

COURSE DESCRIPTIONS

**CIS 4264C Storage Management
40 hours, 3 credits**

The goal of this course is to cover various methods of data management. Students will learn about storage area networks, disk arrays, and data backup. Students will cover topics such as data de-duplication, cloud backup, and managing both physical and virtual data backup environments. Topics also covered are how to maintain both on-site and off-site data backups and creating a backup-rotation policy.

Prerequisites: Advanced Networking; Infrastructure Hardware; Cloud Computing

**CIS 4352 Linux Security Strategies
40 hours, 4 credits**

This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods.

Prerequisite: Linux Administration

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

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

Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks

**CIS 4371C Operating Systems Design
40 hours, 3 credits**

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

Prerequisite: Enterprise Application Support

**CIS 4385C 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 in the Information Security Bachelor's Degree: Linux Administration

Prerequisite in the Cyber Security Bachelor's Degree: Cryptography and Traffic Analysis

**CIS 4412C Information Technology Security
60 Hours, 4 credits**

In this course, students examine the basic concepts of information systems security. Students strengthen their knowledge of IS security and learn various components required to ensure the system's security around both hardware and software.

Prerequisite: None

**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 in the Information Security Bachelor's Degree: Linux Administration

Prerequisite in the Cyber Security Bachelor's Degree: Cryptography and Traffic Analysis

**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 an RFP for information systems security consulting.

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

**CIS 4655C Advanced Mobile Web Application Development
40 hours, 4 credits**

This course is the study of advanced mobile application development. It places a detailed focus on building a mobile application user interface, planning and designing database models, and deploying mobile applications to emulators, as well as popular mobile application stores. Topics include designing a professional graphical prototype of the user interface, designing navigation that meets usability requirements, constructing data models and databases, interfacing code to databases, and testing then deploying an application to popular application stores. This course will prepare students to create more advanced mobile applications that interact with cloud-based databases.

Prerequisite: Fundamentals of Mobile Web Application Development

**CIS 4793C Database Implementation Strategies for Programmers
40 hours, 4 credits**

The focus of this course is to provide programmers with the information necessary to interface mobile software applications with cloud-based distributed databases. Topics include a review of database fundamentals, database connectivity, query optimization, and the use of application program interfaces (APIs) as they relate to specific vendor databases. This course will prepare students to extract data from a distributed database and then present the data within a mobile software application.

Prerequisite: CDA 3315C Fundamentals of Enterprise Architecture

**CIS 4836C Web Analytics
40 hours, 4 credits**

This course is the study of contemporary business analytics tools. It places a focus on determining the most appropriate product or technology for building data visualizations and dashboards. Topics include identifying analytical tools, highlighting various input and output data formats, identifying different types of data visualizations, and constructing business-oriented dashboards. This course will prepare students to be able to create data visualizations and dashboards based on provided business requirements.

Business Management Bachelor's Degree – Business Analysis Specialization

Prerequisite: None

Computer Science Bachelor's Degree

Prerequisite: CDA 3315C Fundamentals of Enterprise Architecture

Marketing Bachelor's Degree

Prerequisite: MAR 3128 Foundations of Digital Marketing

**CIS 4910C Computer Science Capstone
30 hours, 3 credits**

This course is the culmination of the diverse skill set previously gained throughout the program. It places focus on project management skills, communication, and critical thinking as they relate to constructing an end-to-end technical solution. This course will incorporate a different project focus each term where students will collaborate in the development of a mobile/cloud application system.

Prerequisite: Student in final term of the bachelor's degree program

**CIS 4929C IT Management Capstone
60 Hours, 4 credits**

Covering all areas of the IT Management curriculum, this comprehensive project gives students a framework, based on real-world situations to exercise critical thinking, problem solving, leadership and project-management skills.

Prerequisite: Expected to be the final upper-level core course completed

**CIS 4955C Cyber Security Capstone
60 hours, 4 credits**

This course includes a summative assessment project that covers all areas of the Cyber Security Bachelor's degree curriculum. This comprehensive project gives students a framework, based on real-world situations to exercise critical thinking, problem solving, leadership, and security skills. This course presents the student with a data breach scenario requiring completion of a Root Cause Analysis Report (RCA) along with an Incident Response Management Plan (IRP). This course also prepares a student for the System Security Certified Practitioner (SSCP) certification exam.

Prerequisite: Expected to be the final upper-level core course completed

**CJC 1000 Introduction to Corrections
40 hours, 4 credits**

A general overview of U.S. corrections, jails and prisons, institutional procedures, and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices, and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.

Prerequisite: Introduction to Criminal Justice

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

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

Prerequisite: Introduction to Human Services

**CJC 2400 Counseling Clients
40 hours, 4 credits**

Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.

Prerequisite: Introduction to Human Services

**CJE 1006 Policing in America
40 hours, 4 credits**

Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as community-oriented policing, problem-oriented policing, and directed patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.

Prerequisite: Introduction to Criminal Justice

**CJE 1233 Drugs and Crime
40 hours, 4 credits**

The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs," inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

**CJC 1251 Crime Scene to Conviction: Critical Skills in Documentation
40 hours, 4 credits**

Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.

Prerequisite: Policing in America

**CJE 1775 Special Populations: Law Enforcement Response
40 hours, 4 credits**

This course will explore the role of law enforcement in serving special populations in our communities. It focuses on mental illness, substance abuse, and other disabilities. Students will examine law enforcement's work with victims and explore cultural diversity in policing.

Prerequisite: CJE 1006 Policing in America

**CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits**

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, and juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation, and aftercare treatment.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

**CJE 2422 Communication and Problem solving in Law Enforcement
40 hours, 4 credits**

Students will explore the various communication and problem solving skills required to be successful in law enforcement. They will examine effective interpersonal skills, written skills, and communication techniques appropriate for the incident or audience. Topics covered in this course are crisis intervention and crisis management techniques, the importance of effective listening, and interviewing skills. Students will demonstrate proper report writing skills as they prepare a variety of law enforcement-related documents and explore use of technology by law enforcement officers.

Prerequisite: Special Populations: Law Enforcement Response

**CJE 2566 Ethics and Psychology for Law Enforcement Professionals
30 hours, 3 credits**

This course will examine the ethical dilemmas encountered by law enforcement professionals. Students will analyze the roles of discretion, bias, and professionalism in the field. The course will also examine sources and effects of stress in law enforcement and explore preparation for and management of stress.

Prerequisite: Criminal Law and Procedure

**CJE 2702 Practical Psychology for Law Enforcement
40 hours, 4 credits**

Students will examine how principles of psychology relate to law enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on peace officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.

Prerequisite: Policing in America

**CJE 2990 Capstone for Law Enforcement
20 hours, 2 credits**

This course will focus on demonstrating mastery of the knowledge and skills needed for a successful law enforcement career. Students will evaluate criminal laws, procedures, and professional standards, and will reexamine learning about diverse community populations. Students will also review licensing requirements, and the application and hiring processes to prepare for their future career.

Prerequisite: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter.

**CJE 4444 Crime Prevention
40 hours, 4 credits**

This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.

Prerequisites: Research Methods in Criminal Justice

**CJK 2081 Traffic Enforcement: Managing Traffic Violators
40 hours, 3 credits**

Students will learn the skills for legal, effective, and safe traffic enforcement on city streets and major thoroughfares. They will examine implications of traffic codes and relevant court decisions through practical application. They will explore criminal and drug interdiction strategies through effective traffic enforcement, and special considerations in impaired driver enforcement. They will learn to operate enforcement tools such as speed detection devices and alcohol sensory equipment. Students will examine the writing and articulation of enforcement decisions and potential court outcomes of enforcement actions.

Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in certificate

**CJK 2124 Firearms I: Fundamentals of Armed Police Response
40 hours, 2 credits**

Students will learn the fundamental principles of marksmanship for firearms competency, and will progress to police-specific skills needed for proficiency in firearms use. They will practice the care and maintenance of firearms.

Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in certificate

**CJK 2247 Firearms II: Tactics for Combat Gunfighting
40 hours, 2 credits**

Students will build upon fundamental principles of marksmanship to gain firearms skills unique to law enforcement and officer survival. They will examine considerations related to use of force and deadly force, focusing on decision-making in force levels and articulation of force decisions. They will implement tactical considerations throughout training, including combat firearms skills and mental preparation for use of deadly force. Students will experience scenario-based and simulation training to help them synthesize shooting skills with proper use-of-force decisions in real-time situations.

Prerequisite: Firearms I: Fundamentals of Armed Police Response

**CJK 2339 Use of Force I: From Empty Hands to TASERS
40 hours, 2 credits**

Students will learn fundamental fighting principles, including technical and psychological aspects of physical combat. They will use tactical positioning, command presence, verbalization skills, and interpretation of body language in confrontational situations. Compliance and control techniques will be taught, ranging from empty-hand techniques, ground defense, and weapon retention to application of common police officer tools such as handcuffs, chemicals, batons, and electronic control devices. They will explore concepts of physical fitness and mental survival.

Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in certificate

**CJK 2406 Use of Force II: Winning Violent Confrontations
40 hours, 2 credits**

Students will build on fundamental police defensive tactics to synthesize physical knowledge with use-of-force decision-making. They will learn decision-making skills in ambiguous use-of-force incidents, demonstrating their ability to assess situations, respond appropriately, apply reasonable force, and articulate their reasoning. They will use practical application exercises and scenario-based training to maximize training effects.

Prerequisite: Use of Force I: From Empty Hands to TASERS

**CJK 2563 Crime Scene Response: The Real CSI
60 hours, 3 credits**

Students will examine the investigation processes for crime scenes and crashes. They will explore issues of scene security, evidence collection, handling and processing, and documentation. They will discuss legal issues of crime scene processing, and review basic investigation and reporting forms and the reporting requirements established by statute and policy.

Prerequisites: Ethics Around the Globe; Practical Psychology for Law Enforcement or enrolled in certificate

**CJK 2640 Minnesota Traffic Code
20 hours, 2 credits**

Students will explore motor vehicle laws and statutes related to traffic enforcement in Minnesota. They will examine rules pertaining to driving, equipment, motor vehicle insurance, and driver licensing. They will identify unique circumstances and vehicles in traffic law, including commercial motor vehicles, implements of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drug impairments to driving, and enforcement of related laws.

Prerequisite: Introduction to Criminal Justice or enrolled in certificate

**CJK 2724 Minnesota Criminal Code
20 hours, 2 credits**

Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of peace officer responsibilities under Minnesota law. They will review specific Minnesota crimes and their elements, levels of offense, and the proper handling of suspects involved in various crimes. Charging, defenses, and sentencing will also be explored.

Prerequisite: Introduction to Criminal Justice or enrolled in certificate

**CJK 2881 Patrol Practicals: Handling Calls in Progress
80 hours, 4 credits**

Students will synthesize learning from all areas of training. They will respond to realistic calls for service and apply their knowledge of law enforcement to achieve resolution of a variety of common policing scenarios. They will discuss fire, arson, and explosives response. They will learn principles of good judgment and decision-making, and will articulate their enforcement choices and the potential legal implications of each. Students will also learn fundamental driving principles for routine and high-speed pursuit driving, and will apply these principles in laboratory exercises. They will discuss the legal and policy aspects of police pursuits and effective call response.

Prerequisites: Use of Force I: From Empty Hands to TASERS; Firearms I: Fundamentals of Armed Police Response; Traffic Enforcement: Managing Traffic Violators; Crime Scene Response: The Real CSI; or enrolled in certificate

**CJK 2995 Law Enforcement Capstone
20 hours, 2 credits**

Students will examine the future of law enforcement by reviewing the topical areas of law enforcement required for success in the field. They will discuss current employment opportunities, certification requirements, and application and hiring processes. They will review specialty areas for successful certification and licensing, and discuss the potential ethical, legal, social, and political ramifications for the future.

Prerequisites: Expected to be the final lower-level core course completed

**CJL 1381 Criminal Law and Procedures: Crime and the Courtroom
40 hours, 4 credits**

This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.

Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System

**CJL 1552 Introduction to Criminal Law
40 hours, 4 credits**

In this course, students are introduced to the federal and state court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined.

Prerequisite: Introduction to Criminal Justice

**CJL 1747 Applied Criminal Procedures
40 hours, 4 credits**

This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of the Rights and its applicability to the criminal justice process.

Prerequisite: Introduction to Criminal Law

**CJL 3297 Constitutional Law
40 hours, 4 credits**

This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal justice issues.

Prerequisite: None

**CNT 1244C Introduction to Networks
40 hours, 3 credits**

This course introduces the foundation to understanding computer networks, including structure and function, components, and models of Local Area Networks (LAN), Wide Area Networks (WAN), and the internet. Students will learn the fundamentals of ethernet concepts like IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of network devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used.

Prerequisite: Hardware and Software II

COURSE DESCRIPTIONS

CNT 3003 Advanced Network Security
50 hours, 4 credits

This course offers an in-depth study of current network security technologies that help maximize investment in foundational network security strategies. This course also aligns to the Cisco CCNA certification objectives, covering protocols used to implement network security services, firewall security using ASA ACL and Modular Policy Framework, and on- and off-site secure communications protocols. In addition, this course takes an in-depth look at network defense concepts and techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. Topics covered include intrusion detection, virtual private networks (VPN), incident response strategies and planning, wireless network security, and securing data in a cloud.

Prerequisite: CET 2522C Cisco Network Routing and Switching (or CCENT 100-105 ICND1 ver. 3 certification)

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. Topics include enterprise network needs to deliver business objectives, layered security defense configuration, advanced routing technologies, threat intelligence platforms, hardening server operating systems, and business systems.

Prerequisite in the Information Security Bachelor's Degree: Introduction to Networks

Prerequisite in the Cyber Security Bachelor's Degree: Windows Directory Services (or MCSA 70-741 certification)

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.

