

PROGRAMS

Lower Division General Education Communication Course

Requirements In all programs that include a lower division general education “Communication” course, *except for* Computer Science BS and Software Application Development AS, the student must select one of the following three courses:

COM 1002 Introduction to Communication (4 credits)

ENC 1121 English Composition 2 (4 credits)

SPC 2017 Oral Communication (4 credits)

In the Computer Science BS and Software Application Development AS programs (see pages 26 and 27), lower division general education “English Composition” and “Communication” requirements should be listed as follows:

English Composition (required course) 4

ENC 1101 English Composition

Communication (*Required course, Select 1 additional course) 8

COM 1002 Introduction to Communication

ENC 1121 English Composition 2*

SPC 2017 Oral Communication

Lower Level General Education Mathematics Courses

In all programs *except for* all Nursing programs, Computer Science BS, and Software Application Development AS, the lower division general education “Math” requirement should be listed as follows:

Math (Select 1 course) 4

MAT 1031 College Algebra

MAT 1402 General Education Mathematics

Public Accounting BS Degree (pg. 7) Under CPA Courses, course number for ACT 4022 CPA Exam Preparation should be changed to ACG 4022.

Business Management AS Degree – Child Development

Specialization (pg. 11) Delete the statement “This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin.”

Early Childhood Education Certificate (pg. 13)

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

Health Information Management BS Degree (pg. 16)

Remove the course HIM 4482 Health Information Management Capstone, 2 credits, and insert HIM 4360 Health Data Management, 2 credits.

Health Information Technician AS Degree (pg. 15)

Delete the previous accreditation statement and insert: The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Bloomington,

Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora and Rockford Campuses in Illinois – the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Medical Assisting Diploma and AS Degree (pg. 17)

Add the following statement immediately following the existing accreditation statement on this page: The Medical Assisting Diploma and AAS/AS Degree programs at the Appleton, Aurora, Fort Myers, New Port Richey, Ocala, Romeoville, Rockford and Wausau campuses are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Criminal Justice AS Degree – Homeland Security

Specialization (pg. 20) Delete the following course from the course list: CJE 1009 Juvenile Justice, 4 credits.

Paralegal AS Degree and Paralegal Certificate (pg. 22-23)

Course number and name for PLA 2732 Law Office Technology is changed to PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession.

Nursing BS Degree (RN to BSN Program) (pg. 24)

Revise the “Enrollment Requirements” to read as follows: Applicants to this program must possess a current, unencumbered RN license that is valid in the United States. Admitted students will be granted a transfer block inclusive of lower division major and core courses.

Professional Nursing AS Degree (pg. 25)

In Objective, ‘Associate of Applied Science Degree’ should read ‘Associate of Science Degree’.

Professional Nursing AS Degree (pg. 25)

Change note below program to read: This program is offered at the Fort Myers, New Port Richey, Ocala, and Tampa/Brandon campuses.

Computer Science BS Degree (pg. 26)

Delete previous note in its entirety and insert: **Entrance requirements for Computer Science Bachelor’s, Software Application Development Associate’s, and Software Application Development Certificate 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.

Software Application Development AS Degree (pg. 27)

Delete previous note in its entirety and insert: **Entrance requirements for Computer Science Bachelor’s, Software Application Development Associate’s, and Software Application Development Certificate 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 AS Degree – Network Administration (pg. 31) Delete course number CET 2801C and insert CET 2810C.

Business Diploma – Child Development Specialization (pg. 34) Delete the statement “This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin.”

Medical Billing and Coding Certificate (pg. 35) Add note below program: In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

Medical Billing and Coding Diploma (pg. 35) Add note below program: In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

Criminal Justice Certificate and Diploma (pg. 36) Students may not currently enroll in the Criminal Justice Certificate or Diploma.

Software Application Development Certificate (pg. 37) Delete previous note in its entirety and insert: **Entrance requirements for Computer Science Bachelor’s, Software Application Development Associate’s, and Software Application Development Certificate 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.

Lower Division General Education Communication Course Selections (pg. 40) In the tables captioned “**General Education Course Selections: All BS and AS Degree Programs (Except Computer Science BS, Software Application Development AS and Nursing AS Program)**” and “**General Education Course Selections: Professional Nursing AS Degree Program,**” lower division “Communication” course selections should be listed as follows:

Communication	
COM 1002 Introduction to Communication	4
ENC 1121 English Composition 2	4
SPC 2017 Oral Communication	4

In the table captioned “**General Education Course Selections: Computer Science BS Degree and Software Application Development AS Degree,**” lower division

“English Composition” and “Communication” course selections should be listed as follows:

English Composition	
ENC 1101 English Composition*	4
Communication	
COM 1002 Introduction to Communication	4
ENC 1121 English Composition 2*	4
SPC 2017 Oral Communication	4

General Education Mathematics Course Selections (pg. 40) In the table captioned “**General Education Course Selections: All BS and AS Degree Programs (Except Computer Science BS, Software Application Development AS and Nursing AS Program),**” lower division “Mathematics” course selections should be listed as follows:

Mathematics	
MAT 1031 College Algebra	4
MAT 1402 General Education Mathematics	4

Business Systems Analysis BS Degree See page 33 of this addendum for program details.

Business Systems Analysis AS Degree See page 34 of this addendum for program details.

Business Systems Analysis Diploma See page 35 of this addendum for program details.

Business Systems Analysis Certificate See page 36 of this addendum for program details.

Business Technology Management BS Degree See page 43 of this addendum for program details.

Business Technology Management AS Degree See page 44 of this addendum for program details.

Business Technology Management Diploma See page 45 of this addendum for program details.

Finance BS Degree See page 37 of this addendum for program details.

Finance AS Degree See page 38 of this addendum for program details.

Finance Diploma See page 39 of this addendum for program details.

Human Resources and Organizational Leadership BS Degree See page 27 of this addendum for program details.

Human Resources and Organizational Leadership AS Degree See page 28 of this addendum for program details.

Human Resources and Organizational Leadership

Diploma See page 29 of this addendum for program details.

International Business BS Degree See page 40 of this addendum for program details.

International Business AS Degree See page 41 of this addendum for program details.

International Business Diploma See page 42 of this addendum for program details.

Marketing BS Degree See page 30 of this addendum for program details.

Marketing AS Degree See page 31 of this addendum for program details.

Marketing Diploma See page 32 of this addendum for program details.

Professional Nursing Mobility AS Degree See page 46 of this addendum for program details.

Cyber Security BS Degree See page 47 of this addendum for program details.

Information Technology Management BS Degree See page 48 of this addendum for program details.

ARKANSAS GENERAL EDUCATION COURSE REQUIREMENTS

BACHELOR OF SCIENCE DEGREE PROGRAMS

For Arkansas students enrolled in:

- Accounting BS
- Criminal Justice BS
- Health Information Management BS
- Healthcare Management BS

<u>Course</u>		<u>Credits</u>
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English Composition

Required courses:

ENC 1101	English Composition	4
ENC 2102	Writing About Literature	4

Speech/Communication

Select two courses:

COM 1002	Introduction to Communication	4
ENC 1121	English Composition 2	4
SPC 2017	Oral Communication	4
ENC 3311	Advanced Composition	4
MMC 3407	Visual Communication in the Media	4

Mathematics

Required course:

MAT 1031	College Algebra	4
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Science

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

TRANSFER	(Science course with lab)	5
TRANSFER	(Science course with lab)	5

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

Fine Arts/Humanities

Select three courses:

ART 1204	Art Appreciation	4
CRW 2001	Creative Writing	4
FIL 2000	Film Appreciation	4
HUM 2023	Humanities	4
LIT 2000	Introduction to Literature	4
MUS 1300	Music Appreciation	4
PHI 1405	Introduction to Philosophy	4
PHI 2103	Introduction to Critical Thinking	4
PHI 2671	Ethics	4
SPN 271	Conversational Spanish	4
AML 3041	American Literature	4
AML 4453	Studies in American Literature and Culture	4
AML 4680	Literature of American Minorities	4
LIT 3191	Contemporary World Literature: 1900 to the Present	4
POT 4001	Political Thought	4

<u>Course</u>		<u>Credits</u>
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Social Sciences

Select four courses, at least one of which must be a U.S.

History/Government course (indicated by ^). [Note: students who take Principles of Economics may not take Macroeconomics or Microeconomics.]

AMH 2030	United States History: 1900 to the Present ^	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics *	4
ECO 2023	Microeconomics *	4
GEA 1000	Human Geography	4
POS 2020	American/U.S. National Government ^	4
PSY 1012	General Psychology **	4
SYG 1000	Introduction to Sociology **	4
AMH 3304	Visions of America Since 1945	4
CPO 4003	Comparative Politics	4
GEA 3212	Geography of the United States and Canada	4
REL 3131	American Religious History	4
REL 3308	Contemporary World Religions	4
SYG 3011	Social Problems	4
SYO 4180	Work and Family	4

** Students enrolled in Accounting BS or Healthcare Management BS must take Macroeconomics and Microeconomics.*

*** Students enrolled in Criminal Justice BS program must take General Psychology and Introduction to Sociology.*

Total BS General Education Credits: 58

BS Degree Programs Total Credits for Arkansas Residents

- Accounting BS 182 credits
- Criminal Justice BS 182 credits
- Health Information Management BS 182 credits
- Healthcare Management BS 182 credits

ARKANSAS GENERAL EDUCATION COURSE REQUIREMENTS

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

For Arkansas students enrolled in:

- Accounting AAS
- Business Management AAS
- Early Childhood Education AAS
- Health Information Technician AAS
- Medical Administration AAS

Course	Credits	Course	Credits
English/Writing (required courses)		Social Sciences	
ENC 1101	English Composition	4	
ENC 2102	Writing About Literature	4	
Communication (select one course)		Select two courses, unless otherwise noted. [Note: students who take Principles of Economics may not take Macroeconomics or Microeconomics.]	
COM 1002	Introduction to Communication	4	
ENC 1121	English Composition 2	4	
SPC 2017	Oral Communication	4	
Humanities (select one course)		AMH 2030	United States History: 1900 to the Present
ART 1204	Art Appreciation	4	4
CRW 2011	Creative Writing	ECO 1000	Principles of Economics
FIL 2000	Film Appreciation	4	4
HUM 2023	Humanities	ECO 2013	Macroeconomics **
LIT 2000	Introduction to Literature	4	4
MUS 1300	Music Appreciation	ECO 2023	Microeconomics **
PHI 1405	Introduction to Philosophy	4	4
PHI 2103	Introduction to Critical Thinking	GEA 1000	Human Geography
PHI 2671	Ethics	4	4
SPN 271	Conversational Spanish	4	4
Mathematics (select one course)		POS 2020	American/U.S. National Government
[Note: baccalaureate degrees require College Algebra.]		4	4
MAT 1031	College Algebra	PSY 1012	General Psychology
4		4	4
MAT 1402	General Education Mathematics	4	4
4		SYG 1000	Introduction to Sociology***
Natural Sciences		** Students enrolled in Accounting AAS or Business Management AAS must take Macroeconomics and Microeconomics.	
Students enrolled in associate's degree programs must <u>either</u> select one course below, <u>or</u> transfer in a total of 5 credits, of which 4 credits must be science coursework and 1 credit must be an accompanying laboratory. [Note: bachelor's degrees require transferred in science credits with laboratories.]		***Students enrolled in the Early Childhood Education AAS Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social Science requirement.	
AST 2002	Introduction to Astronomy	4	
BSC 2020C	Introduction to Human Biology	4	
GLY 1000	Introduction to Geology	4	
PHA 1500	Structure and Function of the Human Body *	4	
ZOO 1206	Introduction to Zoology	4	
TRANSFER	(Science course with lab)	5	
* Students enrolled in Health Information Technician AAS must either take PHA 1500 Structure and Function of the Human Body, or transfer in a 4 credit course with 1 credit laboratory that is equivalent to PHA 1500 Structure and Function of the Human Body. [Note: the transferred in equivalent to Structure and Function of the Human Body is required in the Health Information Management BS program.]		Total AAS General Education Credits: 32-33 ^	
		^ Students who transfer in 5 credits of science (including lab) will take 33 credits of general education, those who do not will take 32 credits of general education.	
		Note: Arkansas general education requirements for associate's degree programs include the completion of one course in Computer Applications/Fundamentals. The Computer Applications and Business Systems Concepts course required in the diploma or major/core curriculum of all Rasmussen College associate's degree programs satisfies this requirement.	
		AAS Degree Programs Total Credits for Arkansas Residents	
		• Accounting AAS 93-94 credits	
		• Business Management AAS 91-96 credits	
		• Early Childhood Education AAS 91-92 credits	
		• Health Information Technician AAS 90-91 credits	
		• Medical Administration AAS 90-91 credits	

