form that tells the U.S. government that you are eligible for F-1 Student Status. The College reserves the right to cancel any applicant that is not clear. If the background check reveals a potential problem, Rasmussen College will review the applicant before making a final decision.

- Students completing the Freshman Seminar will be required to take the seminar course. Following is the Common method by which students will complete the various seminar courses, but there may be some variation from the course depending on course sequencing or other scheduled courses that are required for a student’s program completion.
- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for.
- Students must complete the sophomore seminar the quarter in which they finish the clinical course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree program.
- Students must complete the senior seminar the quarter in which they finish the Bachelor’s Degree requirements to be eligible for graduation.

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

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

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

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse action letter the student may contact the background check firm directly to dispute the information contained in the background check. Within 10 days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide supplemental and/or additional information to support such a request for reconsideration.
Applicants pursuing admittance into the Health Information Management Bachelor’s Program

Applicants who transfer from other colleges, and whose test scores meet or exceed the minimum scores as detailed in the current Rasmussen College catalog, must possess an AS in Health Information Technology/Management from a CAHIIM accredited program or have an AS degree and possess a current RHIT credential.

Individual Progress

Students who place below the level of B080 Reading and Writing Strategies are required for students who have not successfully completed the

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

Minimum of 2.2 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 550-word essay. Please speak with a program manager for details.

Paralegal Certificate Program Requirements

Admission into the Paralegal Certificate program requires candidates to have earned an Associate’s Degree which includes general-education courses equivalent to those required in Rasmussen College’s Paralegal A.S., or a Bachelor’s Degree or higher.

Entrance Requirements for Health Information Management Bachelor’s Program

Applicants applying admittance into the Health Information Management B.S. degree must possess an AS in Health Information Technology/Management from a CAHIIM accredited program or have an AS degree and possess a current RHIT credential.

Individual Progress

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the prerequisite foundation course and at least 15 credits of coursework required for the necessary requirement determined by Rasmussen College at the time of registration. The STEP test is not required for B.S. Program. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students are required to complete the step test at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic requirements by satisfying the following courses:

• Foundations courses, their equivalents, or the courses which Foundations courses are prerequisites, or their

Immunochemistry Requirements

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

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

Developmental Education and STEP Re-Test Policy

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of its students and faculty by prohibiting discrimination on the basis of a disability and requiring reasonable accommodations to the qualified disabled students and faculty members in all programs, activities and employment.

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

Equipment

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

Educational Records Definition

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

Grading System Percentage Scale

A+ 96 TO 93%
A 92 TO 90%
A- 89 TO 87%
B+ 86 TO 83%
B 82 TO 80%
B- 79 TO 77%
C+ 76 TO 73%
C 72 TO 70%
C- 69 TO 67%
D+ 66 TO 63%
D 62 TO 60%
F Below 60%
Point Scale

**Alphabetical Grading System**

Grade of XN applies to Foundation and College Experience courses. Grade of UX applies to Foundation and College Experience courses. Grade of W applies to Foundation, Military Leave, and Medical Leave Withdrawals.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Very Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>D-</td>
<td>0.75</td>
<td></td>
</tr>
</tbody>
</table>

**Letter Grade Percentage Range**

- A: 94-100%
- A-: 90-93%
- B+: 89-92%
- B: 89 to 87%
- B-: 86 to 83%
- C+: 82 to 80%
- C: 79 to 77%
- C-: 76 to 73%
- D+ Below 73%

**Nursing Programs Grade Scale**

Students are required to earn at least a “C” in their Nursing courses. This applies to all NU, NUR, HUN, PL, and PNR coursework level 0000 through 2999. The grading scale for these courses is as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92 to 95%</td>
</tr>
<tr>
<td>B+</td>
<td>89 to 92%</td>
</tr>
<tr>
<td>B</td>
<td>89 to 87%</td>
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<tr>
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<tr>
<td>C+</td>
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</tr>
<tr>
<td>C</td>
<td>79 to 77%</td>
</tr>
<tr>
<td>C-</td>
<td>76 to 73%</td>
</tr>
</tbody>
</table>

**Incomplete Grade Policy**

The instructor should apprise 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**

Any ‘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 grade 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:
   - the work to be completed,
   - qualifications for acceptable work,
   - the deadline for completing the work (within two weeks of the last day of class),
   - the grade to be entered should the student not complete the work by the deadline.

2. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

3. Incomplete forms will be maintained by the respective college, appropriate approval and resolution.

4. Students must request an incomplete prior to the last day of the term.

5. 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:
   - the work to be completed must be regularly assigned work, identified in the course syllabus,
   - the student can reasonably be expected to complete the work by the deadline.

6. The student’s grade will be substantially improved.

7. The student has demonstrated a commitment to completing work in a timely fashion.

8. Granting the incomplete is truly in the best interest of the student.

9. By completing the work, one of the following will apply:
   - the student will learn substantive information by completing the work.
   - the student will learn higher level thinking skills or gain substantially greater command of the subject matter.

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

Incompletes may not be granted for the sake of improved cumulative grade point average or 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 a “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. A grade change must be requested by 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:
  - Emergencies situations that prevent a student from submitting a petition to receive an incomplete grade.”
7. At least twice and at regular intervals during the first quarter, the student must meet regularly with a qualified instructor to fulfill the requirements of the course.

5. Deadline for all work to be completed at the end of the quarter.

6. Students who have credits that are not transferrable may file an appeal through the following process: the student will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

3. Prior to the beginning of the independent study student 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 defined by the syllabus for an on-site course.

3. Progress checks to be reviewed by the Dean.

4. Standards of academic quality for the work to be completed.

5. Deadline for all work to be completed at the end of the quarter.

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy

• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.

• Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.

• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.

• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.

• Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Students in the Medical Assisting, Medical Laboratory Technician, 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.

• Only courses completed with a grade of C or higher will qualify for 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.

• Only courses completed with a grade of C or higher will be eligible for transfer credit.