Prerequisites: ISM 3812 Project Management for IT; CNT 3348 Infrastructure and Hardware

CNT 3348 Infrastructure and 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: CIS 1648C Hardware and Software II; or, CompTIA A+ certification I

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

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 in the Information Security Bachelor's Degree: Introduction to Networks

Prerequisite in the Cyber Security Bachelor's Degree: Advanced Networking

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

This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics 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 use cases involving Linux, Windows, and Cisco IOS automation through scripting.

Prerequisite: Linux Security Strategies

CNT 4016 Cloud Computing
40 hours, 4 credits

This course 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

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, back-end, and client/server); working with application specialists; application performance monitoring (end-to-end); security, support and maintenance; and disaster recovery.

Prerequisite: Risk Management and Business Continuity

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

CNT 4437 Service Management
40 hours, 4 credits

The topics of client service at the appropriate levels are covered. Service-level agreements (SLAs) and their financial implications are detailed so the student can help make informed decisions and priorities based on organizational needs.

Prerequisite: None

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

COM 1002 Introduction to Communication
40 hours, 4 credits

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

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

COM 1388 Communicating in Your Profession
40 hours, 4 credits

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

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

COM 1865 Locating and Evaluating Information
20 hours, 2 credits

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

Prerequisite: None

COM 3255 Coding as Language
40 hours, 4 credits

In this course, students will explore the relationship, including similarities and differences, between human language and programming language. Students will synthesize these languages by exploring shared and unshared characteristics including meaning, logic, and how they are learned. Students will address real-life debates around programming languages and HTML, as well as imagine how programming languages and HTML may act as a global lingua franca, or common language, in the future.

Prerequisite: None

COM 3278 Explorations of Human and Computer Languages

In this non-computer programming course, students will explore the relationship, including similarities and differences, between human language and programming language. Students will synthesize these languages by exploring shared and unshared characteristics including meaning, logic, and how they are learned. Students will address real-life debates around programming languages and HTML, as well as imagine how programming languages and HTML may act as a global lingua franca or common language, in the future.

Prerequisite: None

COP 1044C Introduction to Object-Oriented Programming
40 hours, 3 credits

This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of classes, including attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing object-oriented software for design modeling.

Prerequisite: Foundations of Software Design

COP 1125 Programming Fundamentals
40 hours, 3 credits

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

Prerequisite: None

COP 1350C C++ Programming
60 hours, 4 credits

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

Software Application Development Associate's Degree:

Prerequisite: COP 1044C Introduction to Object-Oriented Programming

Computer Science Bachelor's Degree:

Prerequisite: None

COP 1532C Database Fundamentals for Programmers
40 hours, 3 credits

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

Prerequisite: None

COP 1801 JavaScript
40 hours, 3 credits

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

Prerequisite: CGS 1820C Introduction to HTML

COP 2268C Java Programming
40 hours, 3 credits

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

Prerequisite: Introduction to Object-Oriented Programming

COP 2350C Advanced C++ Programming
60 hours, 4 credits

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

Prerequisite: C++ Programming

COP 2456C Microsoft C# Programming
50 hours, 3 credits

Students will work with the C# programming language and gain an understanding of how it can be used to handle important computing tasks. Concepts such as graphical user interfaces, multimedia development, and web programming will be explored.

Prerequisite: Introduction to Object-Oriented Programming

COP 2570C Programming Data Structures
60 hours, 4 credits

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

Prerequisite: Advanced C++ Programming

COP 2598C Secure Programming Techniques
60 hours, 4 credits

This course introduces students to best practices in secure programming techniques. It focuses on the most common programming vulnerabilities and how to mitigate them. Students will examine the need for secure programming, authentication, access control, error handling, and privacy engineering. Students will analyze a vulnerability and then develop code that corrects the problem.

Prerequisite: Microsoft C# Programming

COP 2664C Advanced Database Programming Techniques
50 hours, 3 credits

The course expands on topics that were introduced in Database Fundamentals for Programmers, adds new and advanced topics, and develops database programming skills utilizing Microsoft SQL Server. Topics to be covered include the use of database views, user-defined functions, stored procedures, triggers, and dynamic SQL. Students will utilize developer tools to improve database performance as well as improve the security and integrity of database applications.

Prerequisite: Database Fundamentals for Programmers

COP 2810C Database Driven Programming
40 hours, 3 credits

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

Prerequisite: Foundations of Software Design, Database Fundamentals for Programmers

COP 2955L Web Programming Capstone
40 hours, 2 credits

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

Prerequisites: Expected to be the final lower-level core course completed

COP 3362C Apple iOS Programming I
40 hours, 4 credits

This course provides students an introduction to the basic features of the Apple Swift programming language as it applies to iOS mobile application development. Students will review the history, features, and advantages of the Swift programming language, utilize the Apple Xcode programming environment, demonstrate a mastery of Swift programming basics, and develop a basic Apple Swift mobile application.

Prerequisites: Fundamentals of Enterprise Architecture, Fundamentals of Distributed Application Architecture

COP 3488C Universal Windows Applications Programming I
40 hours, 4 credits

This course provides students an introduction to the basic features of the Microsoft C# programming language as it applies to Universal Windows Application mobile application development. Students will review the history, features, and advantages of the C# programming language, utilize the Visual Studio programming environment, demonstrate a mastery of C# programming basics, and develop a basic Universal Windows Application.

Prerequisites: Fundamentals of Enterprise Architecture, Fundamentals of Distributed Application Architecture

COP 4309C Apple iOS Programming II
40 hours, 4 credits

This course presents advanced application design and Apple Swift programming techniques related to iOS mobile application development. Students will analyze user interface design and the iOS features that support it, demonstrate a mastery of Apple user interface tools, construct a Swift database application, and develop a basic Apple Swift mobile application that accesses iCloud.

Prerequisite: Apple iOS Programming I

COP 4474C Universal Windows Applications Programming II
40 hours, 4 credits

This course presents advanced application design and Microsoft C# programming techniques related to Universal Windows Application development. Students will analyze user interface design and the Windows features that support it, demonstrate a mastery of Microsoft user interface tools, construct a C# database application, and develop a basic C# mobile application that accesses Microsoft Azure.

Prerequisite: Universal Windows Applications Programming I

COP 4683C Apple iOS Cloud Integration
40 hours, 4 credits

This course focuses on the development of iOS mobile applications that access cloud computing resources. Students will explore a software development kit (SDK) available from a commercial cloud vendor, demonstrate a mastery of a cloud mobile SDK, and incorporate cloud platform functionality into a working iOS mobile application.

Prerequisite: COP 4309C Apple iOS Programming II

COP 4777C Universal Windows Applications Cloud Integration
40 hours, 4 credits

This course focuses on the development of Universal Windows mobile applications that access cloud computing resources. Students will explore a mobile software development kit (SDK) available from a commercial cloud vendor, demonstrate a mastery of a cloud mobile SDK, and incorporate cloud functionality into a working Universal Windows mobile application.

Prerequisite: COP 4474C Universal Windows Applications Programming II

CPO 4003 Comparative Politics
40 hours, 4 credits

This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.

Prerequisite: None

CRW 2001 Creative Writing
40 hours, 4 credits

This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays, and non fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6,000 words over the course of the program.

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

CTS 1884C Computer Technical Support
40 hours, 3 credits

This course will familiarize students with computer technical support operations that services an organization. Topics will include service-level agreements, the help desk and field support process, and the procedures and mechanics of issue capture, resolution, and metrics tracking. Students will have been exposed to many support models that the organization may employ for competitive advantage. Additionally, students will be grounded in fundamental terminology, policies, and procedures of the support organization.

Prerequisite: None

CTS 2321 Linux Administration
40 hours, 3 credits

This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source applications from the internet, run Windows emulation, and apply Linux in the enterprise network system. This course uses a combination of reading, lecture, internet-based research, and lab work to reinforce the course

materials. Further, this course helps prepare students to take an industry accepted Linux + certification exam.

Prerequisite: Operating Systems

CTS 2511 Excel
40 hours, 3 credits

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

Prerequisite: None

CTS 3265C Introduction to Business Intelligence
40 hours, 4 credits

This course is the study of the skills and techniques for analyzing business performance data to provide support for business planning. It places focus on using query development, reporting, and analytical tools to help guide business decision-making. Topics include statistical analysis, basic database design, and business process modeling. This course will prepare students to utilize information to support decision-making.

Prerequisite: None

CTS 3302C Fundamentals of Cloud Computing
40 hours, 4 credits

This course will introduce students to various technologies and services utilized in cloud computing. The course will focus on practical application of cloud deployment methodologies. Topics include the evolution of cloud computing technology, examination of cloud deployment and cloud service models, and designing a cloud computing strategy to meet specific business needs.

Prerequisite: CDA 3315C Fundamentals of Enterprise Architecture

CTS 4557 Emerging Trends in Technology
30 hours, 3 credits

This course is the study of emerging technologies. It places focus on technology impact on business and society in general. Topics include the relationship between emerging technologies and business opportunities, analysis of costs and savings of implementing particular technologies, legal and ethical issues affecting technology, challenges of adapting new technologies, and impacts of technology.

Prerequisite: None

CTS 4623C Advanced Cloud Computing Technologies
40 hours, 4 credits

This course will provide students with an in-depth understanding of computing technologies and services for enterprise-level application deployment projects. The course will focus on practical aspects of cloud-based application architecture and deployment methodologies. Topics include application scalability principles, application performance and benchmarking tools, authentication and authorization security issues, cloud deployment platform selection criteria, asset cataloging and management, and other advanced cloud deployment topics.

Prerequisite: CTS 3302C Fundamentals of Cloud Computing

COURSE DESCRIPTIONS

**DEP 2004 Human Growth and Development
40 hours, 4 credits**

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

Prerequisite: None

**DIG 1280C Audio/Video Editing
40 hours, 3 credits**

Students learn the theory and processes of audio/video editing using non-linear editing software. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for web and broadcast. Narrative and non-narrative forms are explored in audio and video. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisites: Interactive Media

**E102 Pathway to Patient Care Seminar
0 hours, 0 credits**

This seminar course prepares students for completing the TEAS exam and exploring career opportunities in healthcare. Students will learn skills to support effective studying and test-taking in the TEAS areas of math, reading, and science.

Prerequisite: Student must have evidence on record with the College of a TEAS attempt within the past 12 months.

**E242 Career Development
20 hours, 2 credits**

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

Prerequisite: Expected to be completed in the student's second-to-last or final quarter of the applicable credential level.

**ECO 1000 Principles of Economics
40 hours, 4 credits**

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course includes microeconomics and macroeconomic concepts.

Prerequisite: None

**ECO 2013 Macroeconomics
40 hours, 4 credits**

In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply-and-demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.

Prerequisite: None

**ECO 2023 Microeconomics
40 hours, 4 credits**

Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.

Prerequisite: None

**ECO 3250 Managerial Economics
40 hours, 4 credits**

This course is designed to enable students to assess, understand, and evaluate managerial economics in the context of large and small businesses. Students will gain knowledgeable insight of how to solve real-life problems through questions and answers, problem sets, and a systematic approach to applying advanced concepts of both macroeconomics and microeconomics to business environments.

Prerequisite: None

**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: None

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

This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized. Students will continue to explore the Child Development Associate Credential (CDA) standards and application requirements.

Pre- or co-requisite: Foundations of Child Development

**EEC 1700 Foundations of Child Development
40 hours, 4 credits**

This course will explore characteristics of children at different ages, children's developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family and the cultural, social, class, and ethnic variations in the family as a social system. Students will begin to explore the Child Development Associate Credential (CDA) standards and application requirements.

Prerequisite: None

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

This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns. Students will explore the Child Development Associate Degree (CDA) standards and

application requirements, and, if eligible, may apply for the CDA Credential at the completion of this course.

Prerequisite: Early Childhood Education Curriculum and Instruction

**EEC 1960 Field Experience I: Knowledge
60 hours, 4 credits**

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

Prerequisite: None

**EEC 1961 Field Experience II: Planning
60 hours, 4 credits**

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

Prerequisite: EEC 1960 Field Experience I: Knowledge

**EEC 1962 Field Experience III: Reflection
60 hours, 4 credits**

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

Prerequisite: EEC 1961 Field Experience II: Planning

**EEC 1970 Early Childhood Education
Exploration I: Knowledge
40 hours, 4 credits**

This course is an introduction to the field of early childhood development as a profession and examines historical influences on the field. The identification of an early childhood educator's personal attributes, knowledge, skills, and professional codes of conduct are included.

Prerequisite: None

**EEC 1971 Early Childhood Education
Exploration II: Planning
40 hours, 4 credits**

This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored.

Prerequisite: EEC 1970 Early Childhood Education Exploration I: Knowledge

**EEC 1972 Early Childhood Education
Exploration III: Reflection
40 hours, 4 credits**

Students will learn about intentionality in teaching and selecting best practices for young children's learning and development.

Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social skills and understandings, physical movement, and visual arts.

Prerequisite: EEC 1971 Early Childhood Education Exploration II: Planning

**EEC 2213 Language and Literacy Acquisition
40 hours, 4 credits**

Students will examine how infant, toddler, preschool, and school-aged English language learners acquire language and literacy. They will be exposed to early childhood programs that support children's home languages, and explore how to create an environment that sustains English language learners.

Prerequisite: EEC 1700 Foundations of Child Development

**EEC 2225 Guiding Children's Behavior
40 hours, 4 credits**

Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors, and how we can meet the child's needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.

Prerequisite: Foundations of Child Development

**EEC 2270 Introduction to English
Language Learners
40 hours, 4 credits**

Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.

Prerequisite: EEC 1700 Foundations of Child Development

**EEC 2271 Curriculum and Instruction for
Children with Special Needs
40 hours, 4 credits**

Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn strategies for effective partnering with other professionals and parents to ensure the achievement of developmental goals.

Prerequisite: Early Childhood Education Curriculum and Instruction

**EEC 2272 The Inclusive Classroom
40 hours, 4 credits**

Students will learn strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore how to support young children with special needs in the early childhood setting.