COURSE DESCRIPTIONS

CEC080 College Experience Course (pg. 41) Add the following after the “Rasmussen College Course Numbering System” section:

CEC080 College Experience Course, 0 credits

The College Experience Course is an instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build a student’s confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course. Prerequisite: none

Add ACG 4133 International Accounting and Finance, 40 hours, 4 credits This course will explore key concepts of international accounting and financial standards and reporting practices in the world economy considering external and internal factors to doing business globally. The course will study a variety of concepts dealing with theory and practice of accounting from a global standpoint. Students will apply skills in analyzing and interpreting accounting reports and financial statements of international corporations and organizations. Prerequisite: Financial Accounting II

ACT 4022 CPA Exam Preparation, 40 hours, 2 credits (p. 42) Correct course number is ACG 4022.

CEN 3210 Database Systems Design, 50 hours, 4 credits (pg. 44) Prerequisite: Relational Databases

CEN 4190 Engineering Virtual Worlds, 40 hours, 4 credits (pg. 45) Course is 50 hours, 4 credits

CGS 1545 Relational Databases, 40 hours, 3 credits (pg. 45) Prerequisite: Fundamentals of Programming

Add CIS 2714 Information Security Fundamentals, 40 hours, 3 credits This course covers the principles of security. Topics include the business needs of security, threats, attacks, secure software development, the legal environment, risk management and security technologies. Students will also learn security governance, standards and practices. Virtual Private Networks and Firewalls will be introduced, as well as cryptography protocols and personnel. Prerequisite: Principles of Networking I

Add CIS 3192 Introduction to Information Systems Security, 40 hours, 3 credits This course provides an

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

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

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

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

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

Add CIS 3727 Principles of Security, 40 hours, 4 credits This course covers advanced security concepts and principles. Topics include an introduction to information security, system level threats and risk, system protection, vulnerabilities and attacks, defenses, wireless security, access control principles, authentication, security audits, and cryptography. Students also learn about various business continuity issues and related legislation and policies for security professionals.

Prerequisites: Principles of Networking II; Information Security Fundamentals

Add CIS 4039 Auditing Information Technology Infrastructure, 40 hours, 4 credits This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).

Prerequisite: none

Add CIS 4137 Access Controls, Authentication, and PKI, 40 hours, 4 credits This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered.

Prerequisite: none

Add CIS 4215 Windows Security Strategies, 40 hours, 4 credits This course discusses security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications.

Prerequisite: none

Add CIS 4288 Ethical Hacking and Advanced Security, 40 hours, 4 credits This course covers advanced security topics in the area of ethical hacking. A number of security tester tools will be addressed and penetration techniques will be explained. War driving and countermeasures for wireless attacks will be explored. In addition, PKI and Cryptography attacks will be examined. The student will learn various intrusion detection, prevention and filtering applications.

Prerequisite: Principles of Security

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

Prerequisite: none

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

Prerequisite: Computer Applications and Business Systems Concepts

Add CIS 4456 Hacker Techniques, Tools, and Applications, 40 hours, 3 credits This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.

Prerequisite: none

Add CIS 4581 ISS Capstone, 40 hours, 3 credits This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.

Prerequisite: This course is designed to be taken at the end of the program

CJE 1670 Introduction to Forensic Science, 40 hours, 4 credits (pg. 46) Delete course description.

CJE 2601 Introduction to Investigations, 40 hours, 4 credits (pg. 46) Delete course description.

CJE 2679 Crime Scene Analysis, 40 hours, 4 credits (pg. 46) Delete course description.

Add CNT 2153 Principles of Networking I, 40 hours, 3 credits This course is the first of a two part series in principles of networking. The course will develop the student's ability to manage the areas of installation, operation and repair of a small office data network. Students will be introduced to the OSI model, TCP/IP addressing, introductory security and wireless concepts, routing and switching principles, and various Wide Area Network technologies.

Prerequisite: Network Fundamentals for Business Professionals

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

Prerequisites: Cisco Networking Fundamentals and Routing; Networking Security

Add CNT 3056 Wireless Networking and Security, 40 hours, 4 credits This course covers Wireless Local Area Network (WLAN) devices and standards and operational and installation concepts. The student will learn the physical, MAC, and Networking Layer Standard of IEEE

802.11 as well as planning, management and implementation principles. WLAN and Wide Area Wireless Networking will be covered, including troubleshooting.
Prerequisite: Principles of Networking II

Add CNT 3126 Advanced Networking, 50 hours, 4 credits

This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and QoS.
Prerequisite: Virtualization

Add CNT 3229 Asset Management, 30 hours, 3 credits

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

Add CNT 3279 Networking with the Linux/Unix Operating System, 40 hours, 4 credits

This course covers network management of the Linux/UNIX operating system. Students will learn to deploy utilities, manipulate files, manage data, develop scripts, and access networks and the Internet. In addition, the course teaches the student how to monitor network performance, supervise the installation/upgrade of the operating system and interoperate with other network operating systems and clients.

Prerequisite: Principles of Networking II

Add CNT 3348 Infrastructure Hardware, 50 hours, 4 credits

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

Prerequisite: Networking Fundamentals

Add CNT 3365 Networking with Microsoft Windows, 40 hours, 4 credits

This course focuses on networking with the Microsoft Windows Operating System. Upon completion of the course, the student will gain fundamental knowledge of configuring Windows Systems in a networked environment. Topics include the management of Windows Server, understanding the configuration of data storage, remote access, security, monitoring and virtualization.

Prerequisite: Principles of Networking II

Add CNT 3473 Scripting, 50 hours, 4 credits This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming

structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

Add CNT 3569 Support Management, 40 hours, 4 credits

This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

Add CNT 3591 Principles of Networking II, 40 hours, 3 credits

This course is the second of a two part series in principles of networking. The course will enable the student to understand and manage various data switching technologies with a major vendor device. In addition, it will enable the student to calculate and determine various IP addressing schemes, including classless and variable length mask Subnetting. The student will be able to describe routing protocols traditionally used in medium sized networks.

Prerequisite: Principles of Networking I

Add CNT 3619 Technical Writing, 20 hours, 2 credits

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

Add CNT 3777 Virtualization, 50 hours, 4 credits

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

Prerequisite: Networking Fundamentals

Add CNT 4016 Cloud Computing, 40 hours, 4 credits

This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC's) and WAN optimization

controllers (WOC's), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.

Prerequisite: Virtualization

Add CNT 4080 Intermediate Networking, 40 hours, 3 credits This course will enable the student to manage the implementation of sophisticated routing plans for medium to large networks. Students will learn how IPv6 network is implemented and how it interoperates with IPv4. Routing protocols suitable for medium and large organizations, such as OSPF, BGP, and EIGRP will be examined in detail in the context of major vendor technologies. Various redistribution solutions, network designs and path control topics will be studied.
Prerequisite: Principles of Networking II

Add CNT 4152 Disaster Recovery, 50 hours, 4 credits This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/warm/cold site strategies, and documentation and testing of recovery procedures.
Prerequisite: Service Management

Add CNT 4283 Enterprise Application Support, 40 hours, 4 credits This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisites: Advanced Networking; Disaster Recovery

Add CNT 4361 Information Technology Management Capstone, 20 hours, 2 credits This course summarizes key learning throughout the student's program. Students apply what they've learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.
Prerequisite: Advanced Networking; must be completed in the student's final quarter

Add CNT 4437 Service Management, 40 hours, 4 credits This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.

Prerequisite: Support Management

Add CNT 4520 Systems Monitoring, 50 hours, 4 credits This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.
Prerequisite: Advanced Networking

Add CNT 4692 Unified Communications and Mobile Computing, 50 hours, 4 credits This course teaches students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include simplifying communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.
Prerequisite: Advanced Networking

COP 1705 Database Design & SQL, 40 hours, 3 credits (pg. 47) Delete course description.

Add CTS 2659 Networking and Voice Over IP I, 30 hours, 3 credits This course will focus on the architectural elements of a Voice Over IP infrastructure in the context of major provider technologies. Students will learn how to monitor common tasks with a major vendor solution. The student will understand the components related to quality of service, voice routing, voicemail integration, and be able to generate reports related to the operation of a Voice Over IP solution.
Prerequisite: Principles of Networking I

Add CTS 3142 Networking and Voice Over IP II, 40 hours, 3 credits This course is the second in a series of networking with Voice Over IP and IP Telephony. Students will learn Voice Over IP and IP Telephony within the context of major providers. Topics covered include developing a numbering plan, path selection, SIP, H.323, TRP, MGCP, Skinny Call Control Protocol, and endpoints. The course covers gateway functionality, DSP resources, dial peers, and codecs. In addition, gateway configuration related to analog ports, fax support, calling privileges and digit manipulation will be examined in detail. Quality of Service for voice and video will be described and students will learn to implement various classes of service and queuing mechanisms.
Prerequisites: Intermediate Networking; Networking and Voice Over IP I

Add CTS 4719 Business Technology Management Capstone II, 30 hours, 3 credits This is a capstone course that will integrate prior network management courses into a comprehensive senior project that covers advanced networking concepts, security, wireless and Voice over IP.

Students will develop a comprehensive final project in the context of planning, managing, designing and implementing a large scale network utilizing skills learned in various technology areas of the program.

Prerequisite: Students complete in last or second to last quarter of the program

Add ECO 4223 Money and Banking, 40 hours, 4 credits

This course is an examination of the structure and operations of our monetary systems. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.

Prerequisite: Principles of Economics or equivalent

Add FIN 2913 Finance Capstone, 20 hours, 2 credits

This course will be a synthesis of the finance, business, and general education courses offered in the Finance AAS Degree Program. A study of emerging issues and timely topics in financial finance, professional ethics, and transferable skills necessary for the success of a finance graduate, and finance careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations.

Prerequisite: Offered last or second-to-last quarter for Finance Associate Degree Students

Add FIN 3122 Intermediate Financial Management, 40 hours, 4 credits

This course uses financial theories and skills as a foundation to help student learn to make effective financial decisions. Students will assimilate advanced financial topics such as securities analysis and risk management. The course also provides a detailed discussion of mortgages and commercial loans.

Prerequisite: Advanced Principles of Financial Management

Add FIN 3247 Investments and Security Markets, 40 hours, 4 credits

This course will instruct the student on how to assess a corporation in the current markets and identify the factors necessary to value security prices. Students will gain an understanding of strategies and applications that can be used to measure and assess the quality of investments.

Prerequisite: Advanced Principles of Financial Management

Add FIN 3396 International Finance, 40 hours, 4 Credits

This course will focus on the exchange rate, trade, and international finance of the organization. This course instructs the students to be proficient within the international environment.