• General education credits in the program to earn a Rasmussen College degree must be in an equivalent computer science/technology program.

• Credits in information technology or computer science/technology computer/programming courses must be earned within the past 5 years.

• Transfer credits based on a passing the STEP exam. Once the student successfully complete the necessary Foundations courses or passes the STEP exam, the College will then post the transfer credits to the student’s account.

• The following Early Childhood Education extension courses cannot be transferred into the program from another program: EEC1861 Knowledge: Extremity I, EEC1861 Application: Extremity II, EEC1862 Reflection: Extremity II.

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• Satisfactory Academic Progress. All credits considered toward graduation and program requirements will be posted or calculated.

• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

• Only courses completed with a grade of C or higher will qualify for transfer.

• General education credits in the program to earn a Rasmussen College degree must be in an equivalent computer science/technology program.

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• Transfer credits based on a passing the STEP exam. Once the student successfully complete the necessary Foundations courses or passes the STEP exam, the College will then post the transfer credits to the student’s account.

• The following Early Childhood Education extension courses cannot be transferred into the program from another program: EEC1861 Knowledge: Extremity I, EEC1861 Application: Extremity II, EEC1862 Reflection: Extremity II.

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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.

• Conferred associates degrees may be posted as a 32 credit general education block.
• Conferred baccalaureate degrees may be posted as a 56 credit block (32 lower-level, 24 upper-level).
• All required general education courses must be met due to accreditation requirements.

• For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completion Block Policy

For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred associate’s degree, but not in a similar field as the bachelor’s degree they are enrolled in.

• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
• Course by course transfer guidelines apply to required courses.
• Required general education courses must still be met.
• Transfer for upper division courses will be done on a course by course basis.
• Students must meet pre-requisite requirements for upper division coursework.
• Students may transfer up to 41 unstructured lower division core credits.
• Unless a course has been transferred, a student must take all courses required in the program.
• Illinois students must meet the general education category breakdown requirements.

This policy is not applicable to the Health Information Management BS degree.

Medical Assisting Associate Degree Completer Block Transfer Policy

A total block transfer of 54 core credits may be applied into the Medical Assistant AS program if one of the following criteria is met:

1. Graduated from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA/RMA certification, or
2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but has worked as an MA within the past 3 years and holds a current CMA/RMA certification.

Students may seek a course-by-course transfer credits or course waiver for MEA 2290 (Radiography Skills) only if they have a limited scope x-ray operator certificate. Students will need to complete 26 general education credits and E242 (Career Development).

RN to Bachelor of Science in Nursing (RN to BSN) Policy

For students who have an unencumbered Registered Nurse license and have successfully completed an associate’s degree in field, they will receive a block transfer of 113 or 109 credits, depending on state.

• Florida students will receive a block to 32 lower division general education classes plus a block of 81 lower division core classes.
• Minnesota residents will receive 77 lower division core, 32 lower division, GE, and will need to complete 4 credits of unstructured electives.
• Students who have the RN license alone will receive a block transfer of 81 (FT) or 77 (NM) lower division core credits. The 32 credits of lower division general education will need to be completed, unless transferred in from a college transcript.
• Upper division coursework, both core and general education, is transferable and follows the standard Course by Course Transfer Policy. All grades must be C or higher.
• There are no time limit restrictions on transfer of upper division coursework.
• There is no restriction on the total number of credits that may be transferred.

• RN-to-BSN is not available to Wisconsin residents.

Mobility Practical Nursing Block

Students who have successfully completed a practical nursing program and hold a current Minnesota practical nursing license will receive credit in the mobility program for the following courses through block transfer.

– NUT115 Comprehensive Pharmacology
– NUT120 Adult Medical Surgical Nursing I
– NUT125 Clinical Nursing Skills I
– NUT100 Critical Thinking in Nursing
– NUT205 Human Nutrition

Surgical Technology ASS Completer Block Policy

Students who have graduated from a CAAHEP or ABHES accredited surgical technology diploma or certificate program and hold the CST (NBSTA) certification will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 28 general education credits and E242 (Career Development).

Credit by Examination

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

Medical Coding Practicum Waiver

Students who successfully earn a current cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.

• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
• If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Foundations of Child Development: Early Childhood Curriculum and Instruction; and, Health, Safety and Nutrition Waivers

• Students who have earned a CDA Credential within the past three years, awarded by the National Council for 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.
• 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 and Design Waivers

• Course waivers will be considered for students who have select professional certifications in the following.

– 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 and Design 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, will waive the course requirements 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.

– Certifications must be current.

• Course by course transfer guidelines apply to required courses related to the certification.

– The student’s credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalence Credit

Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:

• Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required. Applicable to General Education areas only.
• College-Level Examination Program (CLEP) examinations administered by the College Board. A score of 50 or higher is required. Applicable to General Education areas only.
• GST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements. Applicable to General Education areas only.
• College credit for military service may be awarded upon review of a military transcript. Rasmussen College recognizes the American Council on Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (SMART), Degree texas Education, Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (ATLAS) transcript, and 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 by the Campus Registrar.

Prerequisites

In order to take a course listing a prerequisite, the student must have successfully completed the prerequisite.

General Education Philosophy

The general purpose of 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 professional study, and interact with the general public effectively and constructively with others in a rapidly changing world.

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

1. Effectively communicate, either orally or in writing, in various contexts and in the community, industry, 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 including electronic, media, and print, meeting common standards for intellectual and academic integrity.
4. Recognize and value the diverse needs and perspectives of individuals.

In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and/or skills. 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 definition between the valid and invalid use of data and statistics; the fundamental scientific processes, theories, facts, concepts, and principles; the difference between facts and opinions; and/or the steps of the scientific method.

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

General Education Requirements for Rasmussen College Credentials

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

AS degree candidates in most programs must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences. A5 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 very career focused. Courses that are primarily developmental or remedial in nature, such as Foundation courses, may not be included in the general education total for any program.

Health Sciences 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 not travel to any location outside of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student.