Prerequisite: Foundations of Child Development

**EEC 2329 Parent Education and Support
40 hours, 4 credits**

Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem solving methods.

Prerequisite: Foundations of Child Development

**EEC 2401 Dynamics of the Family
40 hours, 4 credits**

This course will focus on the dynamics of the family and the family's influence on the growth and development of children. The history of family systems, child-rearing, and parenting styles will be discussed. The course will explore issues that families of today face.

Prerequisite: Foundations of Child Development

**EEC 2403 Advocating for Children with
Special Needs
40 hours, 4 credits**

Students will explore current trends, resources, and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.

Prerequisite: Foundations of Child Development

**EEC 2500 Infant and Toddler Development
40 hours, 4 credits**

This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.

Prerequisite: Foundations of Child Development

**EEC 2613 Observation and Assessment in Early Childhood Education
40 hours, 4 credits**

Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children's development.

Prerequisite: Early Childhood Education Curriculum and Instruction

**EEC 2935 Summative Project for Early Childhood Education
20 hours, 2 credits**

The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect, and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children.

Prerequisite: Expected to be the final lower-level core course completed

**EEC 3000 Early Childhood Education: Understanding Mental Health in the Early Years
40 hours, 4 credits**

This course examines the impact of mental health issues on a child's well-being. Students will focus on attachment theory, brain development, and the importance of executive function on lifelong learning. This course will challenge students to explore the effects of economics, family structure, and the environment on a child's emotional and social development. Students will also be able to evaluate social support systems.

Prerequisite: EEC 1700 Foundations of Child Development

**EEC 3005 Communications and Connections for Early Childhood Professionals
40 hours, 4 credits**

This course examines best practices in formal and informal communication with children, families, and professionals. Students will explore how to build community in diverse settings and for various stakeholders. In this course, students will develop their leadership vision and apply this vision to build healthy, empowering connections with constituents. Students will also analyze effective and ineffective methods of communication within a developmentally and culturally appropriate context.

Prerequisite: None

**EEC 3007 Organizational Management in Early Childhood Education
40 hours, 4 credits**

This course provides an overview of the operational management of high-quality early childhood programs. The course includes practical application related to policies, procedures, roles, and responsibilities in the context of best practices for children and

families. The characteristics of high-quality early childhood professionals will be assessed. Students will examine external factors affecting the operation of programs, including political and societal trends.

Prerequisite: EEC 3005 Communications and Connections for Early Childhood Professionals

**EEC 3011 Empowering Contemporary Families
40 hours, 4 credits**

This course explores various types and structures of families. Students will review the historical transformations of families and discuss contemporary families and communities. Students will also examine the major social issues contemporary families face. This course emphasizes resiliency in strengthening families through effective programming practices.

Prerequisite: None

**EEC 3015 Observation and Assessment for Effective Curriculum Planning
40 hours, 4 credits**

This course provides a framework for using best practices in observation and assessment in the early childhood classroom. Emphasis will be given to the necessity of high-quality observation and assessment techniques for effective teaching. Students will examine assessment tools as well as learn about documenting children's learning.

Prerequisite: EEC 1202 Curriculum and Instruction

**EEC 3020 Positive Behavior Guidance for Young Children
40 hours, 4 credits**

This course is an advanced approach to positive behavior guidance and classroom management. Students will investigate and apply strategies to create an environment that fosters pro-social and equitable practices in the classroom. This course emphasizes promoting positive interactions to support children's self-regulation.

Prerequisite: None

**EEC 3026 Technology and Developmentally Appropriate Practices
40 hours, 4 credits**

This course will explore technology as a part of the world in which children, families, and early childhood professionals live. Students will learn the fundamentals of developmentally appropriate practice as it relates to the use of technology in the classroom, precautions that need to be taken, and the emergence of technology in everyday living. Students will study the function of technology in the early childhood program's procedures and policies, employ technology to assess and enhance children's growth and development, and critique technology to ensure its use is developmentally appropriate for each age and stage of child development.

Prerequisite: None

**EEC 3171 Beyond the Basics of Health, Safety, and Nutrition
40 hours, 4 credits**

This course is the study of child health, nutrition and safety practices that support children's abilities to learn and places focus on the impact on the continuum of child development. Topics include capitalizing on learning windows of opportunity, risks and protective factors of maltreatment of children, and healthy and safe practices. This course will prepare students to recognize development as a continuum and to create and implement healthy and safe practices with children.

Prerequisite: None

**EEC 3220 Child Development Ages Birth–3
40 hours, 4 credits**

This course is the study of children ages birth–3. It places focus on the in-depth study of the learning domains including the cognitive, language, social-emotional, and physical domains. Topics include how child development theories apply, the influences environmental factors, interactions, and relationships have on the development of children, and learning across domains. This course will prepare students to identify the unique ways in which in children learn from ages birth–3.

Prerequisite: None

**EEC 3225 Child Development Ages 3–5
40 hours, 4 credits**

This course is the study of children ages 3–5. It places focus on the student's previous knowledge of the growth and development patterns of children age birth–3 to build upon and explore the continuum across the cognitive, language, social-emotional, and physical domains in children age 3–5. Topics include how early child development theories apply; the influences environmental factors, interactions, and relationships have on the development of children; and learning across domains. This course will prepare students to identify the unique ways in which in children ages 3–5 learn.

Prerequisite: EEC 3220 Child Development – Ages Birth–3 years.

**EEC 3318 Intentional Teaching Practices
40 hours, 4 credits**

This course is the study of how to use intentional teaching and best practices to support children's learning. It places focus on developmentally appropriate practices and how to distinguish the key components. Information will include the three key components of developmentally appropriate practice, children's approaches to play and learning, and differentiated instruction. This course will prepare students to employ high-quality teaching practices in their programs.

Prerequisite: None

**EEC 3407 Planning with a Purpose
40 hours, 4 credits**

This course is the study of how to effectively plan activities for children by providing an integrated approach for learning. Students place focus on creating activity plans that can be used to support children's hands-on experiences. Topics include how to write learning objectives, reviewing different curricula and methods of implementing them, how technology can be integrated into activity planning, and how to assess the quality of an activity. This course prepares students to plan activities supporting the needs of all children.

Prerequisite: EEC 3318 Intentional Teaching Practices

**EEC 3546 Supporting Professional Practices in Early Childhood Education
40 hours, 4 credits**

This course is the study of how to support professionalism of the early childhood field and places focus on practices that an ECE professional would engage in to increase their ability to provide high-quality services. Topics include advocacy, coaching and mentoring, reflective practices, and how to model professionalism both within the ECE program and in the community. This course prepares students to locate and use resources to reach their professional goals as well as to be an advocate for high-quality early childhood education.

Prerequisite: None

**EEC 4000 Early Childhood Education: Environments and Play Theory
40 hours, 4 credits**

This course will explore how play and the environment promote learning and development in young children. Strategies to enhance indoor and outdoor learning environments will be emphasized. Students will reflect on their practices as they evaluate a wide variety of learning environments and curriculum models. Using knowledge of child development, students will design learning environments that are respectful, supportive, and challenging.

Prerequisite: None

**EEC 4005 Advanced Principles and Perspectives of Child Development
40 hours, 4 credits**

This course is an advanced study in the theory and principles of child development. An evaluation of current educational practices as developmentally appropriate will challenge students to examine their own perspectives on how children learn. Focus will be on the primary years of development through in-depth exploration of gender roles, socialization, and cultural perspectives.

Prerequisite: None

**EEC 4010 Early Childhood Language and Literacy Learning
40 hours, 4 credits**

This course will emphasize best practices for promoting language and literacy development in young children. This course integrates knowledge of developmentally appropriate practice and literacy development for constructing curriculum. Students will apply knowledge to effectively align assessment and teaching strategies to foster optimum language and literacy development in infant, toddler, preschool, and school-aged learners.

Prerequisite: None

**EEC 4015 Early Childhood Education: Diversity and Social Justice
40 hours, 4 credits**

This course is an advanced examination of diversity and social justice in the United States as it relates to inequality and quality of care for young children. Students will explore aspects of race, ethnicity, gender, abilities, sexual orientation, poverty, socioeconomic, and privilege on the socialization of children. Students will apply anti-bias and multicultural perspectives to better support all children and their families. The knowledge gained in this course will provide students with a framework for understanding the core levels of cultural competencies.

Prerequisite: None

**EEC 4022 Ethics and Leadership in Early Childhood Education
40 hours, 4 credits**

This course examines the principles of ethics and leadership in early childhood education through self-reflection and practice in defending these principles. This course includes the practical application of advocacy for young children and their families. Students will develop leadership skills across various areas including parent communication, care and education, policy, and advocacy. Students will also learn strategies to train and mentor future leaders in the field of early childhood education and will explore the impact of professionalism on children, families, and the community.

Prerequisite: EEC 3007 Organizational Management in Early Childhood Education

COURSE DESCRIPTIONS

EEC 4030 Supporting Exceptional Children and Families
40 hours, 4 credits

This course is an advanced approach to supporting children with exceptional needs. Emphasis will be given to cultural influences and resources for supporting families. Students will explore the history and contemporary issues of special education legislation as it pertains to the inclusive classroom.

Prerequisite: None

EEC 4485 Early Childhood Education Advocacy, Research and Policy
40 hours, 6 credits

This course explores trends in the early childhood education field. Students will examine current research and national and local legislative policies. Students will also develop skills in critiquing and analyzing research findings effects on early childhood care and education. Students will gain knowledge of current legislative policies and determine their effect on young children, families, and early childhood education.

Prerequisite: Must be taken in the student's last or second-to-last session

EEC 4910 Early Childhood Education Leadership Capstone
20 hours, 2 credits

This course is a synthesis of material from all ECE courses. Students will complete a portfolio demonstrating proficiency in transferable skills.

Prerequisite: Must be taken in the student's last session

EEX 2010 The Exceptional Child
40 hours, 4 credits

This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.

Prerequisite: Foundations of Child Development

ENC 1101 English Composition
40 hours, 4 credits

This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.

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

ENC 1121 English Composition 2
40 hours, 4 credits

This course builds on students' understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.

Prerequisite: English Composition

ENC 3311 Advanced Composition
40 hours, 4 credits

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

Prerequisite: English Composition

ENT 3281 Business Innovation: Best Practices in New Business Development
(40 hours, 4 credits)

Students will explore sources of creativity and innovation and how to use them to brainstorm new business ideas. Techniques to inspire creativity, harness market and customer insights, and identify winning business ideas will be examined. Students will develop methods of critical thinking and assessment to identify new business opportunities and assess concept viability. Students will gain the knowledge needed to begin a business plan.

Prerequisite: None

ENT 3624 Funding a New Business
(40 hours, 4 credits)

Funding new ventures is a critical process that requires both creativity and business acumen. In this course, students will develop the skills to analyze the financial value of a start-up business idea and develop the skills to successfully pitch a new idea to gain funding. Identification and evaluation of capital funding sources, like Angel Investors, as well as structuring the financing agreements will be discussed and analyzed. This course teaches students to utilize data-based decision-making for long-term and day-to-day activities.

Prerequisite: None

ENT 4011 Sales and Marketing for New Business Ventures
(40 hours, 4 credits)

This course focuses on creating integrated sales and marketing programs utilizing guerilla tactics along with traditional and online marketing techniques. Unique features like internet marketing strategies utilizing tools such as search engine optimization and social media will be examined to foster organized growth for a start-up organization. Students will also become familiar with business-to-business and business-to-consumer sales strategies.

Prerequisite: None

ENT 4177 Law, Ethics and Entrepreneurship
(40 hours, 4 credits)

In this course, students will analyze legal and ethical issues related to creating a business entity. Strategies on how to select an attorney, navigate the e-commerce world, and manage within intellectual property laws are examined. Students will understand how to start and sell a business using legal and ethical planning.

Prerequisite: None

EVR 3410 Human Uses of the Environment
40 hours, 4 credits

This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology, as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.

Prerequisite: None

FIL 2000 Film Appreciation
40 hours, 4 credits

Students will study different elements, forms, techniques, and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form.

Prerequisite: None

FIN 1000 Principles of Finance
40 hours, 4 credits

This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.

Prerequisite: None

FIN 1202 Financial Markets and Institutions
40 hours, 4 credits

This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: None

FIN 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

FIN 3247 Investments and Security Markets
40 hours, 4 credits

This course is the study of investments, securities, markets, and regulators. It places focus on understanding how various types of securities work as well as how to value the securities. Topics covered will be stocks, bonds, and derivatives. This course will prepare students for investment and securities analysis.

Prerequisite: Advanced Principles of Financial Management

FIN 3396 International Finance
40 hours, 4 Credits

This course is the study of the global process by which the firm moves from a domestic to a multinational business orientation. It places focus on the global financial environment, foreign exchange markets and exposure, financing and operations of the global firm. The course will prepare students to see finance from a global perspective.

Prerequisite: FIN 3434 Applications in Corporate Finance

FIN 3434 Applications in Corporate Finance
40 hours, 4 credits

This course is the study of the theories, principles, and applications of corporate finance. It emphasizes and integrates analytical frameworks with the decision-making process. Topics covered will be ratio analysis, time value of money, capital structure, capital budgeting, and net working capital management. This course will prepare students to apply appropriate quantitative methodologies to optimize shareholder value.

Prerequisite: None

FIN 3520 Concepts in Personal Financial Management
30 Hours, 3 credits

This course is the study of concepts in personal financial management. It places focus on budgeting, credit, investments, insurance, and retirement planning. This course will prepare students for handling the major aspects of personal finances.

Prerequisite: None

FIN 4019 Financial Modeling
40 hours, 4 credits

This course is the study of financial focused on computational and implementation approach. Topics covered will be Excel, best modeling practices, basic finance, valuation, and simulation. Advanced topics such as regression and time-series analysis are also covered. The students will be prepared to build and understand models that are simple and easy for all stakeholders to understand.