Prerequisite: Advanced Principles of Financial Management

Add FIN 3434 Applications in Corporate Finance, 40 hours, 4 credits

This course will instruct the student on the evaluation of the institution's financial policy. The

topics' covered in the course will be the time value of money, financial ration analysis, cash flows, capital budgeting, and international issues.

Prerequisite: Advanced Principles of Financial Management

Add FIN 4019 Financial Modeling, 40 hours, 4 credits

This course provides the theoretical foundation and practical skills and tools to enable students to use financial modeling to make sound business decisions. Key areas of focus are based on options pricing models. These models include the Monte Carlo studies and the Black-Sholes Models.

Prerequisite: Advanced Principles of Financial Management

Add FIN 4372 Investment Portfolio Management, 40 hours, 4 Credits

This course will focus on the design of common stock portfolios and other investments. The student will incorporate analytical procedures in making sound investments decisions based on quantitative analysis and perform portfolio construction, management, and protection using the Eagle Investment Group portfolio.

Prerequisite: Advanced Principles of Financial Management

Add FIN 4955 Finance Capstone II, 30 hours, 3 credits

This course will combine and apply the finance, business, and general education courses offered in the Finance Bachelor of Science Degree Program. The student will also apply ethics and professional standards to the world of finance.

Prerequisite: Offered last or second-to-last quarter for Bachelor of Science Degree Students

Add GEB 2002 Fundamentals of Global Management, 40 hours, 4 credits

This course is a study of the major and more prevalent theories of management including their implications for global, multi-national and/or international corporations. It provides information and an inner look at the scope and nature of international management. It concentrates on strategic planning, managerial styles, and human resources in cross-cultural and international management issues, and analyzes the problems of managing in an international marketplace.

Prerequisite: Principles of Management

Add GEB 3275 Consumer Behavior, 40 hours, 4 credits

Students focus on demographics, lifestyle, social and cultural trends, and the impact on consumer motivations and behavior. Topics for exploration include the consumer decision-making process, family, learning, personality, group dynamics, market adjustment, product innovation and the impacts on the business world. Market research techniques and strategies in conjunction with the analysis of business to business as well as business to consumer

sales are included. Students assess the managerial application of consumer behavior including ethics and legal implications.

Prerequisite: Principles of Marketing

Add GEB 3422 Business Project Management, 40 hours, 4 credits This course is a study of the characteristics and functions of project management, team building, and facilitation. It places focus on project planning, scope, scheduling, and controlling of projects through completion. It reinforces and builds upon skills and knowledge students have learned in all of the various disciplines within the Business curriculum. It is recommended that students take this course their final quarter.

Prerequisites: Principles of Management; Introduction to Business

HIM 1222 Basic ICD-9-CM Coding, 40 hours, 4 credits (pg. 52) Prerequisite: Medical Terminology; Pre- or Co-requisite: Pathophysiology

HIM 2410 Health Information Law and Ethics, 40 hours, 4 credits (pg. 52) Prerequisite: none

HIM 2510 Quality Analysis and Management, 40 hours, 4 credits (pg. 52) Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

HIM 2940 Medical Coding Practicum, 30 hours, 1 credit (pg. 52) Pre- or co-requisite: Ambulatory Care Coding

HIM 4115 Applied Research in Health Information Management, 40 hours, 4 credits (pg. 53) Prerequisite: Healthcare Statistics

HIM 4276 Health Information Management Professional Practice Experience, 120 hours, 4 credits (pg. 53) Delete course description and replace with: A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student's final quarter

Add HIM4360 Health Data Management, 20 hours, 2 credits This course addresses the fundamental concepts of managing health records both manually and electronically in today's healthcare facilities. This course introduces

students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEDIS, UHDDS, OASIS including the history, purpose, and uses of each.

Prerequisites: Structure and Function of the Human Body; Medical Terminology

HIM 4482 Health Information Management Capstone, 20 hours, 2 credits (pg. 53) Delete course description.

HIM 4537 Health Information Management Alternative Facility Professional Practice Experience, 30 hours, 1 credit (pg. 53) Delete course description and replace with: This course is a 30-hour practical experience that will focus on a non-hospital environment of the student's choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.

Prerequisite: Must be completed in the student's final quarter

HSA 3170 Financial Management of Healthcare Organizations, 40 hours, 4 credits (pg. 53) Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

HSA 3383 Quality Improvement in Healthcare, 40 hours, 4 credits (pg. 53) Prerequisite: Introduction to Healthcare Administration or Health Information Management

HSA 4210 Advanced Healthcare Law and Ethics, 40 hours, 4 credits, (pg. 53) Prerequisite: Medical Law and Ethics or Health Information Law and Ethics

Add IDC 1362 Relational Databases for Business Applications, 40 hours, 3 credits This course covers the structure and function of relational databases and how they are used with business applications. Students will learn about tables and indexes, database design, the E-R model, and how to use database to manage business

processes and support decision-making. The use of Structured Query Language (SQL) will be addressed.
Prerequisite: none

Add IDC 2406 Introduction to Business Process

Management, 40 hours, 4 credits This course is a study of the characteristics and functions of business process management as a tool to improve business performance. Businesses must continually focus on improving efficiency and responding to the need for change. Business process management is a set of tool and methodologies employed by organizations to achieve higher performance.
Prerequisite: none

Add IDC 3152 Enterprise Resource Reporting,

40 hours, 4 credits In this course students will develop an understanding of advanced enterprise resource reporting and business intelligence and how businesses can use them to support decision-making. Major electronic techniques and tools for classifying, segmenting, and analyzing business information will be examined. Students will learn how to integrate enterprise resource tools into standard business processes.
Prerequisite: SQL Server Administration

Add IDC 3274 Telecommunications and Network

Auditing, 40 hours, 4 credits This course will provide students with the skills and strategies to optimize telecommunication and network services and reduce costs. Topics include telecommunication deregulation, telephone exchanges, trunk lines, Centrex services, customer service records, FCC tariffs, data circuits, local services optimization, long distance auditing, toll free services, contract auditing, wireless charges, and taxes. Moreover, the student will learn about access and transport technologies to save the organization money. Wide area networking, satellite technologies, RFP and outsourcing will also be covered.
Prerequisite: Principles of Networking II

Add IDC 3309 Data Warehousing, 30 hours, 3 credits

This course is a study of methods used to centralize data and provide meaningful business reporting based on this aggregated data. This course focuses on designing, building, managing, and maintaining data warehouses.
Prerequisite: none

Add IDC 3688 Advanced Relational Databases for

Business Applications I, 40 hours, 4 credits In this course, students learn to lead the management and implementation of enterprise relational database solutions within a corporate environment. Students will learn about leading relational database solutions, how to assess the business needs for an enterprise database solution, and how to create the business requirements for the selected solution. Key decision-making criteria like performance, compliance, security, and scalability requirements will be

addressed. Students will present their solution recommendation in a written document and oral presentation.

Prerequisite: Relational Databases for Business Applications

Add IDC 4088 Business Process Reengineering,

40 hours, 4 credits This course explores business process reengineering in the context of high and low performing organizations. Students will examine the productivity and output of an organization as it relates to revenue and growth. Students will then analyze and strategize on how to create and implement processes that enable organizations to continuously improve performance. Evaluation and assessment of management process and production will be analyzed. Key topics such as the cost/benefit analysis, creating stakeholder teams, and creating a service-oriented culture will also be examined.
Prerequisite: none

Add IDC 4111 Advanced Relational Databases for

Business Applications II, 60 hours, 4 credits This course builds on the knowledge and skills learned in Advanced Relational Databases I. Students will utilize the business requirements they created in Advanced Relational Databases I and simulate an implementation of the outlined solution. Virtual implementation teams will conduct stakeholder project meetings and work together to implement and test the database solution.
Prerequisite: Advanced Relational Databases for Business Applications I

Add IDC 4291 Advanced Business Process Management,

40 hours, 4 credits This course is a study of the characteristics and functions of business process management systems as a tool to improve business performance. This course explores the installation of a BPM system and the specialized tools and advanced techniques made available from such a system.
Prerequisite: none

Add IDC 4375 Database Analytics and Administration,

40 hours, 3 credits In this course students will learn the concepts and tools to administer and maintain databases within an organization. Key areas of responsibility like database configuration, management, and upgrading will be addressed. In addition, students will examine database security and how to store and manage information.
Prerequisites: MIS Techniques; Management of Information Systems

Add IDC 4572 Systems Analysis and Design, 30 hours,

3 credits This course is a study of the Systems Development Life Cycle and the various models that employ the techniques and methods of the SDLC. Systems analysis and design is a set of methods and procedures

used to design information systems that focuses on requirements, validation, training, and stakeholders.
Prerequisite: none

Add IDC 4637 Business Systems Analysis Capstone, 30 hours, 3 credits This is a capstone course that will integrate prior business process analysis courses into a comprehensive senior project that covers business process analysis, database analytics, enterprise reporting, network administration, business courses. Students will develop a comprehensive final project in the context of planning, managing, designing and implementing a large scale enterprise database application utilizing skills learned in various areas of the program.

Prerequisite: Students complete in last or second to last quarter of the program

Add IDC 4733 Database Security Management, 50 hours, 4 credits In this course students learn how to design database strategies and security processes for business databases. The course addresses IT security architecture, user access policies, and auditing. Students also learn how databases are used to support business intelligence. As part of the course, students will complete an exciting project in which they act as a Database Administrator and design a network security strategy for a business.

Prerequisite: none

Add INS 3010 International Marketing, 40 hours, 4 credits This course is a study of concepts in international marketing dealing with the uniqueness of cross-cultural market challenges of global businesses. The focus will be placed on diversity encountered on the various target markets in the world. The notion of sensitivity and cultural dynamics dealing with the various world cultures is addressed as well as political and legal challenges, economic and educational issues, conducting research internationally, and many other topics dealing with promoting company and products abroad.

Prerequisite: Principles of Marketing

Add INS 3072 International Legal and Ethical Business Issues, 40 hours, 4 credits This course is a study of the key elements of legal and ethical issues when conducting business world-wide. It will examine principles, foundations, and institutions of international law regulating financial, maritime, commercial, and trade transactions across international frontiers. There are many topics under the umbrella of legal and ethical issues. This course intends to survey and apply a variety of these issues in an international setting.

Prerequisite: Business Law

Add INS 3125 Corporations of the World, 40 hours, 4 credits This course is a study of the characteristics and functions of corporations conducting

business in the global environments. The course will expose students to various global management aspects including annual reports, operations, and recent news dealing with the various corporations.

Prerequisite: none

Add INS 3203 International Communication and Travel, 40 hours, 4 credits This course is a study of concepts and issues of conducting business in today's technological global environment. The course will focus on the proper usage of various technology and communication tools that facilitate doing business from various locations around the world and on the go. The course involves a discussion of the use of communication and technology for the purpose of achieving and sustaining a competitive advantage in the world industries.

Prerequisite: Computer Applications and Business Systems Concepts

Add INS 3305 Global Operations and Logistics, 40 hours, 4 credits This course is a study of the logistics operations in an international setting. The course will include a broad overview of supply chain management from an international perspective. This overview will include international logistics and the role of international logistics systems in global supply chain management.

Prerequisite: none

Add INS 3526 International Business Technology, 40 hours, 4 credits This course is a study of the issues of the use of technology in an international setting. This will include networking issues, data usage and communications, software and hardware requirements for proper technology use and communications, securing and encrypting technology in order to protect company assets and intellectual property, as well as various financial issues such as cost/benefit analysis dealing with the use of technology in a global corporation.

Prerequisite: Computer Applications and Business Systems Concepts

Add INS 3677 International Leadership and Human Resource Management, 40 hours, 4 credits This course is designed to introduce students to the complexities of the human resource management processes on a global scale. Students learn how to differentiate between domestic and international human resource management. Employee training and development is addressed, including how to assimilate new employees in the global arena.