Practicums/Externships in Health Sciences programs are administered and directed by the Campus Registrar.

Rasmussen College Attendance Policy

These attendance expectations that differ from the general attendance expectations that differ from the general college policies that may be transferred.
Rasmussen College students are expected to call the instructor and to get the assignments and information missed. Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

If a student has not been in attendance in a course during 14 days of their last day of attendance in that course, he or she may be withdrawn from the course. If a student may be withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the 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 at Rasmussen College are expected to uphold the very highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions

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

b) Cheating: Distributing or receiving answers or information on 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.

c) Plagiarism: Seeking to gain unfair academic advantage by distorting, 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.

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

The student will be expelled from the course, and the final grade assigned for the course will be a F/FX. The student may re-take the course, but the F/FX will remain on the transcript even if the student retakes the course and earns a passing grade.

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

Students who commit Academic Misconduct also risk violating the College’s Commitment to Community, which may occur in one or more courses in one or more quarters and accumulate for all quarters in which the student is enrolled. Upon conclusion by the student’s instructor and the student’s Dean that the student has committed Academic Misconduct, the following penalties will be applied:

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

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

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V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All appeals are reviewed by the Academic Misconduct Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

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

Dress Code: The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation. Some Health Sciences programs have uniform requirements. Please see your Program Manager or courses for details.

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 classes through the first Friday of the quarter, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:
1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixtieth day of the quarter, students will receive W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Mid-quarter drop/add period:
Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:
1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the mid-quarter and on or before the third Friday of the mid-quarter, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the mid-quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
4. Students who fail to notify the College that they wish to withdraw from a class and who have received the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program.

Rasmussen College offers an Early Honors Program which provides an accelerated high school curriculum and a high school class schedule, which is designed to provide students with the opportunity to earn college credit while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Honors coursework is available to high school seniors who have reached the minimum age of 16 both on-campus or online in enrollment in the program dependent on space availability.

Rasmussen College Early Honors Program Requirements:
Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

1. Students must complete an Early Honors Application Package which includes a high school attestation indicating expected graduation date. Early Honors students are not required to submit an application fee.
2. Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
3. Students must submit a signed Early Honors High School Approval Form.
4. Students must be a high school senior and have a minimum cumulative high school grade point average of 2.5 out of a possible 4.0. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
5. Students must score at least a 25 on the writing portion of the Rasmussen College STEP assessment to be accepted into the Early Honors Program.
6. The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
7. A maximum of 20 Early Honors students will be accepted per quarter, per campus.
8. To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.0.
9. Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
10. Applicants will be accepted on a space available basis for each course selected.
11. Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with “PRB” or “NUR” are not available to Early Honors students.
12. Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available at no cost to all students at Rasmussen College. Honors students electing to complete courses online will need to secure access to required hardware and software. The college will provide specific information on each course, including textbook prices and technology requirements.
13. Students will receive college credit toward a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another institution the certificate of the drop/add period will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
14. Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
15. Students must apply to a full program of study by completing an Application for Admission and submitting an application fee.

Limitations:
This catalog was prepared using information current at the time of publishing. However all policy contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current students, standards should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field. Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Rasmussen College reserves the right to deny admission to any student whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business. The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.

Online Courses:
Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via email, chat, email, message boards, and interactive websites. Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

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

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

Student Senate:
The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events.

The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives.

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

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

Exit Interviews:
Students contemplating the termination of their education at Rasmussen College should contact the Academic Dean or Campus Director, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their rights, including access to and the cancellation of federal loans and tuition.

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

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

Florida Cancellation, Termination, Refund Policy:
If a student withdraws, discontinues attending or is terminated from the College the following policy will apply:
1. The student must give written notice to the College. Date of withdrawal is the last day of recorded attendance. If the student has not attended classes for 21 consecutive days without giving the College an explanation about the absences, before or during the period of absence, the student may be regarded as having withdrawn from College.
2. The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund any amount due within 30 business days. Written cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
3. Notwithstanding anything to the contrary, if a student gives written notification of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged then:
   a. Period of Instruction is terminated and all payments received will be returned.
   b. Any and all charges that the length of the completed period of instruction, including but not limited to tuition fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $100 per course for books and supplies.
   c. All prepaid tuition is refundable.
4. If a student has been accepted by the College and gives written consent to the Period of Instruction or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
Rasmussen College Florida

Academic Information and College Policies

- In compliance with Iowa Code 714.23, the $100.00 course fee will be refunded for students who are residents of the state of Iowa.
- Student refunds are made within 45 days of the date of determination of withdrawal, the student's last date of attendance, or the date officially updated, whichever date is later. In compliance with Iowa Code 714.23, refund of tuition charges will be made within 30 days for students who are not residents of the state of Iowa.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- Any promissory note instrument received as payment for tuition or other charge will not be negotiated prior to the student's date of official withdrawal.

Cancellation, Termination, Refund Policy

Incoming students must cancel enrollment at any time, complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees, and other charges shall be made in the following manner within thirty (30) days of termination:

1. If a cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded.
2. If a cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or before credentials are delivered, a refund shall be made of all unearned 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 may not be returned unless the student makes a request for a return or a refund.

Re-Entry Policy

Students may apply for re-enrollment in certificate or diploma programs at anytime. Associate degree programs two times, and Bachelor's degree programs up to four times, unless the Dean, Campus Director, or Director of Campus Operations determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as continuing students and must meet progress requirements. All re-entering students, regardless of time away from the College, must successfully complete the College Experience Course or complete a record of successfully completed College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a Re-Enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below:

1. If a student meets the following criteria, the student will be allowed to complete the academic program provided the student completes re-entry as long as all other enrollment qualifications are met at the time of reentry: a student in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines of this catalog at the time of the most recent withdrawal; as student has no outstanding balance owed to the College and the student has successfully completed any required Foundations Writing courses, or placed into ESL, or Reading or Writing Strategies previously or through testing, and has a previous good check background.