Prerequisite: Advanced Principles of Financial Management

FIN 4275 Exploration in Finance
40 Hours, 4 credits

This course is a study of the exploration of financial planning. It places focus on all of the aspects that are required to become a certified financial planner. Topics covered will be budgeting, insurance, investing, estate planning, and life insurance. This course will prepare students academically for a career in financial planning.

Prerequisite: None

FIN 4372 Investment Portfolio Management
40 hours, 4 Credits

This course is the study of investment portfolio management. It places focus on portfolio theory and assessing and mitigating portfolio risk. Topics covered will be market efficiency, risk, active and passive management, diversification, and asset allocation. This course will prepare students to be investment portfolio managers.

Prerequisites: Investments and Security Markets

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: Expected to be the final upper-level core course completed

FIN 4970 Capstone for Finance
40 Hours, 4 credits

The capstone course is the opportunity for students to demonstrate mastery of the knowledge and skills they have gained throughout the program. Students will be required to apply all their knowledge learned to review financial statements and make a sound financial decision.

Prerequisite: Expected to be the final upper-level core course completed

FIN 4985 Finance Internship
100 Hours, 4 credits

Students will complete an internship within a finance discipline with either their current employer or an organization of their choice (students need to find their own internship opportunity). The internship will integrate prior coursework into a comprehensive demonstration of finance principles and will provide students with hands-on learning opportunities and professional experiences. During the internship, the student will follow an employer mentor, complete a project(s), and finalize academic

assignments including reflective papers based on the internship and the student's experience.

Prerequisite: Expected to be the final upper-level core course completed

GEA 1000 Human Geography
40 hours, 4 credits

This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth's surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.

Prerequisite: None

GEB 1011 Introduction to Business
40 hours, 4 credits

This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis, and any other activities related to general ownership and operation.

Prerequisite: None

GEB 2444 Internet Business Models and E-Commerce
40 hours, 4 credits

This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-business.

Prerequisite: None

GEB 2888 Introduction to Business Analysis and Intelligence
40 hours, 4 credits

This course will differentiate business intelligence and business analytics and how each function is important to the management of business operations. Students will analyze methods of data retrieval, discuss the importance of data mining and ethical business analysis, and explain business data findings and trends when making sound business decisions.

Prerequisite: None

GEB 2930 Business Capstone
20 hours, 2 credits

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate's Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone project.

Prerequisite: Expected to be the final lower-level core course completed

GEB 3020 Advanced Principles of Financial Management
40 hours, 4 credits

This course is the study of advanced tools used in short- and long-term financial management. It emphasizes corporate valuation and financial planning. Topics covered will be derivatives, capital asset pricing model, risk management, securities, and asymmetric information in the financial market. This course will prepare students to leverage sophisticated quantitative management tools to strengthen a firm's financial position.

Prerequisite: None

GEB 3051 The Business of Digital Media
60 hours, 4 credits

This course is designed to prepare students for multiple levels of project completion across the broad spectrum of digital media such as Concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines, deadlines, and budgets, and effective leadership are explored as they pertain to the multimedia development pipeline.

Prerequisite: Portfolio Development

GEB 3124 Business Research and Analysis
40 hours, 4 credits

Students will develop research strategy and problem solving skills used for business analysis. They will examine the use of qualitative and quantitative research methodology and develop professional writing skills for presenting research findings. They will experience using various research methods such as surveys, business research proposals, and dashboards.

Prerequisite: None

GEB 3275 Consumer Behavior
40 hours, 4 credits

In this course, students will learn about how consumers act and what factors influence those actions. Topics include the individual makeup of consumers, such as their personality or lifestyle, and the influencing factors around them, such as their peers or social expectations. Students will examine the consumer decision-making process and learn how businesses can utilize it in order to be more successful.

Prerequisite: None

GEB 3388 Winning Customer Service Strategies
40 hours, 4 credits

Motivating and empowering employees to provide outstanding customer service is critical to an entrepreneur's success. This course teaches students the strategies, techniques, and tools for developing and sustaining long-term customer relationships. Cutting-edge customer relationship management tools will be explored, as well as how to create customers who are promoters of your brand.

Prerequisite: None

GEB 3422 Business Project Management
40 hours, 4 credits

This course provides students with the essential elements and foundational standards used to manage projects, programs and portfolios in any organization. Students will develop project scope and scheduling skills as well as assess program bidding and proposal processes. They will evaluate the impact of scope definition, and explore how to manage teams, expectations, and project stakeholders.

Prerequisite: None

GEB 4220 Managing a Diverse Workforce
40 hours, 4 credits

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

Prerequisite: None

GEB 4230 Website Development for Business
40 hours, 4 credits

In this course, students will become familiar with the technical knowledge of website development and publishing. Key areas include usability studies, information architecture design, and working with various technology tools to develop the website.

Prerequisite: MAR 3128 Foundations of Digital Marketing

GEB 4410 Advanced Principles of Marketing
40 hours, 4 credits

This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand-building strategies, market segmentation, and delivering and communicating value.

Prerequisite: None

GEB 4505 Organizational Development
40 hours, 4 credits

In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs.

Prerequisite: None

GEO 3204 Physical Geography
40 hours, 4 credits

This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against humankind's utilization of them.

Prerequisite: None

GLY 1000 Introduction to Geology
40 hours, 4 credits

Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth's surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans, and atmosphere.

Prerequisite: None

GRA 1022C Figure Drawing
40 hours, 3 credits

Basics of structure and anatomy of the human figure will be introduced with a strong emphasis on gesture and the drawing of actions and kinetics. Students will explore drawing a stationary human figure as well as figures moving while dressed in flowing costumes and figures performing basic movements. The development of visual acuity and professionalism in criticism of artwork will play a key role in the course.

Pre- or co-requisite: Digital Illustration

GRA 1057C Design Foundations
40 hours, 3 credits

In this course, students will learn the foundational principles and elements of art and design and explore them through digital design. Theory of each principle and element will be supported by hands-on exercises in which students will apply what they have learned. Examples from the history of art and design will be used to support and explain each new concept. Balance, value, repetition, unity and variety, contrast, dominance, scale, line, shape and form, depth, direction, texture, color, and value will be presented. This course will provide basic training and exploration in a variety of industry-standard design software. Emphasis will be placed on exploration of basic foundation principles through original compositional designs.

Prerequisite: None

GRA 1164C Drawing from Observation
40 hours, 3 credits

Students in this course will develop and hone vision and drawing skills. The course will focus on drawing on paper from still life and life-scene observations. The course will progress from basic sketching and contour lines to gesture drawing and perspective drawing. Developing observation skills for line, form, light, shadow, and detail will be emphasized. Techniques learned in this course will be utilized later in digital drawing and painting courses. Professionalism in critique of one's own work and that of others will be practiced.

Prerequisite: None

GRA 1188C 3D Modeling
50 hours, 3 credits

This course introduces students to the fundamentals of three-dimensional modeling. Students learn basic modeling techniques, texture, lighting, and environmental effects, to create forms based on observed objects, as well as student's original concepts. Basic constructs are covered such as: primitive objects, polygon modeling, nurbs, booleans, extrusions, lofting, revolving/lathing, software interface navigation, model exporting and rendering. This course will provide training in a variety of industry-standard 3D design software.

Prerequisite: Introduction to Animation

GRA 1206C Typography
40 hours, 3 credits

This course is an introduction to the history, forms, and use of typefaces and letterforms in digital design. Basic typographic vocabulary and fundamentals are emphasized to develop a creative understanding of and technical competence in using type as both a visual aspect of language and as a means to enhance communication. The student will use design software to produce major typographic projects for multiple forms of media.

Prerequisite: Design Foundations

GRA 1235C 3D Lighting, Texturing, and Rendering
50 hours, 3 credits

Expanding upon prior experience with 3D modeling and animation, students will take a deeper look into the specifics of lighting, texturing, and rendering. Advanced texturing techniques and methods, in combination with best practices for lighting various model scenarios, will be explored and then further refined through examining output from multiple renderers.

Prerequisite: 3D Modeling

COURSE DESCRIPTIONS

GRA 1281C Color Theory
40 hours, 3 credits

This course offers methods and exercises for the study of color theory using the computer. Exploring color on the computer holds the advantage of speedy experimentation with many color techniques and solutions, as well as immediate application to projects. The digital approach used in this course will give students knowledge and practice that is immediately relevant as the student moves from color study to color application.

Prerequisite: Design Foundations

GRA 1377C Fundamentals of Web Design
50 hours, 3 credits

This course is an introduction to the World Wide Web and the design and development of websites. It provides a foundation in the planning, designing, and production of web pages through the creation of HTML and CSS using industry-standard web development software. Key components of the course include web design principles, the planning and management of content and structure, optimized image production, web typography, and usability.

Prerequisite: Interactive Media

GRA 1461C 3D Animation
40 hours, 3 credits

Building upon knowledge of 3D modeling and rendering and 3D animation from earlier coursework, this course will focus on advancing 3D animation skills, techniques, and proficiencies toward creating an animated digital short film. Emphasis on refining application of the 12 animation principles, life-like animation, forward and inverse kinematics, scene staging, and camera work. This course will provide training in a variety of industry-standard 3D design software.

Prerequisite: 3D Lighting, Texturing, and Rendering

GRA 1493C Digital Illustration
40 hours, 3 credits

In this course, students will create illustrations with industry-standard digital software. Concepts and themes developed into visual painted and drawn messages will be explored. Illustrations will be created for print and screen. The process of illustrating an idea or story, from thumbnails to sketching, color and style studies, color comprehensives, to final illustrations, will be presented.

Prerequisites: Drawing from Observation; Design Foundations

GRA 1552C Introduction to Animation
40 hours, 3 credits

This course introduces students to the 12 basic principles as well as the processes of animation. Students will learn about research, pre-visualization, storyboarding, animatics, character model sheets, and other processes integral to accomplishing a final animated film. Sketches, source imagery, and audio are utilized to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene development, as well as cameras and lighting. Students will be able to relate the 12 basic principles to examples from animation history while applying them through hands-on analog and digital animation projects.

Prerequisite: None

GRA 1687C User-Centered Web Design
40 hours, 3 credits

This course builds upon the fundamentals of web development with a focus on user-centered design. Expanding upon basic HTML and style sheets, the student is introduced to best practices, interface design, and the development of flexible, multi-use sites. Usability and accessibility are also explored in greater depth, using advanced web development tools. Needs of the visitor will be examined, including detecting and responding to the visitor's browser, as well as utilizing the advanced media capabilities of HTML5 and CSS.

Prerequisites: Fundamentals of Web Design; User Experience Design

GRA 1747C Introduction to Web Scripting
50 hours, 3 credits

This course introduces the advanced interaction capabilities enabled through the use of client-side scripting languages. Students are introduced to basic logic and programming concepts, with a focus on Javascript and AJAX (Asynchronous Javascript and XML). Enhancement of usability and function are explored and emphasized, with attention on collecting and validating user information and interacting with the site visitor.

Prerequisite: Fundamentals of Web Design

GRA 2060C Interactive Media
40 hours, 3 credits

This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as well as skills developed in earlier coursework to produce interactive projects that incorporate graphics, sound, and interactive elements. Combining multimedia elements into HTML pages are explored. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Animation; Typography

GRA 2133C Print Design
40 hours, 3 credits

This course utilizes techniques associated with designing computer graphics and multi-page and package design for both desktop publishing and digital distribution. Students will learn professional practices in proper file setup, saving and exporting, and delivery. Emphasis is on the exploration of combining illustration, images, and type in an effective manner while working toward industry-standard published files primarily in printed form.

Prerequisite: Typography

GRA 2274C User Experience Design
40 hours, 3 credits

This course expands on student's knowledge of interactive design learned in earlier coursework, exploring interactive design from the perspective of user experience. Metaphors for graphic interfaces and icon design are studied through industry product examples, student practice exercises and projects. Organizing, scoping, planning, design, prototype models, and creating, working and aesthetic interactive experiences of complex informational content through rich multimedia experiences are covered. Software training builds on previous knowledge to advance student's skills with a variety of industry-standard design software.

Prerequisite: Interactive Media

GRA 2390C Digital Photography
40 hours, 3 credits

Building upon skills already accomplished in earlier coursework, students will advance their skills, aesthetic, and technique in digital image making. Professional artist's sample work will be viewed, analyzed, deconstructed, and discussed in terms of concept, message, technique, and approach. A variety of techniques for digital image-based art making will be demonstrated, explored, and practiced. Images will be combined with typographic and written messages. Image output for print, screen, and broadcast will be presented. Software training builds on previous knowledge to advance student's skills with a variety of industry-accepted Adobe design software.

Prerequisite: Color Theory

GRA 2442C Motion Graphics
40 hours, 3 credits

Moving graphic 2D animation is the primary focus of this course. Students will composite video, digital images, motion graphics, vector and pixel graphics, titles, and kinetic typography into cohesive motion graphics pieces. Narrative and non-narrative forms will be explored. Projects include: Kinetic logo design, animated PSAs, broadcast titling, and advertising spots. Students will assemble a demo reel of motion work. Software training builds on previous knowledge to advance students' skills with a variety of industry-accepted Adobe design software.

Prerequisite: Audio/Video Editing

GRA 2522C Digital Media Project
40 hours, 3 credits

This course is a culmination of a student's accumulated knowledge in narrative and non-narrative digital film creation. Students will produce a proposed film idea from concept to final presentation. Brainstorming, story writing, casting, storyboarding, animatic, character creation, animation, audio and video recording and production, camera techniques, digital capturing/rendering, non-linear editing, post production, titling, compositing, and final output will be evaluated in the final piece. The course will culminate in a screening of final student films.