Prerequisite: Introduction to Human Resource Management

Add INS 4028 Global Commerce, Trade, and Economy, 40 hours, 4 credits This course is a study of the characteristics, theories and practices of global commerce, trade, and the economy from the perspective of utilizing various resources to conduct business internationally. It

will involve the analysis of the functions, advantages, and disadvantages of the foreign exchange market as well as economic implications of the global financial markets.

Prerequisite: Principles of Finance

Add INS 4789 International Business Capstone, 20 hours, 2 credits In this course, students apply the knowledge and skills they have learned in the International Business Bachelor of Science degree to a real-world business scenario. Key areas of focus include global management, international marketing, communication, travel, and technology, global trade, project management, and international accounting and finance. This course is designed to be taken at the end of the program.

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

Add LDR 2439 Introduction to Organizational Leadership, 40 hours 4 credits This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders.

Prerequisite: none

MAC 1106 Advanced Algebra, 50 hours, 5 credits (pg. 55)

Change prerequisite to read: Satisfactory score on placement exam

Add MAN 2652 Introduction to Global Business, 40 hours, 4 credits This course will explore the importance of developing varied techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectivity in global business specific to languages, attitudes, religious beliefs, traditions, work ethic, political & legal systems, governmental regulation, fiscal and monetary policies, infrastructure, and market potentials.

Prerequisite: none

Add MAN 3429 Modern Human Resource Management, 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.

Prerequisite: Principles of Management

Add MAN 3668 Strategic Human Resource Management, 40 hours, 4 credits This course is designed to teach students how to integrate the human resources function with an organization's over-all strategic planning process. Students will learn how to establish human resources goals and objectives in the context of an organization's business goals to help increase employee performance and satisfaction. Strategies for creating a culture that values innovation and competitiveness will also be explored.

Prerequisite: Principles of Management

Add MAN 4055 Workforce Performance and Talent Management, 40 hours, 4 credits This course examines strategies and techniques for developing and managing employees to help institutions create a competitive workforce. Students will learn how to work with employees on how to build a successful career through an institution's performance appraisal and professional development processes.

Prerequisite: Introduction to Human Resource Management

Add MAN 4128 Workforce and Labor Relations Management, 40 hours, 4 credits This course examines the context of workforce and labor relations management, the collective bargaining process and labor contracts. Students will learn how to establish a bargaining unit, negotiate and implement a collective bargaining agreement, and participate in the arbitration process.

Prerequisite: none

Add MAN 4679 Performance-based Training and Instructional Design, 40 hours 4 credits This course is designed to introduce students to the field of instructional design. Theories of instructional design are covered, with an emphasis on the systematic approach to learning and instruction. Students will transfer the learning to a project, demonstrating an understanding of key instructional design concepts: analysis, design, development, implementation, and evaluation.

Prerequisite: none

Add MAN 4701 Leading Change, 40 hours 4 credits This course will focus on the impact of change in an organizational setting. Various change management models will be explored, providing students with a foundation for approaching change and developing effective skills and techniques to perform in the workplace when change occurs. Students apply business concepts to real-world case study examples and determine strategies for bringing constructive change to an organization.

Prerequisite: Introduction to Human Resource Management

Add MAN 4845 Leadership and Teams, 40 hours 4 credits

This course provides an applied approach to leadership, team building, collaboration, and conflict resolution. Students will understand and apply these concepts to workplace settings. Students will develop structures, processes, and strategies to create and maintain effective teams. Gender, culture, individuality, and telecommuting in team dynamics will also be explored.

Prerequisite: Introduction to Human Resource Management

Add MAN 4926 Human Resource Management and Organizational Leadership Capstone, 20 hours 2 credits

In this course students apply the knowledge and skills they have learned in the Human Resource and Organizational Leadership Bachelor of Science degree to a real-world business scenario. Key areas of focus include strategic human resource management, organizational leadership, workforce performance, international leadership and human resources, compensation, and employment law. This course is designed to be taken at the end of the program.

Prerequisite: Human Resources and Organizational Leadership Bachelor's student in last or second-to-last quarter

Add MAR 2873 Public Relations and Advertising Strategies, 40 hours 4 credits

Students examine the similarities and differences between public relations, advertising and promotional marketing and how to differentiate between a target audience and a target market. Marketing interactions with associated stakeholders, including current and new customers; shareholders; the media; financial and industry analysts will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments are studied.

Prerequisite: Principles of Marketing

Add MAR 3592 Strategic Sales and Sales Management, 40 hours 4 credits

Students will examine strategies and relationships that relate to the job of managing an effective sales force. A concentration on developing a sales force program and managing strategic account relationships will be applied. The focus on sales management will allow students to explore team development, diversity in the work force, problem-solving skills, and financial issues.

Prerequisite: none

Add MAR 3817 Search Engine Optimization and Marketing Strategies, 40 hours, 4 credits This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques. Application of key word strategies, local, and offpage search engine optimization techniques, developing an account structure, identifying

differences in black hat/white hat philosophies, and defining success metrics are examined. Students will also gain hands-on experience developing and optimizing campaigns.

Prerequisite: Internet Business Models and E-Commerce

Add MAR 4239 Marketing and Product Management,

40 hours 4 credits Students will explore the amalgamation of marketing and product management. The applications-oriented focus will allow students to develop a marketing plan with a concentration on product lifecycle management and customer relationship management. Students will apply theory and concepts in the areas of marketing, management, economics, as well as finance in the marketing planning process.

Prerequisite: none

Add MAR 4806 Marketing Capstone, 20 hours 2 credits

In this course students apply the knowledge and skills they have learned in the Marketing Bachelor of Science degree to a real-world business scenario. Key areas of focus include public relations and advertising, internet marketing, consumer behavior, website development for business professionals, and sales management. This course is designed to be taken at the end of the program.

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

Add MAT 1402 General Education Mathematics, 40 Hours, 4 credits

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

Prerequisite: Passing grade in Foundation coursework or placement determined by placement test score

Delete NUR 1144 Comprehensive Pharmacology, 40 hours, 4 credits (pg. 57) and insert:

NUR 1144 Comprehensive Pharmacology, 40 hours, 4 credits This course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of client care, to include an overview of drug classifications, drug actions/interactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency with the use of problem-solving skills and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.

Prerequisite: none

Add NUR 1327 Transitions in Nursing, 30 hours, 3 credits

This course facilitates the transition between practical and professional nursing. It introduces and examines issues of scope of practice, assessment, and care planning, and ethical and legal issues at the professional nurse level.

Prerequisite: Florida LPN licensure

NUR 2712C Adult Nursing III, 250 hours, 13 credits (pg. 57) Course is 90 hours, 3 credits.**NUR 3205 Applied Pathophysiology, 40 hours, 4 credits (pg. 57)** Prerequisite: Admission into the Nursing Program

PLA 2732 Law Office Technology, 40 hours, 4 credits (pg. 59) Course number and name for PLA 2732 Law Office Technology is changed to PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession. Course description is unchanged.

Add TAX 3257 Partnership and Corporate Taxation, 40 hours, 4 credits This course is a comprehensive study of corporate taxation. It includes how to prepare and file corporate tax returns, tax strategies for liquidating a corporation, and how to form and structure corporations and partnerships and the associated tax considerations.
Prerequisites: Financial Accounting II; Income Tax

COLLEGE INFORMATION AND POLICIES

Board of Directors (pg. 3) Delete entire section and replace with:

BOARD OF DIRECTORS

- Henry S. Bienen
Chairman, Rasmussen College, Inc.
President Emeritus, Northwestern University,
Evanston, Illinois
- Herman Bulls
CEO, Public Institutions, Jones Lang LaSalle
- James E. Cowie
Managing Director, Frontenac Company
- Therese A. Fitzpatrick
Executive Vice President and Chief Operating
Officer, Assay Healthcare Solutions
- Robert E. King
Chairman, Deltak edu, Inc.
Chairman, Salt Creek Ventures
- J. Michael Locke
Chairman, Rasmussen, Inc.
Vice Chairman, Rasmussen College, Inc.
- Thurston E. Manning
Formerly Executive Director of the Commission on
Institutions of Higher Education of the North
Central Association
- Thomas M. Slagle
CEO, Rasmussen College, Inc.
- Kristi A. Waite
President, Rasmussen College, Inc.

Enrollment Procedures (pg. 4) Delete dash that begins: "TOEFL test score of..." and replace with: "TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based."

Scholarship and Grant Programs (pg. 6) Delete table on page and insert:

If your cumulative Grade Point Average upon graduation is between:	You will receive the following Scholarship:	If you apply for admission prior to January 30, your award is:	If you apply for admission between January 30, and April 30, your award is:
2.00 – 2.74	Success Award	Associates \$1,000 Bachelors \$2,000	\$600 \$1,200
2.75 – 2.99	Achievement Award	Associates \$1,500 Bachelors \$3,000	\$1,000 \$2,000
3.00 – 3.24	Silver Circle Award	Associates \$2,000 Bachelors \$4,000	\$1,500 \$3,000
3.25- 3.49	Gold Circle Award	Associates \$2,500 Bachelors \$5,000	\$2,000 \$4,000
3.50 – 3.74	Platinum Circle Award	Associates \$3,000 Bachelors \$6,000	\$2,500 \$5,000
3.75 – 3.99	Director’s Award	Associates \$4,000 Bachelors \$8,000	\$3,000 \$6,000
4.00	President’s Award	Associates \$5,000 Bachelors \$10,000	\$4,000 \$8,000

Corporate Discount (pg. 6) Delete entire section and replace with the following:

Corporate Discount

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

AcceleratED Partner Success Grant (pg. 6)

Add below Corporate Discount section:

AcceleratED Partner Success Grant

Rasmussen College is proud to offer our AcceleratED Bachelor’s degree students who enrolled through a Corporate Partnership or Articulation Partner agreement an AcceleratED Partner Success Grant in the amount of \$2,000. The grant will be awarded in a lump-sum as a one-time credit against tuition in the last session of a student’s program immediately prior to graduation.

Eligibility Guidelines for the AcceleratED Partner Success Grant are as follows:

- Students must be enrolled in a Rasmussen AcceleratED Bachelor degree program.
- Student must meet all Satisfactory Academic Progress requirements including a cumulative GPA of 2.0 or higher.
- Student must have been continuously enrolled in the AcceleratED coursework since the time of first enrolling. The student must have taken at least one course every session of the AcceleratED program. Any breaks in enrollment will disqualify the student from eligibility for the grant.
- The student must be enrolled in the final session of the program prior to graduation.

Restrictions (pg. 6) Delete entire section and replace with the following:

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
- Community Business Success Grant
- AcceleratED Partner Success Grant

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.

Assessment (pg. 61) Delete last paragraph beginning with “The purpose of the non-credit...” and replace with: “The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments compiled in the seminar courses are the components of the Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

College Acceptance or Rejection of Application for Admission (pg. 61) Under 9th bullet, delete second dash that begins, “TOEFL test score of...” and insert: “TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.”

College Acceptance or Rejection of Application for Admission (pg. 61) Add the following as the 10th bullet point in this section: Students who are unable to prove graduation from an international high school are eligible for provisional acceptance to Rasmussen College. Federal regulations require these students to complete at least 6 credit hours before they are eligible for federal student aid. In their first quarter, these students are required to take exactly two courses for a minimum total credit load of 6 credits. During this first quarter, the students will be responsible for paying a \$100 course fee per course and Rasmussen College will provide an institutional grant for the tuition cost. Should the student successfully complete both classes with a grade of C or higher in their first quarter, they will gain full acceptance to the College and be eligible for federal student aid in subsequent quarters. Should the student fail to complete both classes with a grade of C or higher in their first quarter, they will be removed from the College. Regional Vice President approval is required for provisional acceptance. Provisional acceptance will no longer be available beginning with Summer 2012 term.