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

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

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

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is a Return of Title IV (RRTIV) calculation. If the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew or on or before the completion date of the quarter, the RRTIV formula requires a Return of Title IV aid if the student withdraws. Rasmussen College credits the student's account for any outstanding balance that they owe to the school.

The percentage of Title IV aid to be returned is determined by dividing the number of 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 returned to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdraw.

Post-withdrawal disbursement from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdrew earlier than 90 days prior to the withdrawal date is determined to be eligible for additional Title IV aid. 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 180 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to withdraw a loan fund that the student withdrew at the end of the withdrawal period. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or a portion of the disbursement. A 14-day response time is given to the student for this determination.

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 mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Federal Subsidized Stafford Loans, and PLUS Loans, Pell Grant, SEOG, and then other Title IV programs.

Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to calculate the Post-Withdrawal Disbursement Tracking Sheet.

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of WX. Any tuition refund will be calculated according federal guidelines, as 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-enrollment under the conditions that the student is capable of meeting the requirements at the time of re-enrollment. The student must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate.

Medical leave is intended for students who do not plan to return to Rasmussen College.

Involuntary Medical Withdrawal: Rasmussen College until all outstanding financial obligations have been met.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

All academic probations, warnings and dismissals take precedence over the Medical Leave or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal must be in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal

Re-enrollment will require a complete 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 with the approval of the Campus Director or Dean.

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

The refund liability for a particular student under the federal Family Education Rights and Privacy Act of 1974 (FERPA) will be determined in terms of a direct as well as any indirect costs associated with the student. The costs that Rasmussen College will consider as part of the refund liability is the cost of Federal Pell Grant, Federal Subsidized Stafford, Federal Direct Subsidized Stafford, Federal Direct PLUS Loans received on behalf of the student. The remaining refund due to the State Aid Programs will be calculated on a manner:

• Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.
• Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.
• Other Federal SFA Programs authorized by Title IV Higher Education Act.

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 other 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 student can retain per our state mandated refund policy less:

Amount of Institutional Share of Title IV Refund

Remaining refund due to the State Aid Programs

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).
Antि - Harassment and Sexual Violence Policy

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

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting or making a complaint.

This policy covers actions of all students and employees, whether co-worker, manager or by any other person doing business with or for Rasmussen.

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or that they have been the victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President or President. Whether or not a person considers a situation to be a sexual assault, the College offers the option of making an informal or formal complaint according to the procedures outlined below.

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

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the subject of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his/her behavior and that it would be inappropriate.

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 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 is 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 Department and the Provost, without the written permission of the person making the complaint.

However, if, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Resolutions and Informal Complaints

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.

If there is anyone who discusses an informal complaint with an advisor is willing to identify others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will not address issues in any way related 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.

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. Sexual verbal advances or propositions;

5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means); and

6. Sexual coercion, including threatening or implying a current or future disadvantage or harm related 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.

Sexual Harassment

Rasmussen College Library System reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current fee is as follows: for all circulating books, videos, audio-cassettes, and CD’s: a fine of $5 a day for 10 days; the maximum late fine is $2.50. For reference books and reserve materials there is a 10 hour grace period beyond the 24 hour check-out period, after the grace period the charge is $0.25 a day for 10 days; the maximum late fine is $2.50. For reference books and reserve materials there is a 10 hour grace period beyond the 24 hour check-out period, after the grace period the charge is $2.00 per hour for 5 hours; the maximum fine is $10.00.

After the materials are kept past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that the replaceable items are lost or damaged, the library will charge up to $150.00.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Rasmussen ID cards the College receives bills. The patrons incurring these fines should be held accountable for their payment so that the College does not have to cover these fees.

The College will notify those students who pay their fines at Rasmussen College Library or other libraries by withholding the student’s grade report, transcript, diploma or certificate.

There are many instances when library patrons may check materials out for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting or making a complaint.

This policy covers actions of all students and employees, whether co-worker, manager or by any other person doing business with or for Rasmussen.

Defining 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 explicitly or implicitly a term or condition of an individual’s employment or academic advancement, or 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.

2) 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.

3) Such conduct would violate the rights of an individual or would be deemed harassing by the College.

Sexual Harassment

Sexual harassment is the basis for employment decisions and is a violation of the College’s policy on sexual harassment.

Normal, courteous, mutually respectful, pleasant, non- coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties and is not intended to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.

2. Hostile work environment,” where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or students. Sexual harassment consists of verbal mistakes, sexual or unwelcome sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Rommantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by a faculty member in granting grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the duty of the supervisor, professor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual contact, that is not consensual. Sexual assault carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual assault.
ACADEMIC INFORMATION AND COLLEGE POLICIES

Formal Complaints by Students and Employees

a. A formal complaint of sexual harassment must include a written statement, signed by the complaining party, specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The statement must be addressed to the Campus Director, or other manager who will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director, or other manager who will formally investigate the complaint will prepare a written statement, signed by the complainant, of the facts of the sexual harassment.

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

1. The person will be contacted first, with initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will determine whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.

2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to people other than those involved in the complaint, they will be so done after informing the complaining person and the person complained against.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complaint must be performed in a timely manner and be followed through throughout the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

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

   a. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
   b. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
   c. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Recommended Corrective Action

The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include counseling; a written or verbal reprimand of the harasser; suspension, dismissal, demotion, or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action.

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director, Regional Vice President, Executive Vice President, President, or the Chief Executive Officer.

False Charges

If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, an Executive Vice President or the President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action, up to and including suspension from the College or termination of employment or enrollment.

Victims’ Rights Under Sexual Assault Policy

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

1. The victim is aware that criminal charges can be made by an employee or a student with the knowledge that the facts were false, an Executive Vice President or the President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action, up to and including suspension from the College or termination of employment or enrollment.

2. False charges or allegations of misconduct against an employee or a student with the knowledge that the facts were false, an Executive Vice President or the President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action, up to and including suspension from the College or termination of employment or enrollment.