Prerequisite: Motion Graphics

GRA 2607C Portfolio Development
40 hours, 3 credits

In this course, students create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme and targeting an intended market based on what career path they are pursuing. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Expected to be the final lower-level core course completed

GRA 2754C Character Modeling
40 hours, 3 credits

This course is designed to refine skills in 3D character creation and effects. During this course, students will explore advanced 3D modeling and animation theory and principles that focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and video games. Students will engage in the study of character posing and rigging for games, advanced animation, and morphing, blending, and similar techniques to create more expressive

characters. This course will further prepare a student for industry certification in Autodesk 3ds Max.

Prerequisites: Figure Drawing; 3D Lighting, Texturing, and Rendering

GRA 2819C Scripting for Web Servers
40 hours, 3 credits

This course delves deeper into the power of web development through server-side programming. Building upon Introduction to Web Scripting, the student will explore and interact with server-side databases and collect and manipulate data using general PHP scripting language. Students will create dynamic content for web pages to perform simple calculations, collect visitor information, and interact with basic databases.

Prerequisite: Introduction to Web Scripting

GRA 2936C Mobile Web Design
40 hours, 3 credits

This course focuses on current trends in web usage, specifically on the expansion of mobile platforms from laptops to tablets and smartphones. Emphasis is placed on responsive design: creating cross-platform websites that provide equal and optimal usability across a wide range of devices, screen sizes, and resolutions. Various web tools and techniques are utilized to provide a fluid and flexible experience for the web visitor.

Prerequisite: User-Centered Web Design

GRA 2956 Design Internship
90 hours, 3 credits

In this course, students will integrate prior knowledge and coursework within a hands-on learning environment in a professional design workplace. Students will create a variety of multimedia-based design projects under the guidance of a workplace mentor or supervisor as well as implement valuable transferable skills such as communication, critical thinking, and teamwork to grow as a professional. The work completed at the internship site will be complemented by weekly course activities such as reflective writings, peer discussions, time sheet documentation, and group activities to enhance the authentic learning experience for students.

Prerequisite: Expected to be the final lower-level core course completed

GRA 3005C Interactive Publishing
60 hours, 4 credits

This course builds on prior coursework in interactive media, animation, motion graphics, kinetic typography, audio, and video. The course focuses on graphic, interactive, and animation design for mobile devices such as smart phones and tablets. Issues with user interface, user experience, usability, troubleshooting, and compatibility are explored, and strategies are developed to establish best practices.

Prerequisite: User Experience Design

GRA 3126C Graphic Design History
30 hours, 3 credits

Students will examine the historical, cultural, technological, and social factors that contribute to an understanding of graphic design and its impacts on modern commerce and society. The development of graphic design from 1920 through the end of the 20th century will be a key focus of the course, with a larger focus on the development of graphic design through the digital revolution to present day. Western and non-Western graphic design is represented, with a strong emphasis placed on critical analysis, technical analysis, communication, global perspectives, and cultural impacts.

Prerequisite: Art Appreciation

GRA 3234C Advanced Typography
60 hours, 4 credits

In this course, students will expand their understanding of the use of typography for the successful communication of messages and the enhancement of meaning in visual art and design work. The course will expand on topics such as: information hierarchy, meaning, reading order, and the language of kinetics.

Prerequisite: Typography

GRA 3375C Advanced Color Theory
60 hours, 4 credits

This course builds upon the foundations and practices of color theory. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning techniques, digital camera usage, the mechanics of calibration, and other more advanced sets of controls. Students will work within a framework of artistically professional sensibility to develop their own professional workflow and projects.

Prerequisite: Digital Photography

GRA 3487C Advanced Digital Photography
60 hours, 4 credits

This course will engage students in advanced digital imaging projects, building upon instruction, knowledge, and techniques learned in earlier coursework, and contributing to a strong, professional portfolio. Thematic art projects such as a photo essay and theme-based art image series will be included. This course will include instruction on: setting project requirements, design elements related to digital images, software interface specifics, input, output, image manipulation, and publishing. Experience in industry-standard Adobe software is included in the course.

Prerequisite: Advanced Color Theory

GRA 3563C Animation History
40 hours, 4 credits

Students will examine the historical, cultural, technological, and social factors that contribute to the development of animation as a commercial and experimental art form. Key animated films from the turn of the 20th century to present by independent filmmakers as well as larger production houses will be viewed and discussed with an emphasis on critical analysis. A strong emphasis is placed on writing, critical thinking, information literacy, global perspectives, and cultural impacts.

Prerequisite: Introduction to Animation

GRA 3678C Advanced 3D Modeling
60 hours, 4 credits

This course is designed to explore advanced techniques of 3D modeling. Students refine modeling techniques, texture, lighting, and environmental effects to create one original portfolio-quality project. Further development of primitive objects, polygon modeling, nurbs, booleans, extrusions, lofting, and revolving/lathing will be explored. This course will provide additional training in industry-standard 3D design software.

Prerequisite: 3D Modeling

GRA 3792C Web Content Management Systems
60 hours, 4 credits

This course explores open-source, web-based content management systems (CMS) that allow the web designer to create rich and flexible interactive sites. Using a CMS, a web designer can update a complex website dynamically and rapidly to meet client needs and visitor expectations. Students will be introduced to key PHP-based content management systems like Joomla, Drupal, and WordPress, and will develop their own topic and theme-based websites.

Prerequisite: GRA 3972C Information Architecture for Web

GRA 3844C Search Engines, Optimization, and Analytics
60 hours, 4 credits

This course introduces the student to the optimization of websites for search engine placement. The student will learn how search engines collect and organize information and make it useful and accessible. Search engines and search results will be examined for their impact on information access, copyright and privacy issues, and the changing business landscape. Students will research techniques such as meta tags, copywriting techniques, header and footer optimization, site submission, and linking methods used to improve site ranking and guide visitors to business sources or information. The course also examines how to track the success—or failure—of those procedures.

Prerequisites: Mobile Web Design; Internet History and E-Commerce

GRA 3972C Information Architecture for the Web
60 hours, 4 credits

This course explores the use of design principles to positively affect the web visitor's experience. Subjects include traditional architecture, industrial design, library science, and software design. Additional topics include the evolving standards of web information architecture, such as navigation structure, financial transactions, screen paradigms, gesturing and redundant linking. The student will learn how to organize content into appropriate categories, develop interfaces to support those categories, and develop key project deliverables.

Prerequisites: Scripting for Web Servers; Advanced User Experience Design

GRA 4002C Advanced Motion Graphics
60 hours, 4 credits

Building on knowledge and techniques from Motion Graphics, students will advance their work with compositing video, digital images, 3D animation, vector and pixel graphics, titles, and kinetic typography into professional motion graphics pieces. Film titling, logo bumpers, broadcast titling, and special effects will be explored. Students will build upon and add to their demo reel of motion work. Software training builds on previous knowledge to advance students' skills with a variety of industry-accepted Adobe design software.

Prerequisite: Motion Graphics

GRA 4172C Advanced User Experience Design
60 hours, 4 credits

Students expand on their knowledge of user experience design to deepen their knowledge of the development process of interfaces and user experiences. Various kinds of software will be examined, from browser-based apps to interfaces for mobile device applications. Authoring software will be employed for demo, testing, and prototyping of interface projects. User data will be planned, test materials such as paper prototypes will be built and tested on user groups, and the data examined then incorporated into user interface projects.

Prerequisite: Interactive Publishing

GRA 4228C Media Campaign Design
60 hours, 4 credits

Students create a project around an original concept, theme, and purpose resulting in a portfolio project that advertises, promotes, or presents a product or service. Some examples may be a new product launch of a real or fictitious product or service, or a public service announcement of a social issue or public concern. The final portfolio piece must contain a component for print, broadcast, and web and may include graphic design, animation, CGI,

interactivity, social media, or video. The final project will be presented to the instructor and the class for critique. This course will incorporate a variety of software technology aligned with industry standards.

Prerequisite: Digital Media Project

GRA 4306C Digital Short Film Project
60 hours, 4 credits

This course combines the accumulated knowledge of narrative and non-narrative digital film creation as well as motion graphics. The culmination of this knowledge will be a final digital short film project using video, audio, story writing, storyboarding, casting, and production techniques. Students are expected to explore various theories and techniques to complete a professional short film project.

Prerequisite: Advanced Motion Graphics

GRA 4419C Advanced Portfolio Development
60 hours, 4 credits

In this course, students build upon their previous knowledge of portfolio design and construction. Students gather projects from all coursework to date, assess any gaps in their portfolio work, design new projects to fill in those gaps, and incorporate them into their final portfolio. Students will create any documentation needed to incorporate the projects into their portfolio, including, but not limited to: video, image capture, audio recording, 3D renderings, website design, motion graphics, and user interface design. Students will present the included projects within the class to receive feedback from their instructor and colleagues, and then design, build, and assemble a polished web-based portfolio or demo reel as well as a print-ready portfolio.

Prerequisite: Expected to be the final upper-level core course completed

GRA 4503C Digital Effects
60 hours, 4 credits

This course focuses on the use and application of effects in film and video at an advanced, post-production level. Professional methods of controlling digital and video representation and 3D effects are examined. Students exhibit a mastery of the digital workflow by compositing footage, digital imagery, and computer graphics. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.

Prerequisite: Advanced Motion Graphics

GRA 4631C Advanced Character Modeling
60 hours, 4 credits

This course is designed to explore advanced techniques of 3D character creation and effects. During this course, students will explore advanced 3D modeling and animation theory as well as principles that focus on character design and animation as it applies to virtual environments. Theories and principles of modeling and animation are applied to the context of interactive narratives, simulations, and games. Students will engage in the study of character rigging for games, advanced animation, morphing and blending, and other techniques to create expressive characters.

Prerequisite: Advanced 3D Modeling

GRA 4752C Advanced 3D Rigging
60 hours, 4 credits

In this course, students expand on knowledge from 3D modeling, rigging, and animation to explore advanced techniques of rigging such as: Facial rigging, deformation rigs, rigging non-human format characters, analysis of musculature for weight painting, and rigging refinement for precise articulation. This course will further prepare a student for industry certification in Autodesk software.

Prerequisite: Advanced Character Modeling

GRA 4790C Advanced PHP for E-Commerce
60 hours, 4 credits

This course delves further into the use of server-side scripting and the development of websites utilizing dynamic databases. Students will apply e-commerce concepts and knowledge of information architecture to develop a reliable, stable, expandable, and secure infrastructure for e-commerce, including content development and shopping cart management. Students will learn how to use PHP to collect visitor information and interact with a MySQL database.

Prerequisite: Web Content Management Systems

GRA 4837 Animation Capstone Project
60 hours, 3 credits

Students will apply their accumulated knowledge of animation and motion graphics to create an original animated short. The culmination of this knowledge will be a final animation project using 2D and/or 3D animation techniques. Students will explore various theories and techniques to complete a professional animation project.

Prerequisite: Advanced 3D Rigging

GRA 4932 Advanced Design Internship
120 hours, 4 credits

In this course, students will apply advanced design knowledge, technical proficiency, and coursework within a professional design workplace. Students will create design projects reflective of upper-level competencies and skill sets under the guidance of a workplace mentor or supervisor. Higher-order thinking and transferable skills such as critical thinking, teamwork, and ethics within the design field will foster growth as a professional. The work completed at the internship site will be complemented by weekly course activities such as reflective journaling, analysis papers, peer reviews, business form documentation, and team-based projects to enhance the authentic learning experience for students.

Prerequisite: Expected to be the final upper-level core course completed

GRA 4948 Web Capstone Project
60 hours, 3 credits

Students will apply their accumulated knowledge of web design and interactivity to create a dynamic, interactive, multi-level website. The culmination of this knowledge will be a comprehensive site delivered online utilizing industry-standard development techniques, languages, and interactive components for multiple devices.

Prerequisite: Advanced PHP for E-Commerce

COURSE DESCRIPTIONS

**GRA 4953C Internet History and E-Commerce
50 hours, 4 credits**

This course focuses on the history and evolution of the internet including its influence on business applications for government, corporate, and retail sectors. Various topics will be explored including business structures and operations, communications and data-transfer protocols, web browsers, browser development history and compatibility issues, web security, and e-commerce. Strategies and organizational models for web-based businesses are emphasized, with a focus on the impact of e-commerce on consumerism, customer relations, advertising, and site maintenance.

Prerequisite: Web Content Management Systems

**HIM 1103 Coding Foundations
50 hours, 4 credits**

This course provides the foundational aspects of the health information field along with coding and billing for inpatient, outpatient, and physician settings. The focus will be on learning to use all of the code books and encoder software along with coding guidelines and standards to ensure a student is prepared to learn how to code accurately and develop coding skills.

Pre- or co-requisites: Medical Terminology; Structure and Function of the Human Body

**HIM 1125 ICD-CM Coding
40 hours, 4 credits**

This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various healthcare settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices.

Prerequisite: Coding Foundations

Pre- or co-requisite: Pathophysiology and Pharmacology for Health Information

**HIM 1126C ICD-PCS Coding
40 hours, 4 credits**

This course provides in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and health records to develop skill and accuracy in assigning codes in various healthcare settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.

Prerequisite: Coding Foundations

Pre- or co-requisite: Pathophysiology and Pharmacology for Health Information

**HIM 1258C Ambulatory Care Coding
40 hours, 3 credits**

The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.

Prerequisite: Coding Foundations

Pre- or co-requisite: Pathophysiology and Pharmacology for Health Information

**HIM 1507 Medical Billing and Insurance
40 hours, 3 credits**

In this course, students will develop knowledge of different components of medical insurance and billing. They will learn skills associated with claim form preparation, processing and submission in addition to an introduction to medical coding. Topics include medical insurance and billing tasks for healthcare systems, programs, and commercial insurance plans within healthcare environments.

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

**HIM 2000 Introduction to Health Information Management
40 hours, 4 credits**

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: None

**HIM 2133 Revenue Cycle and Billing
40 hours, 4 credits**

This course will prepare the student to understand the components of the revenue cycle and their interconnectivity. Students will be introduced to common third-party payers, insurance terminology and medical billing. Plan options, payer requirements and state and federal regulations relating to the revenue cycle will be examined. They will learn skills including claim form preparation and processing, and electronic claim submission and the management of these revenue cycle processes. The focus will be on accuracy of data collected and data processed for proper and timely payment.