AcceleratED Bachelor’s Degree Programs College Acceptance or Rejection of Application (pg. 61)
Add after College Acceptance or Rejection of Application for Admission section:

AcceleratED Bachelor’s Degree Programs College Acceptance or Rejection of Application
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

- Completion of the AcceleratED On-line Orientation course
- All financial arrangements are complete, submitted and verified
- Applicants must have a conferred Associate of Science (A.S.); Associate of Arts (A.A.) or Associates of Applied Science (A.A.S.) degree from an institution accredited by a Regional or National accrediting organization that is recognized by the U.S. Department of Education or,
- Alternatively, the student must have successfully completed 60 quarter or 40 semester college-level credits with a grade of “C” or higher from an institution accredited by a Regional or National accredited organization that is recognized by the U.S. Department of Education in order to be admitted. The student must have successfully completed, with a grade of “C” or higher, college-level Math or Natural Science and English Composition coursework even if plans are to transfer credits from a previously attended program. Any student not transferring successfully completed college-level Math or Natural Sciences and/or college-level English Composition coursework will be required to successfully complete the required coursework within a regularly scheduled term at normal tuition rates prior to joining the AcceleratED Bachelor’s Degree Program.

Background Checks (pg. 61) Add Accounting, Medical Billing and Coding and Professional Nursing Mobility to list of programs requiring a background check.

Background Checks (pg. 61) Delete paragraph immediately following list of programs that begins “In addition to this general background” and replace with:
In addition to this general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

These Programs May Also Be Offered Online (pg. 62)
Delete the Criminal Justice Diploma and the Criminal Justice Certificate.

Applying to the Surgical Technologist Program (pg. 62)
Delete sixth paragraph that begins, “Students accepted into their program will...”, and replace with:
“Students accepted into their program will receive a letter from the College in the mail.”

Applying for Admission into the School of Nursing (pg. 62)
Delete entire section and replace with the following:
Applying For Admission into the School of Nursing
Applicants pursuing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must

complete the following steps in order to be deemed eligible for admission.

1. STEP Entrance/Placement Exam: An applicant must achieve an acceptable score on the STEP entrance/placement exam above that requiring a Foundation course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math coursework and English Composition even if plans are to transfer credits from a previously attended program. Former or current students that have taken the STEP and have scored above that requiring a Foundation course are not required to repeat the STEP test. Once it has been determined that an applicant has scored sufficiently on the STEP, the School of Nursing Entrance Exam may be scheduled.
2. School of Nursing Entrance Exam. Applicants who have successfully completed STEP will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing.
3. Interview with the Dean of Nursing: Applicants successful in completing the STEP and the School of Nursing Entrance Exam will be eligible for an interview with the Dean of Nursing.
4. Once a candidate is deemed eligible for admission into the School of Nursing, the candidate will be notified of the acceptance and will be required to fulfill all of the requirements of the College Acceptance or Rejection of Application for Admission policy.
 - There is no application fee for students enrolling in the Nursing program.
5. Accepted applicants must complete or submit the following to formally start in the program:
 - Official College Transcripts
 - Health Physical and proof of all required vaccinations
 - BLS-CPR with Defibrillator Certification
 - Attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program.
 - Any additional program specific requirements as specified at the time of enrollment
6. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into their previous program of study.

Entrance Requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs (pg. 62) Delete entire section and insert:

Entrance requirements for Computer Science Bachelor’s, Software Application Development Associate’s, and Software Application Development Certificate 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.

Point Scale Alphabetical Grading System (pg. 63)

Add the following:

Grade	Grade Points	Description
PT	NA	Pending Transfer In Credits based on unofficial transcripts

Revise the following:

Grade	Grade Points	Description
TR	NA	Transfer In Credit based on official transcripts

Repeating Failed Courses (pg. 63) Delete entire section and replace with the following (*note the name change to the section*): **Repeating Courses Policy**

Students who are meeting Satisfactory Academic Progress may retake courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA”. A third attempt at a failed course will not be eligible for any financial aid. If a student elects to repeat a course for which a grade above “F/FA” was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses along with the credits from prior attempts will be included in credits attempted for the purposes of determining satisfactory academic progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA. The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until

they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, the "TR" replaces one "F/FA" grade for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student's Cumulative Completion Rate (CCR).

Students enrolled in a nursing program are only allowed to repeat any failed course one time. Foundation courses may only be repeated one time. Students who fail a foundations course a second time, as well as nursing students who fail a course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

General Transfer Credit Policy (pg. 64) Delete 8th bullet that begins: "Students in the Medical Assisting, Medical Laboratory Technician,..." and insert: "Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Associate's Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means with the exception of "block transfer" candidates for the Surgical Technologist and Medical Assisting Associate's degree programs."

Course By Course Transfer (pg. 64) Delete last bullet point and replace with: For students in MN who enroll in the Law Enforcement Associate's, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

2 + 2 Matriculation for Baccalaureate Candidates (pg. 64) Delete entire section and replace with the following:

2+2 Matriculation for Baccalaureate Candidates

For students who have completed an associate's degree, who enroll in a Rasmussen College bachelor's degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/law enforcement for criminal justice), they will receive immediate junior-level standing.

- Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).

- A block of 90 quarter credits for graduates from outside institutions will be awarded.
- If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.
- If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.
- Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
- For the Bachelor in Computer Science, the 2 year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.
- For the Bachelor in Health Information Management, qualifying associate degrees have to be from a CAHIIM accredited program and earned within the past 5 years. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.
- For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below:
 - 1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.
 - 2) Business Programs:
 - a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.
 - b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.

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

AcceleratED Bachelor's Degree Programs Transfer Policies (pg. 65) Add the following section after the Surgical Technologist AAS Completer Block Policy section:

AcceleratED Bachelor's Degree Programs Transfer Policies

For students enrolled in the AcceleratED Bachelor of Science degree programs in Human Resources / Organization Development and/or Marketing, the following transfer policies apply:

- Students who have an associate degree from a college that is accredited by an agency recognized by the United States Department of Education will receive 91 quarter credits of transfer to Rasmussen College and begin their degree with Junior standing.
- Students who have successfully accumulated 60 quarter credits at a grade of C or higher, and who have successfully completed college-level English and Math or Science from college(s) that are accredited by an agency recognized by the United States Department of Education, will receive 60 quarter credits of transfer to Rasmussen College.

Medical Assisting Associate Degree Completer Block

Transfer Policy (pg. 65) Delete paragraph that begins "Students may seek a course-by-course . . ." and replace with: Students may seek a course-by-course transfer of credits or course waiver for MEA 2290 (Radiography Skills) only if they have a limited scope x-ray operators certificate. Students will need to complete or may seek a course-by-course transfer of credits for 32 general education credits and E242. For Medical Assisting students entering the College utilizing the block transfer process, only 67% of the total program credits may be transferred into the program.

RN to Bachelor of Science Nursing (RN to BSN) Policy (pg. 65) Delete entire section and replace with the following:

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 credits.

- Students will receive a block of 32 lower division General Education classes plus a block of 81 lower division core classes.
- Students who have the RN license alone will receive a block transfer of 81 lower division core credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from a college transcript.
- Upper division core classes are not transferrable.

• Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.

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

Credit by Examination (pg. 65) delete entire section and replace with the following:

Credit by Examination

- Enrolled students may request credit by examination for courses if an exam has been developed.
- An examination score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial-aid eligibility.
- A credit by examination may be taken only once for each course.
- If a student has already attempted the course, as indicated by a posted W/WD or F/FA 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, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Graduation Requirements (pg. 66) Delete entire section and replace with:

Graduation Requirements

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a

passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement. Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Tuition Rates table (pg. 66) Delete the third bullet under the table that reads “Students who maintain four courses per quarter through the entire program will not be subject to tuition increases.” and insert the following:

Continuously enrolled students in certificate, diploma and associate programs will not be subject to a tuition increase for two years from the time they begin their program of study. Continuously enrolled students in bachelor programs will not be subject to tuition increase for four years from the time they begin their program of study.

Add the following section below Tuition Rates table (pg. 66): AcceleratED Bachelors Degree Completion Programs Tuition Rates

New Starts and Re-entering Students as of January 1, 2012

School of Business – AcceleratED Degrees: Human Resources and Organizational Leadership, Marketing	\$260 per credit for courses required to complete program (except noted below)
1000 level or 2000 level English Composition, Math, or Natural Science coursework and all other coursework taken outside of the required curriculum	\$350 per credit

- There is a required course materials fee of \$100 per course.
- Continuously enrolled students will not be subject to a tuition increase for four years.

Attendance (pg. 66) Delete entire section and replace with:

Attendance Policy

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments.

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

impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

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

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

Practicums/Externships in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Conduct/Dismissal (pg. 67) Add the following section immediately preceding the Anti-Hazing Policy section:

Conduct/Dismissal

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

- By students, faculty, or staff that is detrimental within the classroom environment.

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

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

AcceleratED Bachelors Degree Completion Programs Drop/Add period (pg. 67) Add the following section after the Drop/Add Class Policy section:

AcceleratED Bachelors Degree Completion Programs Drop/Add period

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

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

Exit Interviews (pg. 67) Delete the first paragraph of this section and replace with:

Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed.

AcceleratED Bachelors Degree Completion Programs Return of Title IV Funds Policy (pg. 68) Add the following section after the Return of Title IV Funds section:

AcceleratED Bachelors Degree Completion Programs Return of Title IV Funds Policy

Students who cease enrollment prior to graduation in the Bachelors Degree Completion Programs are subject to the federal refund formula to dictate the amount of federal assistance that must be returned by the school and/or the student before completing 60% of the term/session. Students who fail to continue into the second session of the program will have grant funds reduced to reflect payment of funds only for the courses attended in the first session – second session credits will be deemed ineligible in the total grant award. Additionally, if loan funds have not been posted to the student's account during the first session the student will be ineligible to receive any loan funds for failure to continue into the second session.

AcceleratED Bachelor's Degree Programs "Stop Out" Policy (pg. 68) Add the following section after the Military Leave and Refund section:

AcceleratED Bachelor's Degree Programs "Stop Out" Policy

Students who attend the first session only in the Bachelors Degree Completer Program are eligible to receive aid based on first session credits. Conversely, students who elect to take second session only courses are eligible to receive aid only on the second session courses of the term.

Non Federal Refund Distribution Policy (pg. 68) Delete entire section and replace with: If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. In accordance with Florida Legislature 2009 updates Senate bill 1696, students are required to submit a refund to their institution for any award amount received for course(s) which were dropped or withdrawn after the drop and add period.

If the disbursement is made of the *Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service members* (CSDDV) while the student is enrolled in at least 6 or more credits, no refund will be due. If the disbursement is made while the student is no

longer in attendance or enrolled below 6 credits, a full refund to the CSDDV program is due.

- Any remaining refund monies will then be applied in accordance with the student's signed credit balance directive.

Grievance Procedure (pg. 71) Add the following address above the address for The Higher Learning Commission:

- Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
(785) 296-3421

Arbitration (pg. 71) Change sentence in first paragraph to read that the arbitration shall take place in Tallahassee, Florida.