3. The College will be in communication with the alleged assailant, including transfer to another campus or college facility disciplinary proceeding concerning a sexual assault complaint; or

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 due process; or

5. The College will be in communication with the complainant until the complaint is resolved. The complaint must be performed in a timely manner and be followed through throughout the investigation although not of the specific conversations held with the person complained against.

6. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

7. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

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

   a. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
   b. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
   c. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state of federal agencies or the courts.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and well-being of its employees and their families, its students and the community.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.

2. The use, manufacture, furnishing, possession, transportation, sale, giving, delivering or using a controlled substance other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complaint must be performed in a timely manner and be followed through throughout the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

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

   a. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
   b. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
   c. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.
6. The right to disclosure – without the written consent or knowledge of the student or parent – information which may be unconstitutionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Director of the school within fifteen (15) days after the student starts classes.

Director Information

Director information is that information which may be released without the written consent of the student or parent.

5. 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 in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel) who is not a student or parent, or who with the student’s consent in writing, 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 needs to review an education record in order to fulfill his or her professional responsibilities.

4. The right to disclose – without the written consent of the student or parent – personally identifiable information contained in the student’s education records to an attorney, auditor, or collection agent in order to fulfill his or her professional responsibilities.

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 in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel) who is not a student or parent, or who with the student’s consent in writing, 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 needs to review an education record in order to fulfill his or her professional responsibilities.

2. 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 in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel) who is not a student or parent, or who with the student’s consent in writing, 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 needs to review an education record in order to fulfill his or her professional responsibilities.

1. 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 in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel) who is not a student or parent, or who with the student’s consent in writing, 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 needs to review an education record in order to fulfill his or her professional responsibilities.

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, 5W, Washington, DC 20202-6005. The right to disclose – without the written consent or knowledge of the student or parent – information which may be unconstitutionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Director of the school within fifteen (15) days after the student starts classes.

Directional Information

Directional information is that information which may be released without the written consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Business Office. Once filled becomes a permanent part of the student’s record until the student instructs the school in writing, to have the request removed.

Grievance Procedure

It is the policy of Rasmussen College that students should have an opportunity to present school related complaints through grievance procedures. The College will attempt to resolve complaints in a timely fashion so that the parent of student may seek further remedy if he or his/her rights have been violated, the following procedures are appropriate for handling this policy.

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” mean as soon as possible.

Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure

In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:

   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.

   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.

   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct a final investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

   d. Any Controversy or Claim of or against more than one party involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students should submit a statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

   e. If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration

Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (“the Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also has 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, no party to the arbitration nor an arbitrator may decide the existence, content, or results of any arbitration heretofore without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy

Availability of financial information regarding the College may be requested from the Chief Financial Officer. Statement of Ownership

Rasmussen College, Inc., 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, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:

- Robert E. King, Chairman
- J. Michael Locke, President, Chief Executive Officer, Secretary
- Susan Falotico, Executive Vice President, Chief Financial Officer, Assistant Secretary
- Kristi A. Waite, Executive Vice President, President/CEO of Rasmussen College, Inc. and President of Rasmussen College
- Craig E. Pines, Executive Vice President

Rasmussen College is currently authorized or licensed* to operate in: Alabama, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, and Wisconsin.

Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if and when 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.
Academic Information and College Policies

Pennsylvania
Pennsylvania Department of Education
180 Market Street
Harrisburg, PA 17120-0333
Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120
http://www.attorneygeneral.state.pa.us/uploadedFiles/Complaints/BCP_Complaint_Form.pdf

Puerto Rico
Puerto Rico Council on Higher Education
PO Box 1000
San Juan, PR 00910-1903
Puerto Rico Department of Justice
PO Box 1000
San Juan, PR 00902-0192

Rhode Island
Rhode Island Board of Governors for Higher Education
Sheporod Building
80 Washington Street
Providence, RI 02903
Rhode Island Department of Attorney General
Consumer Protection Unit
130 Smith Street
Providence, RI 02903
http://www.riag.state.ri.us/documents/consumer/ConsumerComplaintForm.pdf

South Carolina
South Carolina Commission on Higher Education
1200 Main Street, Suite 200
Columbia, SC 29020
http://www.schev.sc.gov/acadinfo/Faculty/Complaints_procedures_and_form.pdf

South Dakota
South Dakota Board of Regents
360 E. Capitol Ave, Suite 200
Pierre, SD 57501-2455
South Dakota Office of Attorney General
Division of Consumer Protection
1302 E Helry 14th Suite 3
Pierre SD 57501-8153
http://www.sdoa.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx

Tennessee
Tennessee Higher Education Commission
800 West End Avenue, Suite 2200
Nashville, TN 37243
http://www.tn.gov/ptc/Divisions/USA/PostsecondaryAuth/ConsumerComplaintForm.rtf

Texas
Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 10th Street
Austin, Texas 78718-0001
http://www.twc.state.tx.us/SGS/gpschools/gp401a.pdf

Texas Higher Education Coordinating Board
1300 N. Anderson Lane
Austin, Texas 78752

Office of the Attorney General
Consumer Protection Division
PO Box 12540
Austin, TX 78711-2548
https://www.sao.state.tx.us/consumer/complaintform.pdf

Utah
Utah Division of Consumer Protection
145 East 300 South
Salt Lake City, Utah 84111
consumerprotection@utah.gov
http://consumerprotection.utah.gov/complaints/index.html

Vermont
Vermont Department of Education
State Board of Education
Vermont Department of Education
130 State Street
Montpelier, VT 05602-2501
Vermont Attorney General’s Office
109 State Street
Montpelier, VT 05609-1001

Virginia
State Council of Higher Education for Virginia
112 N. 17th St.
James Monroe Building
Richmond, VA 23219
http://www.schev.virginia.gov/forms/studentComplaintInformation.pdf

Washington
Washington Higher Education Coordination Board
917 Lake Edgewood Way
PO Box 41000
Olympia, WA 98504-3400
http://www.whec.wa.gov/studentaid/ConsumerInformation.aspx