Prerequisite: Medical Terminology

**HIM 2214 Pathophysiology and Pharmacology for Health Information
50 hours, 4 credits**

This course provides an exploration of human pathophysiology as well as pharmacology to prepare students for careers in health information. Students will learn concepts and terminology related to the structure, nature and causes of diseases and disorders of the human body. Additionally, students will learn about the diagnostic, preventive, and therapeutic application of drugs and procedures used in treatment. Finally, the student will practice identification of key information from the health record related to the diagnosis and treatment of disease in order to support the correct management and coding of a medical record.

Pre- or co-requisite: Structure and Function of the Human Body

Prerequisite: Medical Terminology

**HIM 2304 Management of Health Information Services
40 hours, 4 credits**

The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.

Pre- or co-requisite: Introduction to Health Information Management

**HIM 2410 Health Information Law and Ethics
40 hours, 4 credits**

A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.

Prerequisite: None

**HIM 2429 Health Information Compliance
30 hours, 3 credits**

This course is the study of compliance as it relates to health information management activities. It places focus on integrating the knowledge of federal and state laws and regulations and compliance requirements to assess compliance programs' usefulness in identifying organizational compliance in areas such as HIPAA, Stark Laws and fraud and abuse. Topics covered will be compliance programs, policy development, fraud surveillance, risk management, quality improvement, patient safety, accreditation/licensure processes, and training programs. This course will prepare students to be able to collaborate in preparing for, analyzing and adhering to compliance and regulatory requirements related to health information management within a healthcare organization.

Prerequisite: Health Information Law and Ethics

**HIM 2588 Healthcare Data Management and Statistics
50 hours, 5 credits**

This course is the study of the calculation, analysis, and management of healthcare data and statistics. It places focus on the general principles of hospital statistics, use of internal and external healthcare data, research techniques, data presentation, and data management. Topics will include basic statistical principles and calculations, applications of policies and procedures related to data, research methodologies, software and graphical tools, analysis techniques, and data governance principles. This course will prepare students to apply and interpret healthcare statistics, utilize research techniques to gather and interpret healthcare data, prepare reports and graphs, analyze data for healthcare operations, and effectively manage the standardization, storage, and use of data.

Prerequisite: Introduction to Health Information Management

**HIM 2652 Healthcare Information Technologies
40 hours, 4 credits**

This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.

Prerequisite: Introduction to Health Information Management

**HIM 2942 ICD-10 Coding Practicum
30 hours, 1 credit**

This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a coding instructor.

Prerequisite: Ambulatory Care Coding; ICD-CM Coding

Pre- or co-requisite: ICD-PCS Coding

**HIM 2943 Health Information Professional Practicum
60 hours, 2 credits**

A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.

Prerequisites: Healthcare Data Management and Statistics; Healthcare Information Technologies; Expected to be the final lower-level core course completed

**HIM 2956 Health Information Technician Capstone
20 hours, 2 credits**

A review of the content and resources of the HIT program as it relates to preparation for the national RHIT exam. Includes review, practice exam questions, timed practice exams as well as an assessment of the student's achievement of the entry-level competencies demonstrated through a capstone project and an assessment tool.

Pre- or co-requisite: Health Information Professional Practicum; Expected to be the final lower-level core course completed

**HIM 3001 Information and Communication Technologies
40 hours, 4 credits**

This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis, and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.

Prerequisite: Program admission

**HIM 3105 Health Information Management Systems
40 hours, 4 credits**

A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.

Prerequisite: Program admission

**HIM 3202 Data, Information, and File Structures
60 hours, 4 credits**

A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.

Prerequisite: Program admission

HIM 3304 Financial Management of Health Information Services
40 hours, 4 credits

An exploration of healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost-benefit analysis, capitation, and cost containment techniques are introduced.

Prerequisite: Program Admission

HIM 3412 Project Management
40 hours, 4 credits

An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient work flow and appropriate outcomes.

Prerequisite: Program admission

HIM 3522 Electronic Health Record Application
70 hours, 4 credits

A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.

Prerequisite: Program admission

HIM 3644 Reimbursement Methodologies
40 hours, 4 credits

A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.

Prerequisite: Program admission

HIM 3710 Advanced Quality Management in Healthcare
40 hours, 4 credits

This course examines facility-wide quality management and continues quality improvement models, processes, methods, and tools for healthcare organizations. Emphasis will be on the evaluation of these methods and tools in the demonstration of the effectiveness and outcomes of healthcare and improvement of patient care, quality of services, safety, and reduction of risk. Disease management processes, outcomes measurement, benchmarking, patient and organization safety, and utilization and resource management will be included. The relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare quality will be studied. The history of quality management and future trends, including the role of health information management will be explored.

Prerequisite: Program admission

HIM 3810 Human Resource Management in Health Information
40 hours, 4 credits

Students will study human resource principles in the management and supervision of human capital within various healthcare organization settings, including specific evaluation and application of human resources within and relating to the health information management functions. Students will have a broad exposure to approaches, techniques, and future trends in the management of personnel in healthcare. The course includes a study of employment laws, workforce education and training, performance standards and evaluation, job analysis, labor analytics, benchmarking, trends and market analysis, wage and salary administration, human resource budget analysis, contract management, ergonomic principles, and cost-benefit analysis of human resource needs.

Prerequisites: None

HIM 3910 Healthcare Statistics and Reporting
40 hours, 4 credits

This course will enable the student to apply commonly utilized healthcare statistical formulas and descriptive and inferential statistics in the analysis of healthcare data. Students will be able to understand the availability of computerized statistical packages and evaluate effective data collection, data interpretation, reporting, and presentation techniques for healthcare and patient care related studies, including those related to quality, utilization, and risk management. Research design and methods such as qualitative, quantitative, evaluative, and outcomes will be applied. An understanding of epidemiology and the utilization of vital statistics in the healthcare environment will be examined. Analysis of the national guidelines regarding human subject research will be explored within the context of the Institutional Review Board process at healthcare organizations.

Prerequisites: None

HIM 4003 Electronic Data Security
40 hours, 3 credits

A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.

Prerequisite: Program admission

HIM 4115 Applied Research in Health Information Management
40 hours, 4 credits

Students will complete a research project specific to HIM and will present their research to classmates and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding the human subject's research.

Prerequisite: Healthcare Statistics and Reporting

HIM 4276 Health Information Management Professional Practice Experience
120 hours, 4 credits

A 120-hour practical experience that focuses on the management of an HIM department. This field experience will take place in a hospital or medical center setting supervised by an HIM director or supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.

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

HIM 4354 Strategic Planning and Development
40 hours, 4 credits

An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.

Prerequisite: Management of Health Information Services

HIM 4360 Health Data Management
20 hours, 2 credits

This course addresses the fundamental concepts of managing health records both manually and electronically in today's healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes and 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 and OASIS), including the history, purpose and uses of each.

Prerequisite: Program admission

HIM 4537 Health Information Management Alternative Facility Professional Practice Experience
30 hours, 1 Credit

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

HIM 4610 Advanced Health Information Law and Ethics
40 hours, 4 credits

This course presents an advanced analysis of the impact of the United States legal system and various healthcare laws, regulations, and standards on the healthcare organization, patient and health information management environment and infrastructure. Patient privacy, confidentiality, security principles, identity management, protected health information, access, and disclosure of personal health information including e-discovery, legal health records, personal health records, compliance programs, information security, and privacy training programs will be studied. Professional certification, ethical practices and issues as well as bioethical issues and their impact on the legal health record will be explored.

Prerequisite: Program admission

HSA 1022 Foundations of Medical Administration
40 hours, 4 credits

This course will explore the scope and dynamics of a career in medical administration and the skills necessary to be successful both in the Medical Administrative Assistant program and profession. This course will emphasize professionalism, communication, and medical terminology. The importance of maintaining patient privacy and handling patient situations ethically and professionally will be developed.

Pre- or co-requisite: HSCI1531 Medical Terminology

HSA 1050 Customer Service in Healthcare
10 hours, 1 credit

This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include the psychology of patients, customer service in a diverse world, listening skills, and effective communication techniques.

Prerequisite: None

HSA 1146 Technology Today for Medical Administration
40 hours, 3 credits

In this course, students will learn how to utilize computer software to register patients, record accurate patient information, and enter insurance information into the Electronic Health Record (EHR). Topics will include managing code diagnoses and procedures for reimbursement using the tools in the EHR. Students will also learn the essential skills needed to work with the patient schedule by scheduling appointments, cancelling appointments, and tracking patients. This course will also cover patient privacy and data security.

Prerequisite: Medical Terminology Foundations of Medical Administration

HSA 1683 Exploring Healthcare Systems
30 hours, 3 credits

This course provides an overview of healthcare systems and the changing landscape of healthcare access. Topics include analyzing professional specialties, insurance trends, and changing roles within medical administration. Students will also apply skills towards working with diverse populations.

Prerequisite: Foundations of Medical Administration

COURSE DESCRIPTIONS

HSA 2117 US Healthcare Systems
40 hours, 4 credits

This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.

Prerequisite: None

HSA 2264 Administrative Medical Assistant Practices
30 Hours, 3 Credits

The Administrative Medical Assistant course is designed to educate students on legal and ethical responsibilities, the importance of critical thinking, intrapersonal and communication skills, office policies, maintenance of office equipment, organization, confidentiality, insurance information, government issued policies and acts, documentation as well as functionality, and maintenance of paper and electronic medical records. Students will demonstrate competency of basic computer systems, applications, coding, documentation, legal and ethical responsibilities, customer-service skills as well as communication skills throughout the course in various structures such as exams, case scenarios, or hands-on demonstrations.

Prerequisite: None

HSA 2851 Practice and Professionalism in Healthcare
30 hours, 3 credits

In this course, students will practice and develop skills in professionalism specific to the healthcare field. Students will understand and identify the importance of patient support services and will analyze ways provide comprehensive service to patients. Students will be able to identify methods for practicing effective customer service in medical environments including applying knowledge in confidentiality and health information privacy. Topics include examining possible opportunities for career advancement and growth within the field.

Prerequisite: Foundations of Medical Administration; Expected to be the final lower-level core course completed

HSA 2918 Healthcare Administrative Office Procedures
30 hours, 3 credits

This course will provide an overview of the administrative tasks that occur in the front office of a medical facility. Topics covered include telephone skills, applications of the electronic health record (EHR), creating and maintaining medical records, and basic business and bookkeeping skills.

Prerequisite: None

HSA 3109 Foundations of Managed Care
40 hours, 4 credits

In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care.

Prerequisite: Introduction to Healthcare Administration

HSA 3110 Introduction to Healthcare Administration
40 hours, 4 credits

This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.

Prerequisite: None

HSA 3170 Financial Management of Healthcare Organizations
40 hours, 4 credits

This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.

Prerequisites: None

HSA 3215 Healthcare Marketing
30 hours, 3 credits

This course will focus on the role of marketing within a healthcare organization. Marketing has become the centerpiece that brings together quality improvement performances on a national and global scale. Students will explore the purpose of marketing as well as the concepts, tools, and skills used to help organizations reach their intended market share.

Prerequisite: None

HSA 3383 Quality Improvement in Healthcare
40 hours, 4 credits

This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.

Prerequisite: None

HSA 3422 Regulation and Compliance in Healthcare
40 hours, 4 credits

This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored.

Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

HSA 4110 Healthcare Operations Management
40 hours, 4 credits

In this course, students examine the operations of managing people, information technology, materials, and facilities in the healthcare industry.

Prerequisites: None

HSA 4124 International Healthcare
40 credits, 4 hours

In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic, and political factors.

Prerequisite: Introduction to Healthcare Administration

HSA 4150 Healthcare Planning and Policy Management
40 hours, 4 credits

This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.

Prerequisite: Introduction to Healthcare Administration

HSA 4191 Healthcare Information Systems
40 hours, 4 credits

The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.

Prerequisites: None

HSA 4210 Advanced Healthcare Law and Ethics
40 hours, 4 credits

This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field. This course includes educational resources from Harvard Business Publishing.

Prerequisite: None

HSA 4922 Healthcare Management Capstone
30 hours, 3 credits

This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare management concepts via completion of a Capstone project approved by the instructor.

Prerequisites: Expected to be the final upper-level core course completed

HSA 4940 Healthcare Management Internship
70 hours, 3 credits

In this course, students will apply the knowledge and skills gained throughout the Healthcare Management Bachelor Degree program. Students will synthesize and demonstrate core healthcare management concepts through both their internship and coursework. The course and internship experience will culminate with a final capstone project.

Prerequisite: None

HSC 1531 Medical Terminology
40 hours, 4 credits

This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

Prerequisite: None

HSC 1675 Healthcare Exploration and Careers
30 hours, 3 credits

This course assists students choosing and planning for their program selection and career path by exploring the roles and responsibilities of various healthcare professions and providing a high-level overview of the organizational structure and interaction to these professions within the healthcare system. In addition, students will evaluate career development skills, strengths and weaknesses, and abilities to identify career professional development and advancement opportunities in their chosen healthcare profession.

Prerequisite: None

HSC 2641 Medical Law and Ethics
40 hours, 4 credits

A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.

Prerequisite: None

HSC 3010 Contemporary Health and Wellness
40 hours, 4 credits

In this course, students will explore the field of contemporary health and wellness, and become familiar with the variety of therapeutic methods offering holistic alternatives for patient care. Students will study the foundations and systems pertaining to health and wellness, preparing the student for health and wellness advocacy.

Prerequisite: None

HSC 3145 Therapeutic Communication and Patient Services
40 hours, 4 credits

This course introduces students to the roles of communication, compassion, and decision-making in healthcare. Students will identify and explain the techniques and barriers to effective communication that enhance patient interaction. Students will focus on therapeutic communication, alternative and complementary approaches to healthcare, and their roles in supporting patient privacy and dignity.