Statement of Ownership (pg. 71) Delete entire section and replace with: **Statement of Ownership**
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:

- J. Michael Locke, Chairman, President, Chief Executive Officer, Secretary
- Patrick D. Branham, Chief Financial Officer, Treasurer
- Michael J. Malee, Vice President

Delete the paragraph that begins "Rasmussen College is currently authorized or licensed* to operate" and replace with: Rasmussen College is currently authorized or licensed* to operate in: Alabama, Arkansas, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

Accreditation (pg. 73) Delete the second and third paragraphs and insert the following:
The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora and Rockford Campuses in Illinois – the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Accreditation (pg. 73) Add the following below the entry for the Medical Assisting Accreditation (MAERB):
The Medical Assisting Program at the Aurora, Rockford, and Romeoville/Joliet campuses in Illinois – the Fort

Myers, New Port Richey, and Ocala campuses in Florida – and the Appleton and Wausau campuses in Wisconsin is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

- Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314
North Falls Church, VA 22043
(703) 917-9503

Licensing (pg. 73) Add the following immediately preceding the "Approved For:" section: The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Bachelor of Science in Accounting, Bachelor of Science in Criminal Justice, Bachelor of Science in Healthcare Management, Bachelor of Science in Health Information Management, Associate of Applied Science in Accounting, Associate of Applied Science in Business Management, Associate of Applied Science in Early Childhood Education, Associate of Applied Science in Health Information Technician, and Associate of Applied Science in Medical Administration. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

Rasmussen College Standards of Satisfactory Academic Progress (SAP) (pg. 74) Delete entire section and replace with:
Rasmussen College Standards of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College's staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student's home address. The student must sign the plan and return it to the Dean or Campus Director by the first Friday of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

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

1. **GPA.** Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.

2. **Pace/Cumulative Completion Rate (CCR).** This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

Percentage of Credits Attempted Toward Maximum Time Frame	Minimum Successful Completion of Cumulative Credit Hours Attempted
Up to 25%	25%
Greater than 25%, up to 50%	50%
Greater than 50%	67%

3. **Duration of Eligibility.** This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits).

Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid

Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Not Eligible for Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and

for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.

Campus Locations (back cover) Add the following in the “Florida” section, immediately after the Ocala location:
Ocala School of Nursing

2100 SW 22nd Place
Ocala, FL 34471
352-291-8560

SCHOOL OF BUSINESS

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP

BS DEGREE

Career Opportunities:

- Human Resources Manager
- Compensation and Benefits Manager
- Training and Development Manager
- Personnel Recruiter

OBJECTIVE :

Graduates of this program know concepts in organizational leadership, human resources, marketing, and business ethics. They understand the theoretical framework of leadership, human resource management principles and how to apply the concepts in the workplace. They have a knowledge base of the following: employment law, ethics and decision making, risk management, recruitment and selection of employees, diversity, international human resources, change management, compensation and benefits, employee development, and performance management. 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 global environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

Foundation Courses

Number	Course	Credits
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 (Select 1 course) 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.

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.

Business Core Courses

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

Major and Core Courses

FIN 1000 Principles of Finance	4
GEB 2930 Business Capstone	2
GEB 3110 Research and Report Writing	4
GEB 4220 Managing a Diverse Workforce	4
GEB 4505 Organizational Development	4
INS 3677 International Leadership and Human Resource Management	4
LBS 2030 Training and Development	4
LDR 2439 Introduction to Organizational Leadership	4
MAN 1300 Introduction to Human Resource Management	4
MAN 3322 Human Resources Information Systems	4
MAN 3429 Modern Human Resource Management	4
MAN 3668 Strategic Human Resource Management	4
MAN 4055 Workforce Performance and Talent Management	4
MAN 4128 Workforce and Labor Relations Management	4
MAN 4143 Contemporary Leadership Challenges	4
MAN 4240 Organizational Behavior Analysis	4
MAN 4320 Human Resource Recruitment and Selection	4
MAN 4330 Compensation Administration	4
MAN 4679 Performance-based Training and Instructional Design	4
MAN 4701 Leading Change	4
MAN 4845 Leadership and Teams	4
MAN 4926 Human Resource Management Capstone	2
PLA 2476 Employment Law	4

Total Degree Credit Hours

Business Core Courses	37
Total general education credits	56
Total major/core credits	88

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.

SCHOOL OF BUSINESS

**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
AS DEGREE**

OBJECTIVE:

Graduates of this program know fundamental concepts in leadership, human resources, management, marketing, and business ethics. They understand how human resources impact the workplace and can apply critical thinking to issues related to organizations, employment law, compensation, training, and employee development. They can demonstrate management skills including planning and decision-making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

Foundation Courses

Number	Course	Credits
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
Humanities (Select 2 courses)			8
Math (Select 1 course)			4
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

Number	Course	Credits
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
E242	Career Development	2
FIN 1000	Principles of Finance	4
GEB 1011	Introduction to Business	4
GEB 2930	Business Capstone	2
LBS 2030	Training and Development	4
LDR 2439	Introduction to Organizational Leadership	4
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
PLA 2476	Employment Law	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.

SCHOOL OF BUSINESS**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
DIPLOMA****OBJECTIVE:**

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

Foundation Courses

Number	Course	Credits
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

Number	Course	Credits
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
E242	Career Development	2
ENC 1101	English Composition	4
GEB 1011	Introduction to Business	4
LBS 2030	Training and Development	4
LDR 2439	Introduction to Organizational Leadership	4
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
PLA 2476	Employment Law	4
Math (Select 1 course)		4
MAT 1031	College Algebra	
MAT 1402	General Education Mathematics	

Total Degree Credits **61***

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

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

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

SCHOOL OF BUSINESS

MARKETING BS DEGREE

Career Opportunities:

- *Marketing Manager*
- *Advertising Manager*
- *Market Research Analyst*
- *Sales Manager*

OBJECTIVE :

Graduates of this program can apply concepts in marketing and business management in specialized areas like internet marketing, mobile marketing, and public relations. Students will be able to demonstrate the ability to perform market research for effective advertising and corporate communications, all while upholding the utmost business ethics. Students understand how to create and execute marketing strategies and plans that integrate internet marketing and traditional marketing techniques. Students will evaluate the role of sales in an organization and its relationship to marketing. Students will be able to 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.

Foundation Courses

Number	Course	Credits
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 (Select 1 course)	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.

Business Core Courses

ACG 1022 Financial Accounting I	4
ACG 1033 Financial Accounting II	4
BUL 2241 Business Law	4
CGS 1240 Computer Applications and Business Systems Concepts	3
COM 1007 Professional Communication	4
E242 Career Development	2
GEB 1011 Introduction to Business	4
MAN 2021 Principles of Management	4
MAN 2062 Business Ethics	4
MAR 2011 Principles of Marketing	4
Major and Core Courses	
FIN 1000 Principles of Finance	4
GEB 2444 Internet Business Models and E-Commerce	4
GEB 2930 Business Capstone	2
GEB 3110 Research and Report Writing	4
GEB 3275 Consumer Behavior	4
GEB 4220 Managing a Diverse Workforce	4
GEB 4230 Website Development for Business	4
GEB 4310 Statistics for Business	4
GEB 4410 Advanced Principles of Marketing	4
MAN 1300 Introduction to Human Resource Management	4
MAN 4143 Contemporary Leadership Challenges	4
MAN 4240 Organizational Behavior Analysis	4
MAN 4602 International Business	4
MAN 4720 Strategic Management	4
MAR 2374 Online Multimedia Marketing	4
MAR 2873 Public Relations and Advertising	4
MAR 3295 Internet Marketing, Public Relations, and Social Media	4
MAR 3592 Strategic Sales and Sales Management	4
MAR 3817 Search Engine Optimization and Marketing Strategies	4
MAR 4239 Marketing and Product Management	4
MAR 4355 Web Analytics	4
MAR 4582 Internet Law	4
MAR 4806 Marketing Capstone	2

Total Degree Credit Hours

Business Core Courses	37
Total general education credits	56
Total major/core credits	88

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.

SCHOOL OF BUSINESS

**MARKETING
AS DEGREE**

Career Opportunities:

- Marketing Coordinator
- Marketing Specialist
- Electronic Commerce Specialist

OBJECTIVE:

Graduates of this program understand fundamental concepts in marketing and business management. They can demonstrate marketing and management skills including planning and decision making, organizing, controlling, and leading employees. Students will be able to use computer applications for the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

Foundation Courses

Number	Course	Credits
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
Humanities (Select 2 courses)			8
Math (Select 1 course)			4
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

Number	Course	Credits
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
E242	Career Development	2
FIN 1000	Principles of Finance	4
GEB 1011	Introduction to Business	4
GEB 2444	Internet Business Models and E-Commerce	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
MAR 2374	Online Multimedia Marketing	4
MAR 2873	Public Relations and Advertising	4

Total 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.*

SCHOOL OF BUSINESS

**MARKETING
DIPLOMA**

OBJECTIVE:

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

Foundation Courses

Number	Course	Credits
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

Number	Course	Credits
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
E242	Career Development	2
ENC 1101	English Composition	4
GEB 1011	Introduction to Business	4
GEB 2444	Internet Business Models and E-Commerce	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAR 2011	Principles of Marketing	4
MAR 2374	Online Multimedia Marketing	4
MAR 2873	Public Relations and Advertising	4
Math (Select 1 course)		4
MAT 1031	College Algebra	
MAT 1402	General Education Mathematics	

Total Degree Credits **57***

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

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

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

SCHOOL OF BUSINESS

**BUSINESS SYSTEMS ANALYSIS
BS DEGREE**

OBJECTIVE :

Graduates of this program know concepts in network administration and management, database analytics, business intelligence, enterprise business software applications, project management, and business management. They understand computer hardware and software and how to implement software applications in organizations of all sizes, manage and utilize databases in a business environment, and effectively work with cross-functional teams. 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.

Foundation Courses

Number	Course	Credits
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 (Select 1 course)	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 course)	8
Math/Natural Sciences (Select 1 course)	4
Social Sciences (Select 2 courses)	8

See page 40 for General Education Course Selections. In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

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

Students may enroll in this program for coursework beginning April 2012.

Business Core Courses

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

Major and Core Courses

CNT 2020 Network Fundamentals for Business Professionals	3
FIN 1000 Principles of Finance	4
GEB 1014 Project Planning and Documentation	4
GEB 3110 Research and Report Writing	4
GEB 4310 Statistics for Business	4
IDC 1362 Relational Databases for Business Applications	3
IDC 2406 Introduction to Business Process Management	4
IDC 3152 Enterprise Resource Reporting	4
IDC 3309 Data Warehousing	3
IDC 3688 Advanced Relational Databases for Business Applications I	4
IDC 4088 Business Process Reengineering	4
IDC 4111 Advanced Relational Databases for Business Applications II	4
IDC 4291 Advanced Business Process Management	4
IDC 4375 Database Analytics and Administration	3
IDC 4572 Systems Analysis and Design	3
IDC 4637 Business Systems Analysis Capstone	3
IDC 4733 Database Security Management	4
ISM 3005 MIS Techniques	3
ISM 3015 Management of Information Systems	4
ISM 3314 Information Technology Project Management	4
MAN 1300 Introduction to Human Resource Management	4
MAN 3504 Operations Management	4
MAN 4240 Organizational Behavior Analysis	4
MAN 4720 Strategic Management	4

Total Degree Credit Hours

Business Core Courses	37
General Education credits	56
Major/Core credits	89

TOTAL BS DEGREE CREDITS 182 *

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

SCHOOL OF BUSINESS

**BUSINESS SYSTEMS ANALYSIS
AS DEGREE**

OBJECTIVE :

Graduates of this program understand fundamental concepts in network administration, database analytics, enterprise business software applications, business intelligence, business process analysis and management, and business management. They can demonstrate marketing and management skills including planning and decision making, organizing, controlling, and leading employees. Students will be able to use computer applications for the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

Foundation Courses

Number	Course	Credits
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
Humanities (Select 2 courses)			8
Mathematics (Select 1 course)			4
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.

Students may enroll in this program for coursework beginning April 2012.

Business Core Courses

ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
E242	Career Development	2
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAR 2011	Principles of Marketing	4
Major and Core Courses		
CNT 2020	Network Fundamentals for Business Professionals	3
FIN 1000	Principles of Finance	4
GEB 1014	Project Planning and Documentation	4
IDC 1362	Relational Databases for Business Applications	3
IDC 2406	Introduction to Business Process Management	4
MAN 1300	Introduction to Human Resource Management	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.