Washington Workforce Training and Education
Coordinating Board
128 10th Avenue SW, PO Box 41005
Olympia, WA 98504-3105
http://www.wbsa.wa.gov/ComplaintForm.aspx

West Virginia
West Virginia Higher Education Policy Commission
1018 Kanawha Blvd. Ed., Ste 700
Charleston WV 25311-2850

Community and Technical College System of West Virginia
1018 Kanawha Blvd. Ed., Ste 700
Charleston WV 25311-2850

West Virginia Office of the Attorney General
Consumer Protection Division
PO Box 7179
Charleston WV 25302-7179

Wisconsin
Wisconsin Educational Approval Board
30 W. Wells St., 9th Floor
P.O. Box 803
Madison, WI 53708
http://beac.state.wi.us/ConsumerServices/Complaint.aspx

Wyoming
Wyoming Department of Education
2810 Capital Avenue
Cheyenne, WY 82002-0050

Attorney General's Office
123 Capital Building
200 N. 24th Street
Cheyenne, WY 82002

*This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be considered as information of what agencies regulate the institutions or whether the institution is licensed or required to be licensed across States, through the relevant agency or Attorney General. Office will not assess complaints regardless of whether an institution is required to be licensed at that state.

Registration
Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 135A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350 St. Paul, MN 55108-5227 (651) 642-0533

Licensing
Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

• Commission for Independent Education
325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 (888) 224-6684

Rasmussen College is licensed as a private career school by the State of Wisconsin Educational Approval Board. License is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• State of Wisconsin Educational Approval Board
30 West Mifflin Street Madison, WI 53708-8996 (608) 266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.

• Wisconsin Department of Regulation & Licensing
P.O. Box 8935 Madison, WI 53708-8935 (608) 276-2172

Rasmussen College is registered with the Iowa College Student Aid Commission.

• Iowa College Student Aid Commission
603 E. 12th Street, 7th Floor Des Moines, IA 50319 (877) 272-4456

Approved For:
Veterans’ Benefits by the Florida State Approving Agency

Florida Board of Nursing

http://www.schev.edu/forms/StudentComplaintInformation.pdf


http://www.wsb.wa.gov/ComplaintForm.aspx


http://www.schev.edu/forms/StudentComplaintInformation.pdf

- More for information: www.nacli.org

Academic, Licensing & Approvals

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association.

230 South LaSalle Street, Suite 7-200
Chicago, IL 60601-1411

(800) 261-7440 or (312) 263-0456;
The Health Information Technology Associate Degree Program offered at the Brooklyn Park, Eagan, Bloomington, Lake Elmo/Woodbury, Mankato, Online and St. Cloud campuses in Minnesota – the Ruidox Campus in Illinois – and the Green Bay Campus in Wisconsin - is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technology Associate’s degree offered at the Aurora campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

- Commission on Accreditation for Health Informatics and Information Management Education
233 N. Michigan Ave., 21st Floor
Chicago, IL 60601-5800

(312) 233-1100

The Medical Assisting Program at the Brooklyn Park, Eagan, Bloomington, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.cahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

- Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756

(727) 210-2350

The Surgical Technology AAS program at the Brooklyn Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.cahep.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
(888) 276-2172

1361 Park Street
Clearwater, FL
(727) 210-2350

www.cahep.org

The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

- National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road
Rosemont, IL 60018-5119
Phone: (773) 714-8880
Fax: (773) 714-8886

Programs or campuses not listed above are not programmatically accredited.
Rasmussen College Standards of Satisfactory Academic Progress (SAP)

Introduction: Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. A lack of satisfactory progress will likely jeopardize a student’s ability to complete their chosen program.

In order to be eligible for financial aid at Rasmussen College, a student must establish and maintain Satisfactory Academic Progress. When an individual becomes a student at Rasmussen College, the student accepts the responsibility to meet the standards of Satisfactory Academic Progress. Students are evaluated for SAP on a quarterly basis, and Rasmussen College expects students to progress through programs based on the standards listed in this catalog.

Methodology: Mid-quarter and final grade reports are compiled and prepared by Rasmussen College academic/services staff and available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly and students not meeting the standards are notified. At this time an academic plan will be created describing the steps a student needs to take to meet SAP standards during the upcoming term. Rasmussen staff will attempt to meet in person or via phone with the student regarding this plan; if the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the dean or campus director by the first Friday of the next quarter in order to remain an enrolled student.

All grades relate to credits successfully completed with the exception of the “W/WD/WX” and “U/UN/U/UK” which are counted as attempted courses for the purpose of maximum time frame and percentage course completion and may have an effect on achieving satisfactory progress.

Courses that have been transferred from other institutions will be listed on the student’s transcript with a “TR” designation. Courses for which a student has received credit by examination will be listed as “TD” (Test-Out) on the student’s transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

SAP Components: All students must comply with the following three components that are used to measure a student’s Satisfactory Progress (SAP) towards the completion of a degree or certificate.

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) as defined in the chart below. CGPA is determined by grades earned in courses that have been completed. The minimum CGPA requirement is applied based on where the student is in their program as shown in the chart below.

A CGPA equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by cumulative credits earned divided by cumulative credits attempted within a program. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for CCR calculation. Minimum standards are listed in the chart below.

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program. Total credits are indicated for each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for CCR calculation. Minimum standards are listed in the chart below.

Minimum Successful Completion of Cumulative Credit Hours Attempted

<table>
<thead>
<tr>
<th>Percentage of credits attempted</th>
<th>Minimum Cumulative Required GPA</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25%</td>
<td>1.50</td>
<td>25%</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>1.75</td>
<td>50%</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>2.00</td>
<td>67%</td>
</tr>
</tbody>
</table>

Students who fail a class are allowed to repeat the class one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student’s financial aid award. Failed course credits count as credits attempted that are not earned. If a student repeats a failed course, the failing grade will be removed and replaced with the grade from the course when repeated and the student’s CGPA will be recalculated to reflect the new letter grade.