Prerequisite: None

HSC 3258 Multidisciplinary Medical Practices
40 hours, 4 credits

This course provides an introduction to multidisciplinary medical practice concepts and methods for evaluating coordinated medical services while working with diverse populations. Topics include comparing various medical models, holistic health approaches, improving patient outcomes, analyzing cost savings, advocating patient healthcare, providing patient education, and case-management skills.

Prerequisite: None

**HSC 3371 Health Education and Training
40 hours, 4 credits**

This course examines health and wellness education and focuses on opportunities within the healthcare field to support wellness and prevention through patient education. Students will explore evidence based practices, community health, and disease management. Emphasis will be placed on examining and applying technologies necessary in delivering patient education to promote public health, preventative health, and individual wellness.

Prerequisite: None

**HSC 3485 Healthcare Advocacy
40 hours, 4 credits**

This course provides the knowledge, skills, and understanding necessary to act as a healthcare advocate for patients, diverse clients, and special populations across the life span. Students will evaluate different barriers to healthcare, patient rights, health justice, and behaviors related to promoting health and disease prevention. Students will also identify the role of cultural beliefs in relation to health practices and social services.

Prerequisite: None

**HSC 4009 Healthcare and Aging
40 hours, 4 credits**

The course is designed to investigate health concerns and aspects of the aging process. Explores concepts related to specific health problems confronting the aging population, examines preventative (primary, secondary, and tertiary) health behaviors along with health maintenance strategies. This course will also explore death and the dying process as well as stress the importance of purposeful living.

Prerequisite: None

**HSC 4125 Behavioral Health
40 hours, 4 credits**

This course examines behavioral health in the contexts of wellness education and advocacy. Students will explore the relationship between behavioral health and overall wellness, while examining the critical importance of demonstrating advocacy skills to meet the behavioral health needs of patients in today's healthcare systems. Key emphasis will be placed on analyzing applicable models of advocacy and understanding the unique ethical and legal challenges associated with the rapidly evolving shifts in our present behavioral health marketplace.

Prerequisite: None

**HSC 4290 Health and Wellness Capstone
30 hours, 3 credits**

The Health and Wellness Capstone course is designed as a final milestone for students to demonstrate the ability to use interdisciplinary methods to draw together different areas of study focusing on relevant health and wellness concepts and concerns. Students will rely heavily on knowledge and skills learned in previous program courses to demonstrate transferable skills related to critical thinking, digital fluency, information literacy, ethics and professional responsibility, communication and diversity, and teamwork.

Prerequisite: Expected to be the final upper-level core course completed

**HSC 4500 Epidemiology
40 hours, 4 credits**

This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.

Prerequisite: None

**HUM 2023 Humanities
40 hours, 4 credits**

This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.

Prerequisite: None

**HUS 1001 Introduction to Human Services
40 hours, 4 credits**

The introductory course in Human Services provides a survey of human services as an impactful profession. It provides fundamental knowledge into self and with the applicable skills towards advancing knowledge, ethical values, and practical experiences necessary to successfully assist others individually and collectively.

Prerequisite: None

**HUS 1175 Developing Awareness
and Understanding
40 hours, 4 credits**

Discovering the inner workings of oneself is a necessary step to providing the best support to others. This course will guide students through a process of self-discovery that will help them identify how their values, biases, strengths, and weaknesses can impact their personal and professional relationships. Topics covered include methods to recognize and address conflicts, the value in responding with empathy, and the importance of maintaining a work/life balance.

Prerequisite: None

**HUS 1238 Evolving Populations in
Human Services
40 hours, 4 credits**

In this course, students will explore the various situations and human beings with which Human Services professionals may work. Students will also explore the types of positions they can fill in a human services organization targeting a specific population of individuals.

Prerequisite: None

**HUS 1320 Introductory Strategies to
Crisis Intervention
40 hours, 4 credits**

In this course, students will examine the impact of crisis and trauma on individuals. Students will gain an understanding of the theories and necessary crisis intervention skills, and they will explore the application of these skills in crisis situations.

Prerequisite: Introduction to Human Services

**HUS 1461 Perspectives on Human Behavior
40 hours, 4 credits**

This course will introduce prospective Human Services professionals to knowledge of behavior at individual, group, and societal levels. This course focuses on theories and knowledge relative to the biological, psychological, sociological, and cultural characteristics evident in many facets of contemporary society.

Prerequisite: None

**HUS 1632 Working with Clients
40 hours, 4 credits**

This course will introduce students to communication techniques and practical skills used in human services. Students will gain insight into the scope of daily work activities performed by a human services professional and begin to practice and develop their own communication tools for use in the field.

Prerequisite: None

**HUS 2409 Micro and Macro Systems in
Human Services
40 hours, 4 credits**

This course will cover the different systems that interact to form the client experience. Students will evaluate the different types of personal and social systems that impact clients in a holistic and inclusive manner. Students will also evaluate their own life systems and discuss how they may impact their experiences with the clients.

Prerequisite: None

**HUS 2834 Professional Practices in
Human Services
40 hours, 4 credits**

This course will cover expectations, responsibilities, and skills that students will need to enter the human services field as an entry level professional. Students will learn skills such as basic counseling, active listening, professional communication, and navigating ethical issues. Students will gain a more complete understanding and will have the basic skills to undertake the next level of professional development.

Prerequisite: None

**HUS 2979 Human Services
Associate Capstone
40 hours, 4 credits**

The Human Services Associate Capstone course is a culmination of all that has been covered in the Human Services Associate's degree. Through an integrated case study assessment, students will have the opportunity to showcase their mastery of the competencies throughout the program. The course is an in-depth, student-centered experience which requires the integration of theory and practical experience. Students will be assessed on their ability to apply all they have learned to a real-life assessment of a human services case.

Prerequisite: This course should be taken in the student's final quarter

**HUS 3000 Ethics and Professionalism in
Human Services
40 hours, 4 credits**

In this course, students will practice upholding ethical and professional standards within human services. This includes accurately and honestly documenting interactions with clients, adhering to rules of mandated reporting, and protecting clients' confidentiality. Practice also includes creating and maintaining professional boundaries with clients and coworkers. This also includes contributing to a positive and professional working environment within the field.

Prerequisite: None

**HUS 3025 Interpersonal Relations for
Helping Professions
40 hours, 4 credits**

In this course, students will develop a broader perspective on human services as a strategic, ethical leader. They will practice designing programs and implementation and evaluation plans to address a community need. They will also practice maintaining the responsibilities of a human services leader including managing individuals and supporting operational aspects of an agency. Finally, they will also work on addressing stakeholder needs and maintaining a solid reputation of an agency within their community.

Prerequisite: None

**HUS 3110 Human Development Throughout
the Lifespan
40 hours, 4 credits**

In this course, students will use human development theories to explain how individuals develop and adapt theories to work with individuals one on one and in groups. Practice includes observing individuals and contextualizing their development histories using human development theory and identifying their development needs and gaps. Students will also identify how different variables such as the environment and culture impact a variety of types of development including physical, emotional, and psychosocial human development.

Prerequisite: None

**HUS 3120 Human Sexuality
40 hours, 4 credits**

In this course, students will develop an awareness of historical, current, and cross-cultural perspectives on human sexuality. They will work through their initial reactions to individuals with different gender identities, sexual orientation, sexual behaviors, and experiences with sexual abuse. They will also acknowledge personal biases that may be barriers to working with others. Finally, they will also practice using effective techniques to address sexuality related needs of clients.

Prerequisite: None

**HUS 3130 Theoretical Approaches to
Service Delivery
40 hours, 4 credits**

In this course, students will explore a variety of theoretical approaches for treatment and intervention service delivery in the human services and use them to address individual client needs. They will practice using approaches for short-term solutions, culturally diverse clients, and behavior change. Students will also practice assessing a human services agency's theoretical approach and creating a plan to prepare themselves to successfully implement the approach in practice.

Prerequisite: None

**HUS 3260 Dynamics of Human Ecosystems
40 hours, 4 credits**

In this course, students will use an ecological systems perspective to view individuals within the broader context of the different systems they interact such as their family, work, school, community, and society. They will also explain how an individual's historical context affects their current situation. Practice includes interacting with individuals to diagram the systems in which they interact and identifying strengths such as support systems to help enable them to make change in their lives.

Prerequisite: Theoretical Approaches to Service Delivery

**HUS 3270 Working with Special Populations
40 hours, 4 credits**

In this course, students will assess the attributes and needs of diverse populations served by human services such as elderly, children and family, LGBTQ, homeless, mentally and physically disabled, and ethnically diverse populations. They will also practice adapting strategies and locating resources to address the needs of those populations. They will also assess their own skills and potential challenges working with different populations to help shape their career path in the field.

Prerequisite: None

COURSE DESCRIPTIONS

HUS 3340 Models and Techniques of Effective Helping
40 hours, 4 credits

In this course, students will develop the day-to-day skills necessary to work one on one with clients. Practice includes building rapport, guiding conversations, and establishing clear boundaries and expectations for relationships with clients. They will also practice self-care by setting goals, acknowledging personal limitations, organizing their time, and creating a support network. They will also practice managing stress using strategies that work best for them to help prevent burnout in the field.

Prerequisite: None

HUS 3350 Applied Human Communication
40 hours, 4 credits

In this course, students will practice using objective and professional verbal and nonverbal language when interacting with clients. This includes managing personal biases and controlling their emotions. Students will also practice creating informed opinions to become professional representatives in the field of human services. They will also practice using clear, concise, objective language to create goals, intervention plans, and document interactions with clients.

Prerequisite: None

HUS 4000 Social Problems and Advocacy
40 hours, 4 credits

In this course, students will assess social problems from multiple perspectives and advocate for societal change to resolve social problems at a local, national, and global level. Perspectives include systems, historical, and sociological perspectives to analyze the root causes of the problem, the institutions and issues that compound the problem, and different ways of viewing and addressing the problem. Students will also practice selecting appropriate advocacy strategies and settings in which to effectively advocate for change.

Prerequisite: None

HUS 4130 Research Methodology in Human Services
40 hours, 4 credits

In this course, students will evaluate research in human services to determine its validity and applicability to addressing client needs. They will practice using basic research terms to accurately describe field research. They will also practice using basic research methods such as surveys and needs assessments to gather data to address client and community needs. They will also practice using available data to identify patterns and service gaps within a community.

Prerequisite: Theoretical Approaches to Service Delivery and Dynamics of Human Ecosystems

HUS 4140 Practical Application of Assessment and Evaluation
4 credits, 40 hours lecture

In this course, students will practice completing intake interviews and observations to gather information to assess clients' situation. They will also practice interpreting the information they gathered to identify client needs and document a social history. They will also practice using the Diagnostic Statistical Manual (DSM) to interpret clients' diagnoses and identify needs related to mental health disorders. This course lays the groundwork for practicing developing and implementing intervention plans in the Intervention Plans and Resources course.

Prerequisite: None

HUS 4220 Intervention Strategies and Resources
40 hours, 4 credits

In this course, students will practice enabling clients to move through the stages of change and implement treatment plans to improve the quality of their lives. Practice includes using motivational interviewing strategies to help build self-efficacy and autonomy and to work through any conflicts between clients' values, ideas, and behaviors. Students will also practice collaboratively creating treatment plans with clients. This includes defining goals and priorities, locating appropriate resources, and determining ways to measure progress.

Prerequisite: Practical Application of Assessment & Evaluation

HUS 4230 Administration and Management in Human Services
40 hours, 4 credits

In this course, students will develop a broader perspective on human services as a strategic, ethical leader. They will practice designing programs and implementation and evaluation plans to address a community need. They will also practice maintaining the responsibilities of a human services leader including managing individuals and supporting operational aspects of an agency. Finally, they will also work on addressing stakeholder needs and maintaining a solid reputation of an agency within their community.

Prerequisite: None

HUS 4300 Case Management in Practice
40 hours, 4 credits

In this course, students will practice integrating the skills they need to work effectively with clients as general case workers in human services. They will practice managing multiple complex cases to effectively prioritize and address individual client needs. This practice includes assessing needs, identifying strengths, creating appropriate service plans, and coordinating and monitoring progress. It also includes completing documentation to communicate case work. Students will also practice using effective helping skills to manage their cases and effectively address client needs.

Prerequisite: None

HUS 4440 Pathways to Career Success
40 hours, 4 credits

In this course, students will assess their personal values, beliefs, and interests in human services and create a relevant career path for their professional development. Practice includes exploring potential career opportunities and selecting specific populations to serve, needs to address, and settings to work in. They will also create career-related goals, assess current strengths and growth opportunities, and identify strategies to address potential challenges they may encounter in the profession.

Prerequisite: None

HUS 4450 Human Services Capstone II
30 hours, 3 credits

The Capstone course represents the final milestone in the Human Services Bachelor's Degree program. Students will integrate the knowledge and skills gained to demonstrate achievement of the program outcomes. They will support their work by demonstrating their transferable skills including critical thinking, digital fluency, information literacy, ethics, communication, and diversity to support practice as a professional in the field of human services. Students will also participate in discussions and reflective exercises to

determine how to continue to develop as a professional in the field.

Prerequisite: HUS 3000 Ethics and Professionalism in Human Services; HUS 4130 Research Methodology; expected to be the final upper-level core course completed

HUS 4460 Internship for Human Services II
30 hours, 3 credits
100 hours practicum

The Internship course represents the final milestone in the Human Services Bachelor's Degree program. Students will integrate the knowledge and skills gained to demonstrate achievement of the program outcomes through the completion of an internship in the field of human services. They will support their work by demonstrating their transferable skills including critical thinking, digital fluency, information literacy, ethics, communication, and diversity to support practice as a professional in the field of human services. Students will also participate in discussions and reflective exercises to support their work in the field and determine how to continue to develop as a professional in human services.