SCHOOL OF BUSINESS

**BUSINESS SYSTEMS
ANALYSIS
DIPLOMA**

OBJECTIVE :

Graduates of this program understand fundamental concepts in computer information systems and networks, enterprise business software applications, project management, and business. They can demonstrate marketing and management skills including planning and decision making, organizing, controlling, and leading employees. Students will be able to use computer applications for the business environment. Graduates value communication, critical thinking, leadership, and integrity.

Foundation Courses

Number	Course	Credits
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

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
CNT 2020	Network Fundamentals for Business Professionals	3
COM 1007	Professional Communication	4
E242	Career Development	2
ENC 1101	English Composition	4
FIN 1000	Principles of Finance	4
GEB 1011	Introduction to Business	4
GEB 1014	Project Planning and Documentation	4
IDC 1362	Relational Databases for Business Applications	3
IDC 2406	Introduction to Business Process Management	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAR 2011	Principles of Marketing	4
Math (Select 1 course)		4
MAT 1031	College Algebra	
MAT 1402	General Education Mathematics	

TOTAL DIPLOMA CREDITS 63 *

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.*

Students may enroll in this program for coursework beginning April 2012.

SCHOOL OF BUSINESS

**BUSINESS SYSTEMS ANALYSIS
CERTIFICATE**

OBJECTIVE :

Graduates of this program understand fundamental concepts in business process analysis, business software applications, and computer information systems and networks. They know concepts in project management, business intelligence reporting, and how to manage, store, and analyze business data. Students will be able to use computer applications for the business environment. Graduates value critical thinking and lifelong learning.

Foundation Courses

Number	Course	Credits
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Certificate Courses

IDC 3152	Enterprise Resource Reporting	4
IDC 3309	Data Warehousing	3
IDC 3688	Advanced Relational Databases for Business Applications I	4
IDC 4088	Business Process Reengineering	4
IDC 4111	Advanced Relational Databases for Business Applications II	4
IDC 4291	Advanced Business Process Management	4
IDC 4733	Database Security Management	4
ISM 3005	MIS Techniques	3
ISM 3015	Management of Information Systems	4
ISM 3314	Information Technology Project Management	4

Total Certificate Credit Hours 38*

** 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 may enroll in this program for coursework beginning April 2012.

SCHOOL OF BUSINESS

**FINANCE
BS DEGREE**

OBJECTIVE :

Graduates of this degree program learn to interpret and analyze basic financial statements in order to perform financial analysis and determine asset values based on risk adjusted returns. Students will be able to perform calculations and apply time value of money to a capital budgeting situation and networking capital management strategies. Students will be able to incorporate basic mathematical and statistical tools for financial modeling and as well as interpret and analyze the results. Through effective communication, students will be able to explain basic portfolio composition according to the security market line and identify global influences on financial markets. Students will be able to 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; and communicate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

Foundation Courses

Number	Course	Credits
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 (Select 1 course)	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 course)	8
Math/Natural Sciences (Select 1 course)	4
Social Sciences (Select 2 courses)	8

See page 40 for General Education Course Selections. In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
 • Students must complete the senior seminar the quarter in which they finish the Bachelor's Degree requirements to graduate from a Bachelor's Degree program.

Students may enroll in this program for coursework beginning July 2012.

Business Core Courses

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

Major and Core Courses

ACG 2680 Financial Investigation	4
ACG 3080 Managerial Accounting Theory and Practice	4
BUL 3247 Business Law II	4
CTS 2511 Excel	3
ECO 4223 Money and Banking	4
FIN 1000 Principles of Finance	4
FIN 1202 Financial Markets and Institutions	4
FIN 2913 Finance Capstone	2
FIN 3122 Intermediate Financial Management	4
FIN 3247 Investments and Security Markets	4
FIN 3396 International Finance	4
FIN 3434 Applications in Corporate Finance	4
FIN 4019 Financial Modeling	4
FIN 4372 Investment Portfolio Management	4
FIN 4955 Finance Capstone II	3
GEB3020 Advanced Principles of Financial Management	4
GEB 4305 Statistics for Managers	4
ISM 3015 Management of Information Systems	4
MAN 4143 Contemporary Leadership Challenges	4
MAN 4720 Strategic Management	4
TAX 2002 Income Tax	4
TAX 3257 Partnership and Corporate Taxation	4

Total Degree Credit Hours

Business Core Courses	37
Total general education credits	56
Total major/core credits	84
Unrestricted Electives	3

TOTAL BS DEGREE CREDITS 180 *

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

SCHOOL OF BUSINESS

**FINANCE
AS DEGREE**

OBJECTIVE :

Graduates of this program understand fundamental concepts in finance, accounting, and business. They learn to prepare financial statements and tax returns, detect fraud, work with negotiable instruments, and use computer applications proficiently. They can demonstrate marketing and management skills including planning and decision making, organizing, controlling, and leading employees. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

Foundation Courses

Number	Course	Credits
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
Humanities (Select 2 courses)			8
Mathematics (Select 1 course)			4
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.

Students may enroll in this program for coursework beginning July 2012.

Major and Core Courses

ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
ACG 2680	Financial Investigation	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
FIN 1000	Principles of Finance	4
FIN 1202	Financial Markets and Institutions	4
FIN 2913	Finance Capstone	2
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

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.*

SCHOOL OF BUSINESS

**FINANCE
DIPLOMA**

OBJECTIVE:

Graduates of this program understand fundamental concepts in finance, accounting, and business. They learn to prepare financial statements and tax returns, detect fraud, work with negotiable instruments, and use computer applications proficiently. They can demonstrate marketing and management skills including planning and decision making, organizing, controlling, and leading employees. Graduates value communication, critical thinking, leadership and integrity.

Foundation Courses

Number	Course	Credits
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

Number	Course	Credits
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
ACG 2680	Financial Investigation	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
ENC 1101	English Composition	4
FIN 1000	Principles of Finance	4
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
Math (Select 1 course)		4
MAT 1031	College Algebra	
MAT 1402	General Education Mathematics	

Total Diploma Credits 64*

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.*

Students may enroll in this program for coursework beginning July 2012.

SCHOOL OF BUSINESS

**INTERNATIONAL BUSINESS
BS DEGREE**

OBJECTIVE :

Graduates of this program know concepts in management, human resources, marketing, business ethics, and how they are applied in organizations that do business globally. Finance, accounting, and advanced management theories and techniques of global organizations will be explored. Students will be able to 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 global environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

Foundation Courses

Number	Course	Credits
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 (Select 1 course)	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 course)	8
Math/Natural Sciences (Select 1 course)	4
Social Sciences (Select 2 courses)	8

See page 40 for General Education Course Selections. In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
 • Students must complete the senior seminar the quarter in which they finish the Bachelor's Degree requirements to graduate from a Bachelor's Degree program.

Students may enroll in this program for coursework beginning July 2012.

Business Core Courses

ACG 1022 Financial Accounting I	4
ACG 1033 Financial Accounting II	4
BUL 2241 Business Law	4
CGS 1240 Computer Applications and Business Systems Concepts	3
COM 1007 Professional Communication	4
E242 Career Development	2
GEB 1011 Introduction to Business	4
MAN 2021 Principles of Management	4
MAN 2062 Business Ethics	4
MAR 2011 Principles of Marketing	4
Major and Core Courses	
ACG 4133 International Accounting and Finance	4
FIN 1000 Principles of Finance	4
GEB 2002 Fundamentals of Global Management	4
GEB 2252 Multicultural Communications for Business	4
GEB 2930 Business Capstone	2
GEB 3110 Research and Report Writing	4
GEB 3422 Business Project Management	4
GEB 4220 Managing a Diverse Workforce	4
GEB 4310 Statistics for Business	4
INS 3010 International Marketing	4
INS 3072 International Legal and Ethical Business Issues	4
INS 3125 Corporations of the World	4
INS 3203 International Communication and Travel	4
INS 3305 Global Operations and Logistics	4
INS 3526 International Business Technology	4
INS 4028 Global Commerce, Trade, and Economy	4
INS 4789 International Business Capstone	2
MAN 1300 Introduction to Human Resource Management	4
MAN 2652 Introduction to Global Business	4
MAN 4143 Contemporary Leadership Challenges	4
MAN 4240 Organizational Behavior Analysis	4
MAN 4602 International Business	4
MAN 4720 Strategic Management	4

Total Degree Credit Hours

Business Core Courses	37
Total general education credits	56
Total major/core credits	88

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.

SCHOOL OF BUSINESS
INTERNATIONAL BUSINESS
AS DEGREE

OBJECTIVE:

Graduates of this program understand concepts in management, human resources, marketing, and business ethics as they apply to organizations that do business globally. Students will be able to demonstrate management skills including planning and decision-making, organizing, controlling, and leading employees. The ability to use computer applications will enhance a student's basic accounting skills and interpretation skills of basic financial data. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

Foundation Courses

Number	Course	Credits
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)		
8	Humanities (Select 2 courses)	8
4	Math (Select 1 course)	4
4	Natural Sciences (Select 1 course)	4
Social Sciences (Required courses)		
ECO 2013	Macroeconomics	8
ECO 2023	Microeconomics	
Total general education credits		32

See page 40 for General Education Course Selections.

Students may enroll in this program for coursework beginning July 2012.

Major and Core Courses

Number	Course	Credits
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
E242	Career Development	2
FIN 1000	Principles of Finance	4
GEB 1011	Introduction to Business	4
GEB 2002	Fundamentals of Global Management	4
GEB 2252	Multicultural Communications for 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
MAN 2652	Introduction to Global Business	4

Total 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.

SCHOOL OF BUSINESS**INTERNATIONAL BUSINESS
DIPLOMA****OBJECTIVE:**

Graduates of this program understand concepts in management, human resources, marketing, and business ethics as they apply to organizations that do business globally. Students will be able to demonstrate management skills including planning and decision-making, organizing, controlling, and leading employees. The ability to use computer applications will enhance a student's basic accounting skills and interpretation skills of basic financial data. Graduates value communication, critical thinking, leadership, and integrity.

Foundation Courses

Number	Course	Credits
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

Number	Course	Credits
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
E242	Career Development	2
ENC 1101	English Composition	4
GEB 1011	Introduction to Business	4
GEB 2002	Fundamentals of Global Management	4
GEB 2252	Multicultural Communications for Business	4
MAN 1300	Introduction to Human Resource Management	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAN 2652	Introduction to Global Business	4
MAR 2011	Principles of Marketing	4
Math (Select 1 course)		4
MAT 1031	College Algebra	
MAT 1402	General Education Mathematics	

Total Diploma Credits **61***

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.

Students may enroll in this program for coursework beginning July 2012.

SCHOOL OF BUSINESS

**BUSINESS TECHNOLOGY MANAGEMENT
BS DEGREE**

OBJECTIVE :

Graduates of this program will develop sufficient depth and breadth to be able to conceptualize, plan, design, implement and test data and Voice Over IP networks with Cisco technologies and those of other manufactures. Focus will be on the strategic management of technology resources and the methodologies for integration within an organization's existing technology infrastructure. Graduates of this program also will gain the knowledge to securely manage Windows and Unix/Linux network operating systems and infrastructure devices. Graduates of this program will have the foundation to seek career opportunities in the networking and security technology disciplines. 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.

Foundation Courses

Number	Course	Credits
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 (Select 1 course)	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 course)	8
Math/Natural Sciences (Select 1 course)	4
Social Sciences (Select 2 courses)	8

See page 40 for General Education Course Selections. In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
 • Students must complete the senior seminar the quarter in which they finish the Bachelor's Degree requirements to graduate from a Bachelor's Degree program.