Financial Aid Warning: If a student’s CGPA falls below the standards listed in the chart, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. At this time a notice of Financial Aid Warning will be sent to the student and the student must work with academic support staff regarding the conditions of their status and to be advised of a plan to return to good standing. A student is eligible for Title IV financial aid during the Financial Aid Warning period. At the end of the warning period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Warning period will not be eligible for financial aid.

Not Eligible for Title IV Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the warning or probation period and does not successfully appeal will not be eligible for further Title IV financial aid funding. Students are not allowed to be on Financial Aid Warning for more than one quarter at their own expense. Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, they will be included in SAP calculations as described elsewhere in this section. A student may not re-enter the College unless they have completed coursework elsewhere that would be acceptable for transfer into the College and would bring the student back into good standing.

Notices of SAP ineligibility will be sent to the student and the student must respond to the notification within ten business days.

APPEALS:

If a student fails to make satisfactory academic progress, but submits a successful appeal and has their eligibility for aid reinstated, he or she will be assigned the status of Financial Aid Probation. A student is eligible for Title IV financial aid during the Financial Aid Probation period. At the end of the probation period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period will not be eligible for financial aid.

Financial Aid Warning period

No more than one Financial Aid Warning period will be allowed. This is the period when a student will be allowed to work with their financial aid counselor to determine the steps necessary to achieve the minimum SAP requirements for the student to be eligible for further Title IV funding.

Financial Aid Probation:

No more than one Financial Aid Probation period will be allowed. This is the period when a student will be allowed to work with their financial aid counselor to determine the steps necessary to achieve the minimum SAP requirements for the student to be eligible for further Title IV funding.
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B.A., Fairfield University
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B.S., University of South Dakota
Online

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Senior Director of Admissions
M.S., Troy State University
B.S., Barat College
Online

Matt Spect
Director of Admissions
B.A., William Mitchell College of Law
B.S., St. Cloud State University
Online

A C A D E M I C  A D M I N I S T R A T I O N

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M.A., Rutgers University
B.A., University of Albany
Twin Cities

Matthew Segaard
Assistant Vice President of Academic Affairs
Ph.D., University of Minnesota
M.A., Ohio University
M.A., B.A., Bowling Green State University
Twin Cities

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B.A., University of Toledo
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Dean of Faculty
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B.A., Alfred University
New Port Richey

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B.A., Eastern Illinois University
Ocala

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B.S., Ohio University
A.A.S., Jane State College
Tampa/Brandon

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B.S., Northeastern University
Online

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Dean of Admissions
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B.S., University of Wisconsin-GauClaire
Online

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Dean of Faculty
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B.S., Stevens Institute of Technology
B.S., DeVry University
Online
SCHOOL OF BUSINESS

Jared Eutsler
Marti Ziegler
Cherrietta Prince
David Wilson
John Nuby
Rand Fandrich
Steve Corsetti
B.S., Florida State University
M.B.A., University of Minnesota
B.S., Central Florida
M.B.A., University of Phoenix
B.A., Keuka College
M.B.A., Florida Metropolitan University
M.B.A., Florida State University
M.B.A., Webster University
B.A., Northeastern University
M.B.A., University of Phoenix
M.B.A., Regis University
M.B.A., Nova Southeastern University
M.B.A., University of Phoenix
M.B.A., Regis University
M.B.A., University of Minnesota
M.B.A., Grand Cayman University
M.B.A., B.S., University of Central Florida
M.B.A., Florida State University
B.S., Bentley College
B.S., University of South Florida
B.S., University of Kentucky
B.S., University of South Florida
B.S., University of Central Florida
B.S., St. Petersburg Jr. College
B.S., B.S., University of South Florida
B.S., A.A., Shawnee State University
B.S., A.A., University of Central Florida
B.S., B.S., University of Minnesota
B.S., B.S., University of Illinois
B.S., B.S., University of Hawaii
B.S., Florida A&M University
B.S., Florida State University
B.S., Florida State University
B.S., University of Florida
B.A., University of Hawaii
B.S., B.S., University of Central Florida
B.A., Webster University
B.S., St. Petersburg Jr. College

SCHOOL OF EDUCATION

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A.A.S., Dutch Business University
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Ocala
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A.S., Webster College
Ocala
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Ocala
Shanta Thompson
HT Program Coordinator
B.S., Florida A&M University
Ocala