Students may enroll in this program for coursework beginning October 2012.

Business Core Courses

ACG 1022 Financial Accounting I	4
ACG 1033 Financial Accounting II	4
BUL 2241 Business Law	4
CGS 1240 Computer Applications and Business Systems Concepts	3
COM 1007 Professional Communication	4
E242 Career Development	2
GEB 1011 Introduction to Business	4
MAN 2021 Principles of Management	4
MAN 2062 Business Ethics	4
MAR 2011 Principles of Marketing	4
Major and Core Courses	
CIS 2714 Information Security Fundamentals	3
CIS 3727 Principles of Security	4
CIS 4288 Ethical Hacking and Advanced Security	4
CNT 2020 Networking Fundamentals for Business Professionals	3
CNT 2153 Principles of Networking I	3
CNT 3056 Wireless Networking and Security	4
CNT 3279 Networking with the Linux/Unix Operating System	4
CNT 3365 Networking with Microsoft Windows	4
CNT 3591 Principles of Networking II	3
CNT 4080 Intermediate Networking	3
CTS 2659 Networking and Voice Over IP I	3
CTS 3142 Networking and Voice Over IP II	4
CTS 4719 Business Technology Management Capstone II	3
FIN 1000 Principles of Finance	4
GEB 2930 Business Capstone	2
GEB 3110 Research and Report Writing	4
GEB 4310 Statistics for Business	4
GEB 4520 Legal and Ethical Environment of Business	4
IDC 3274 Telecommunications and Network Auditing	4
ISM 3015 Management of Information Systems	4
MAN 1300 Introduction to Human Resource Management	4
MAN 4143 Contemporary Leadership Challenges	4
MAN 4602 International Business	4
MAN 4720 Strategic Management	4

Total Degree Credit Hours

Business Core Courses	37
Total general education credits	56
Total major/core credits	87

TOTAL BS DEGREE CREDITS 180 *

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

SCHOOL OF BUSINESS

**BUSINESS TECHNOLOGY MANAGEMENT
AS DEGREE**

OBJECTIVE:

Graduates of this program know fundamental concepts in data networking and how to manage various networks and systems. Students will demonstrate skills in introductory network, telecommunications, and security concepts, techniques and practices that will position them for entry level work in the network management discipline using Cisco technologies. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

Foundation Courses

Number	Course	Credits
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)		
Humanities (Select 2 courses)		
Math (Select 1 course)		
Natural Sciences (Select 1 course)		
Social Sciences (Required courses)		
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
Total general education credits		32

See page 40 for General Education Course Selections.

Students may enroll in this program for coursework beginning October 2012.

Major and Core Courses

Number	Course	Credits
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
CIS 2714	Information Security Fundamentals	3
CNT 2020	Network Fundamentals for Business Professionals	3
CNT 2153	Principles of Networking I	3
COM 1007	Professional Communication	4
CTS 2659	Networking and Voice Over IP I	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

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.*

SCHOOL OF BUSINESS

**BUSINESS TECHNOLOGY MANAGEMENT
DIPLOMA**

OBJECTIVE:

Graduates of this program know fundamental concepts in data networking and how to manage various networks and systems. Students will demonstrate skills in introductory network telecommunications and security concepts, techniques and practices that will position them for entry level work in the network management discipline using Cisco technologies. Graduates value communication, critical thinking, leadership, and integrity.

Foundation Courses

Number	Course	Credits
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

Number	Course	Credits
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
CIS 2714	Information Security Fundamentals	3
CNT 2020	Network Fundamentals for Business Professionals	3
CNT 2153	Principles of Networking I	3
COM 1007	Professional Communication	4
CTS 2659	Networking and Voice Over IP I	3
E242	Career Development	2
ENC 1101	English Composition	4
FIN 1000	Principles of Finance	4
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAR 2011	Principles of Marketing	4
Math (Select 1 course)		4
MAT 1031	College Algebra	
MAT 1402	General Education Mathematics	

Total Diploma Credits 61*

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.*

Students may enroll in this program for coursework beginning October 2012.

SCHOOL OF NURSING

**PROFESSIONAL NURSING MOBILITY
AS DEGREE**

Career Opportunities in:

- Hospitals
- Clinics
- Rehabilitation Centers
- Long-Term Care Facilities

OBJECTIVE:

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

Practical Nursing Block Transfer Courses – 36 Credits

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

Number	Course	Credits
NUR 1020C	Fundamentals of Nursing	13
NUR 1144	Comprehensive Pharmacology	4
NUR 1144L	Comprehensive Pharmacology Lab	2
NUR 1211C	Adult Nursing I	13
HUN 2202	Human Nutrition	4

Anticipated Program Transfer Courses – 42 Credits

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

Number	Course	Credits
BSC 2020C	Introduction to Human Biology	4
BSC 2087C	Human Anatomy and Physiology I	5
BSC 2089C	Human Anatomy and Physiology II	5
COM1002	Introduction to Communication	4
ENC 1101	English Composition	4
MAT 1031	College Algebra	4
PSY 1012	General Psychology	4
SYG 1000	Introduction to Sociology	4

Humanities (Select 2 courses)

Number	Course	Credits
CRW 2001	Creative Writing	4
ENC 2102	Writing about Literature	4
FIL 2000	Film Appreciation	4
HUM 2023	Humanities	4
LIT 2000	Introduction to Literature	4
PHI 2671	Ethics	4
SPN 271	Conversational Spanish	4

Major and Core Courses – 38 Credits

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

Total Degree Credits 116

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.

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

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

SCHOOL OF TECHNOLOGY AND DESIGN

**CYBER SECURITY
BS DEGREE**

Career Opportunities:

- Network Security Analyst
- Security Consultant
- Information Assurance Analyst
- Computer Forensic Analyst

OBJECTIVE :

Graduates of this program know the theory and application of legal issues as applied to information security systems. They can provide ethical and professional information technology security services, communicate effectively, and manage special problems and challenges for information systems. They value critical thinking, communication, and integrity in the criminal justice system. Graduates of this program will be able to address current and future cybersecurity challenges with a strong foundation of fundamental information technology security principles, and will be able to provide exceptional service in the technology realm of the criminal justice field.

Foundation Courses

Number	Course	Credits
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

Lower Division

English Composition (Required course)	4
<i>ENC 1101 English Composition</i>	
Communication (Select 1 course)	4
Humanities (Select 2 courses)	8
Math (Select 1 course)	4
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.

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.

Major and Core Courses

Lower Division

CET 2629 Cisco Networking Fundamentals and Routing	3
CET 2660C Networking Security	3
CGS 1240 Computer Applications and Business Systems Concepts	3
CIS 1308 Logic and Troubleshooting	4
CIS 2911 Information Technology Capstone	2
CNT 1000C Networking Fundamentals	3
COM 1007 Professional Communication	4
COT 1438 Technology's Role in the 21st Century	2
CTS 1300C Microsoft Windows Workstations	3
CTS 1776 Fundamentals of PC Hardware and Software	4
CTS2302C Windows Active Directory	3
CTS 2383C Microsoft Windows Server	3
E242 Career Development	2
GEB 1011 Introduction to Business	4
GEB 1014 Project Planning and Documentation	4
ISM 2321 Managing Information Security	3
MAN 2062 Business Ethics	4
MNA 1161 Customer Service	4

Upper Division

CCJ 3164 Criminal Behavior: Profiling Violent Offenders	4
CCJ 4690 Special Offenders: Sex Offenders	4
CIS 3192 Introduction to Information Systems Security	3
CIS 3257 Legal and Security Issues	4
CIS 3318 Managing Risk for Information Systems	4
CIS 3471 Security Policies and Implementation	4
CIS 3664 Security Strategies for Web Apps and Social Networking	3
CIS 4039 Auditing Information Technology Infrastructure	4
CIS 4137 Access Controls, Authentication, and PKI	4
CIS 4215 Windows Security Strategies	4
CIS 4362C Network Security and Cryptography	3
CIS 4352 Linux Security Strategies	4
CIS 4385C Computer Forensics	3
CIS 4456 Hacker Techniques, Tools, and Applications	4
CIS 4581 ISS Capstone	3
CJE 3610 Criminal Investigations	4
CJL 3113 Criminal Evidence	4
CJL 3297 Constitutional Law	4

Total Degree Credit Hours

Total General Education credits	56
Total Lower Division Major/Core Credits	58
Total Upper Division Major/Core Credits	67

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.

SCHOOL OF TECHNOLOGY AND DESIGN

**INFORMATION TECHNOLOGY MANAGEMENT
BS DEGREE**

Career Opportunities:

- *Network Administrator*
- *Network Analyst*
- *Information Technology Manager*

OBJECTIVE :

Graduates of this program understand how information systems are used in business and how technology adds value to business processes. They will have the skills to design, plan, install and manage network infrastructure to support business requirements, recommend and implement security systems and policies to protect client data, establish support structures and procedures to provide best in class customer service and problem resolution, provide systems support and administration for web and database applications, and optimize and monitor systems performance and stability. Graduates have good communications skills, value critical thinking and diversity, and understand that a successful career in Information Technology Management requires continuous learning and development of new skills.

Foundation Courses

Number	Course	Credits
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

Lower Division

English Composition (Required course)	4
<i>ENC 1101 English Composition</i>	
Communication (Select 1 course)	4
Humanities (Select 2 courses)	8
Math (Select 1 course)	4
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

<i>CET 2629 Cisco Networking Fundamentals and Routing</i>	3
<i>CET 2810C Microsoft Exchange Server</i>	3
<i>CGS 1240 Computer Applications and Business Systems Concepts</i>	3
<i>CIS 1308 Logic and Troubleshooting</i>	4
<i>CIS 2911 Information Technology Capstone</i>	2
<i>CNT 1000C Networking Fundamentals</i>	3
<i>COM 1007 Professional Communication</i>	4
<i>COT 1438 Technology's Role in the 21st Century</i>	2
<i>CTS 1300C Microsoft Windows Workstations</i>	3
<i>CTS 1776 Fundamentals of PC Hardware and Software</i>	4
<i>CTS 2302C Windows Active Directory</i>	3
<i>CTS 2321 Linux Administration</i>	3
<i>CTS 2883C Microsoft Windows Server</i>	3
<i>E242 Career Development</i>	2
<i>GEB 1011 Introduction to Business</i>	4
<i>GEB 1014 Project Planning and Documentation</i>	4
<i>MAN 2062 Business Ethics</i>	4
<i>MNA 1161 Customer Service</i>	4
Upper Division	
<i>CET 2660C Networking Security</i>	3
<i>CNT 3003 Advanced Network Security</i>	4
<i>CNT 3126 Advanced Networking</i>	4
<i>CNT 3229 Asset Management</i>	3
<i>CNT 3348 Infrastructure Hardware</i>	4
<i>CNT 3473 Scripting</i>	4
<i>CNT 3569 Support Management</i>	4
<i>CNT 3619 Technical Writing</i>	2
<i>CNT 3777 Virtualization</i>	4
<i>CNT 4016 Cloud Computing</i>	4
<i>CNT 4152 Disaster Recovery</i>	4
<i>CNT 4283 Enterprise Application Support</i>	4
<i>CNT 4361 Information Technology Management Capstone2</i>	2
<i>CNT 4437 Service Management</i>	4
<i>CNT 4520 Systems Monitoring</i>	4
<i>CNT 4692 Unified Communications and Mobile Computing4</i>	4
<i>ISM 3015 Management of Information Systems</i>	4
<i>MAN 4240 Organizational Behavior Analysis</i>	4

Total Degree Credit Hours

Total general education credits	56
Total Lower Division Major/Core Credits	58
Total Upper Division Major/Core Credits	66

TOTAL BS DEGREE CREDITS 180 *

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

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

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