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# Campus Locations

<table>
<thead>
<tr>
<th>MINNESOTA</th>
<th>ILLINOIS</th>
<th>NORTH DAKOTA</th>
<th>FLORIDA</th>
<th>WISCONSIN</th>
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<tbody>
<tr>
<td><strong>BLAINE</strong></td>
<td><strong>AURORA/NAPERVILLE</strong></td>
<td><strong>BISMARCK</strong></td>
<td><strong>FORT MYERS</strong></td>
<td><strong>APPLETON</strong></td>
</tr>
<tr>
<td>3629 95th Avenue NE</td>
<td>2363 Sequoia Drive</td>
<td>1701 East Century Avenue</td>
<td>9160 Forum Corporate Pkwy.</td>
<td>3500 East Destination Drive</td>
</tr>
<tr>
<td>Blaine, MN 55014</td>
<td>Aurora, IL 60506</td>
<td>Bismarck, ND 58503</td>
<td>Fort Myers, FL 33905</td>
<td>Appleton, WI 54915</td>
</tr>
<tr>
<td>763-795-4720</td>
<td>630-888-3500</td>
<td>701-530-9800</td>
<td>239-477-2100</td>
<td>920-750-9500</td>
</tr>
<tr>
<td><strong>BLOOMINGTON</strong></td>
<td><strong>MOKENA/TINLEY PARK</strong></td>
<td><strong>FARO</strong></td>
<td><strong>LAND O’LAKES</strong></td>
<td><strong>GREEN BAY</strong></td>
</tr>
<tr>
<td>4400 West 78th Street</td>
<td>8650 West Spring Lake Road</td>
<td>4012 19th Avenue SW</td>
<td>18600 Fernview Street</td>
<td>904 South Taylor Street</td>
</tr>
<tr>
<td>Bloomington, MN 55435</td>
<td>Mokena, IL 60448</td>
<td>Fargo, ND 58103</td>
<td>Land O’Lakes, FL 33558</td>
<td>Green Bay, WI 54303</td>
</tr>
<tr>
<td>952-545-2000</td>
<td>815-534-3300</td>
<td>701-277-3899</td>
<td>813-435-3601</td>
<td>920-593-8400</td>
</tr>
<tr>
<td><strong>BROOKLYN PARK</strong></td>
<td><strong>ROCKFORD</strong></td>
<td><strong>NEW PORT RICHEY</strong></td>
<td><strong>ROMEOVILLE/JOLIET</strong></td>
<td><strong>WAUSAU</strong></td>
</tr>
<tr>
<td>8301 93rd Avenue North</td>
<td>6000 East State Street</td>
<td>8661 Citizens Drive</td>
<td>1400 West Normantown Road</td>
<td>1101 Westwood Drive</td>
</tr>
<tr>
<td>Brooklyn Park, MN 55445</td>
<td>Rockford, IL 61108</td>
<td>New Port Richey, FL 34654</td>
<td>Romeoville, IL 60446</td>
<td>Wausau, WI 54401</td>
</tr>
<tr>
<td>763-493-4500</td>
<td>815-316-4800</td>
<td>727-942-0069</td>
<td>815-306-2600</td>
<td>715-841-8000</td>
</tr>
<tr>
<td><strong>EAGAN</strong></td>
<td><strong>ROMEOVILLE/JOLIET</strong></td>
<td><strong>OCALA</strong></td>
<td><strong>TAMPA/BRANDON</strong></td>
<td><strong>ONLINE</strong></td>
</tr>
<tr>
<td>3500 Federal Drive</td>
<td>1400 West Normantown Road</td>
<td>4755 SW 46th Court</td>
<td>4042 Park Oaks Boulevard</td>
<td>888-5-RASMUSSEN</td>
</tr>
<tr>
<td>Eagan, MN 55122</td>
<td>Romeoville, IL 60446</td>
<td>Ocala, FL 34474</td>
<td>Tampa, FL 33610</td>
<td>888-5-RASMUSSEN</td>
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<tr>
<td>651-687-9000</td>
<td>815-306-2600</td>
<td>352-629-1941</td>
<td>813-246-7600</td>
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<tr>
<td><strong>LAKE ELMO/WOODBURY</strong></td>
<td><strong>FORT MYERS</strong></td>
<td><strong>QALMA</strong></td>
<td><strong>WAUSAU</strong></td>
<td><strong>ONLINE</strong></td>
</tr>
<tr>
<td>8665 Eagle Point Circle</td>
<td>9160 Forum Corporate Pkwy.</td>
<td>4755 SW 46th Court</td>
<td>1101 Westwood Drive</td>
<td>888-5-RASMUSSEN</td>
</tr>
<tr>
<td>Lake Elmo, MN 55042</td>
<td>Fort Myers, FL 33905</td>
<td>Ocala, FL 34474</td>
<td>Wausau, WI 54401</td>
<td>888-5-RASMUSSEN</td>
</tr>
<tr>
<td>651-259-6600</td>
<td>239-477-2100</td>
<td>352-629-1941</td>
<td>715-841-8000</td>
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<tr>
<td><strong>MANKATO</strong></td>
<td><strong>LAND O’LAKES</strong></td>
<td><strong>NEW PORT RICHEY</strong></td>
<td><strong>TAMPA/BRANDON</strong></td>
<td><strong>ONLINE</strong></td>
</tr>
<tr>
<td>130 Saint Andrews Drive</td>
<td>18600 Fernview Street</td>
<td>8661 Citizens Drive</td>
<td>4042 Park Oaks Boulevard</td>
<td>888-5-RASMUSSEN</td>
</tr>
<tr>
<td>Mankato, MN 56001</td>
<td>Land O’Lakes, FL 33558</td>
<td>New Port Richey, FL 34654</td>
<td>Tampa, FL 33610</td>
<td>888-5-RASMUSSEN</td>
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<td>507-625-6556</td>
<td>813-435-3601</td>
<td>727-942-0069</td>
<td>813-246-7600</td>
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<tr>
<td><strong>MOORHEAD</strong></td>
<td><strong>FARO</strong></td>
<td><strong>NEW PORT RICHEY</strong></td>
<td><strong>TAMPA/BRANDON</strong></td>
<td><strong>ONLINE</strong></td>
</tr>
<tr>
<td>1250 29th Avenue South</td>
<td>4012 19th Avenue SW</td>
<td>8661 Citizens Drive</td>
<td>4042 Park Oaks Boulevard</td>
<td>888-5-RASMUSSEN</td>
</tr>
<tr>
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<td>888-5-RASMUSSEN</td>
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<td>218-304-6200</td>
<td>701-277-3899</td>
<td>727-942-0069</td>
<td>813-246-7600</td>
<td></td>
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<tr>
<td><strong>ST. CLOUD</strong></td>
<td><strong>NEW PORT RICHEY</strong></td>
<td><strong>NEW PORT RICHEY</strong></td>
<td><strong>TAMPA/BRANDON</strong></td>
<td><strong>ONLINE</strong></td>
</tr>
<tr>
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<td>8661 Citizens Drive</td>
<td>8661 Citizens Drive</td>
<td>4042 Park Oaks Boulevard</td>
<td>888-5-RASMUSSEN</td>
</tr>
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<td>New Port Richey, FL 34654</td>
<td>New Port Richey, FL 34654</td>
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<td>888-5-RASMUSSEN</td>
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<td>320-251-5600</td>
<td>727-942-0069</td>
<td>727-942-0069</td>
<td>813-246-7600</td>
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