Prerequisite: Expected to be the final upper-level core course completed

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: None

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 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: None

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

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: None

ISM 2321 Managing Information Security
40 hours, 3 credits

Information security is not only an IT issue, but also a management issue as well. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures, and staffing functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security practices, security architecture, and models, continuity planning, and disaster recovery planning. This course is one step in helping students prepare to take the SSCP certification exam.

Prerequisite: Networking Security

ISM 2541C Project Management and Team Leadership
40 Hours, 3 credits

In this course, students will discover many of the theories and methodologies of effective leadership and project management. The topics of managing diverse teams, multitasking, planning for contingencies, as well as fundamentals in project management best practices will be covered. The student will come away with an understanding of leadership and project management practices that can be put to use in the workplace.

Prerequisite: Excel

ISM 3015 Management of Information Systems
40 hours, 4 credits

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

Prerequisites: None

ISM 3110C Information Technology Project Management Tools
60 Hours, 4 credits

This course will introduce students to the generally accepted processes and knowledge areas found in the project management profession; the tools such as Excel, Visio, MS Project, and techniques to drive the project.

Prerequisites: Excel; Information Technology Systems Design

ISM 3255C Information Technology Project Management I
60 Hours, 4 credits

This course emphasizes the fundamental concepts and principles of project management defined by the Project Management Institute (PMI) in the Certified Associate in Project Management (CAPM) topics that include project planning, executing, monitoring, and controlling tools and techniques.

Prerequisite: Information Technology Project Management Tools

ISM 3812 Project Management for IT
40 hours, 4 credits

This course covers the project management aspects of the IT department. Students will learn how to properly apply project management principles within the IT department to properly deploy network and software solutions. Students will utilize project management software for tracking purposes as well as develop their own method of project tracking. Topics such as ITIL principles on project management will also be infused into the content of the course.

Prerequisite: Support Management

ISM 4470C Information Technology Project Management II
60 hours, 4 credits

In this course, students further their learning on the fundamental concepts of project management and learn to apply principles of cost estimation and budgeting; quality planning, management, and control; and procurement lifecycle activities as they relate to projects.

Prerequisite: Information Technology Project Management I

ISM 4505C Information Technology Organization Support
50 hours, 4 credits

Supporting an organization with a myriad of software and hardware implementations can be a daunting challenge. This course gives a systematic approach to understanding how to best effectively support the computing environment for competitive advantage.

Prerequisite: None

LBS 2030 Training and Development
40 hours, 4 credits

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

Prerequisite: Introduction to Human Resource Management

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

LIT 2000 Introduction to Literature
40 hours, 4 credits

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

Prerequisite: None [English Composition recommended]

LIT 3191 Contemporary World Literature: 1900 to the Present
40 hours, 4 credits

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

Prerequisite: English Composition

LIT 3382 Modern World Literature
40 hours, 4 credits

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

Prerequisite: None

MAC 1106 Advanced Algebra
50 hours, 5 credits

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

Prerequisite: Satisfactory score on placement exam

MAD 3300 Discrete Mathematics
40 hours, 4 credits

Discrete mathematics is an essential part of the foundation of statistics and algebra. In this course, students will study logic, counting, probability, and basic cryptography. Topics include set theory, functions, relations, algorithms, and graph theory. The emphasis is on ideas and abstraction, in addition to problem solving. This course will prepare students to apply abstract thinking in their prospective career fields.

Prerequisite: None

MAN 1300 Introduction to Human Resource Management
40 hours, 4 credits

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

Prerequisite: None

MAN 2021 Principles of Management
40 hours, 4 credits

Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact these relationships.

Prerequisite: None

MAN 2062 Business Ethics
40 hours, 4 credits

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

Prerequisite: None

MAN 2793 Introduction to Functional and Project Management
40 hours, 4 credits

This course examines various management roles and how they interrelate within organizations by analyzing the daily tasks and responsibilities within each management role. The course compares how divisional managers lead teams, investigates cross-functional team relations, and discusses the importance of developing project management skills within various management disciplines.

Prerequisite: None

MAN 3175 Applied Management Principles
40 hours, 4 credits

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

Prerequisite: None

MAN 3322 Human Resource Information Systems
40 hours, 4 credits

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

Prerequisite: None

MAN 3429 Modern Human Resource Management
40 hours, 4 credits

This seminar course introduces students to timely human resources topics: Helping organizations manage workforce planning related to mergers and acquisitions, outsourcing and offshoring as a workload planning strategy, and sustainability and corporate social responsibility.

Prerequisite: None

MAN 3504 Operations Management
40 hours, 4 credits

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

Prerequisite: None

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 overall 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: None

MAN 3710 Law and Ethics for the Human Resource Professional
40 hours, 4 credits

This course introduces students to the world of law and ethics. This is a broad area and is specific only to human resources. Students are able to work with real-world scenarios and company situations to assess for compliance and ethical behavior. Finally, students apply various types of decision-making models for effective practice and strategic planning.

Prerequisite: None

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: None

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

MAN 4143 Contemporary Leadership Challenges
40 hours, 4 credits

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

Prerequisite: None

MAN 4146 Salesforce Management
40 hours, 4 credits

This course is the study of managing and leading a salesforce. It focuses on managing and leading both on-site and remote personnel by applying communication skills and the ability to develop relationships. Topics covered include qualities found in effective sales managers, integrating both managerial and leadership skills, embracing diversity, working with global teams, conflict management, and developing business acumen.

Prerequisite: MAR 3592 Strategic Sales and Sales Management

MAN 4240 Organizational Behavior Analysis
40 hours, 4 credits

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

Prerequisite: None

COURSE DESCRIPTIONS

MAN 4320 Human Resource Recruitment and Selection
40 hours, 4 credits

This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment.

Prerequisite: None

MAN 4330 Compensation Administration
40 hours, 4 credits

This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees.

Prerequisite: None

MAN 4441 Negotiation and Conflict Management
40 hours, 4 credits

This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.

Prerequisite: Organizational Behavior Analysis

MAN 4572 Instructional Design, Training and Development, and Learning
40 hours, 4 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, compensation and benefits, employment law, corporate social responsibility, workplace health, safety and security, employee engagement and motivation, needs analysis, metrics, and training and development. This course is designed to be taken at the end of the program.

Prerequisite: None

MAN 4602 International Business
40 hours, 4 credits

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

Prerequisite: None

MAN 4636 Business Development and Customer Relations Management
40 hours, 4 credits

This course is the study of tasks and processes used to identify and execute new areas of business. It focuses on cultivating partnerships, identifying new market opportunities for products and services, and increasing profitability by building strategic relationships. Topics include identifying new opportunities, cultivating and sustaining value-added partnerships or other commercial relationships, and an overview of Customer Relationship Management (CRM). This course prepares students with a working knowledge of current CRM platforms, and to successfully pursue a

long-term growth strategy from customers, markets, and relationships.

Prerequisite: MAR 3592 Strategic Sales and Sales Management

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

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: None

MAN 4720 Strategic Management
40 hours, 4 credits

This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.

Prerequisite: None

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: None

MAN 4900 Management Capstone
30 hours, 3 credits

In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student's last quarter.

Prerequisite: Expected to be the final upper-level core course completed

MAN 4990 Human Resource Management Internship
40 hours, 2 credits

In this course, students take on the role of consultant to 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, compensation and benefits, employment law, corporate social responsibility, workplace health, safety and

security, employee engagement and motivation, needs analysis, metrics, and training and development. 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

MAN 4991 Human Resource Project 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, compensation and benefits, employment law, corporate social responsibility, workplace health, safety and security, employee engagement and motivation, needs analysis, metrics, and training and development. 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

MAR 2011 Principles of Marketing
40 hours, 4 credits

This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing's role in e-commerce.

Prerequisite: None

MAR 2374 Online Multimedia Marketing
40 hours, 4 credits

This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing, and online public relations.

Prerequisite: Internet Business Models and E-Commerce

MAR 2873 Public Relations and Advertising Strategies
40 hours 4 credits

Students examine the similarities and differences between public relations, advertising and promotional marketing, and how to differentiate between 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

MAR 3033 Introduction to Marketing Design
30 Hours, 3 credits

This course is the study of marketing design and the important role it plays in providing an introduction to basic design concepts for the marketing messages. It focuses on the different design concepts and techniques used in the creation of the marketing message to the customer. Topics covered include hierarchical typographical, color psychology, and other design concepts to communicate the client message. This course prepares students to apply fundamental design concepts to marketing messages.

Prerequisite: None

MAR 3128 Foundations of Digital Marketing
40 Hours, 4 credits

This course introduces students to basic concepts related to digital marketing. They will investigate major digital marketing platforms all while identifying its role in today's business environment. By the end of the course, students will be able to outline the steps for creating a cross-platform digital marketing plan that presents a consistent brand message.

Prerequisite: None

MAR 3250 Marketing Research
30 Hours, 3 credits

This course is the study of marketing research and the important role it plays in providing useful information to make marketing decisions. It focuses on different research methodologies and their roles in meeting research goals and objectives. Topics covered include the marketing research process, qualitative and quantitative research methods, consumer and market trends, and the analysis of research findings. This course prepares students to synthesize research and apply customer insights to marketing decisions.

Prerequisite: None

MAR 3295 Internet Marketing, Public Relations and Social Media
40 hours, 4 credits

This course is designed to give students an in-depth understanding of e-marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.

Prerequisite: None

MAR 3322 Marketing Law and Ethics
40 Hours, 4 credits

This course is the study of legal and ethical issues in marketing. It focuses on the distinction between law and ethics and the importance of considering both when making marketing decisions. Topics covered include legal and regulatory compliance, methods to minimize stakeholder risk, ethical values and best practices, and the application of legal and ethical considerations to real-life marketing decisions. This course prepares students to comply with legal requirements and manage ethical grey areas that may arise in a career in marketing.

Prerequisite: None

MAR 3592 Strategic Sales and Sales Management
40 hours 4 credits

This course is the study of strategic sales and effective sales management of both B2C sales and B2B sales. It exposes students to the value of consultative selling rather than the more common and traditional transactional selling. The focus is on strategic partnering and building long-term relationships. Students will be exposed to B2C and B2B channels to effectively diagnose challenges hindering their customer's success and developing solutions to fulfill customer needs. This course will prepare students with the knowledge, skills, and abilities required to focus on target consumers in relevant ways and to gain competitive advantage.

Prerequisite: None

MAR 3817 Search Engine Optimization and Marketing Strategies
40 hours, 4 credits

In this course, students will learn about the history of search engine optimization (SEO), the evolution of SEO, and the three basic stages of getting long-form blog content to rank in organic search engines. Application of keyword strategies, local and off-page SEO techniques, developing an account structure, and defining success metrics are examined. Students will also gain hands-on experience developing and optimizing campaigns.

Prerequisite: None

MAR 4065 Marketing Communications
40 hours, 4 credits

This course allows students to learn best practices when communicating through multiple channels and with a range of audiences. Topics include the development of a brand, how to align communication methods with the brand, copywriting of key marketing plan components, and communication strategies to gain campaign approval. This course prepares students to plan and execute integrated marketing campaigns designed to support business goals through traditional and digital platforms.

Prerequisite: None

MAR 4171 Advanced Marketing Strategies
40 hours, 4 credits

In this course, students will learn about advanced applications of marketing mix strategies in both domestic and international business environments. Topics include common internal resources and external trends that influence marketing decisions and organizational factors that can solidify strategic success.

Prerequisite: None

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

MAR 4285 Advanced Digital Marketing Strategies
40 hours, 4 credits

This course is an application of the concepts learned in Foundations of Digital Marketing. Students will employ real-world, digital marketing campaigns and understand the placement of each in the sales funnel. Students will also learn how to discern what digital marketing sources are worth following, and, more importantly, how to avoid information that is incorrect or outdated.

Prerequisite: MAR 3128 Foundations of Digital Marketing

MAR 4316 Visual Marketing and Social Media
40 hours, 4 credits

This course introduces students to higher levels of social media strategy and execution. Topics include social media strategy and campaign development, incorporating the use of effective visual marketing, and addressing crisis communication plans through social media. This course prepares students to communicate with marketing stakeholders about the necessity of end-to-end consumer engagement in visual and social media initiatives.

Prerequisite: MAR 3128 Foundations of Digital Marketing

MAR 4355 Web Analytics
40 hours, 4 credits

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

Prerequisite: Search Engine Optimization and Marketing Strategies

MAR 4409 Professional Selling
40 hours, 4 credits

This course is the study of the interpersonal value-added communication process within professional selling. It focuses on developing a framework for each point of contact a salesperson has with a customer. Each stage of the framework builds upon the previous step. Topics covered focus on relationships, products, customers, presentations, and ethics. Topics also include an overview of certifications available for sales professionals. This course prepares students for successfully uncovering and satisfying the needs and wants of a prospect, while building and maintaining long-term relationships between both parties.

Prerequisite: MAR 3592 Strategic Sales and Sales Management

MAR 4532 Sales Promotion, Analytics, and Forecasting
40 hours, 4 credits

This course is the study of short-term tactics to boost sales, increasing demand and visibility through sales promotions, and analyzing trends to predict future events. It focuses on creating value for the consumer and supporting organizational goals and objectives. Topics covered are measuring sales promotions, differentiating the characteristics of business-to-consumer (B2C) and business-to-business (B2B) channels, predictive analytics, and promotional demand forecasting. This course prepares students to attract more customers, drive value, and ethically maximize business results.

Prerequisite: MAR 3592 Strategic Sales and Sales Management

MAR 4582 Internet Law
40 hours, 4 credits

This course gives students an in-depth understanding of internet law and how it applies to online commerce and today's business transactions.

Prerequisite: Business Law

MAR 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: Expected to be the final upper-level core course completed

MAR 4920 Marketing Bachelor Capstone
40 hours, 4 credits

This course is the capstone course that culminates the Marketing Bachelor's Degree. It focuses on the application of marketing theories and concepts covered in previous courses. Topics covered include marketing plan development and implementation, the importance of aligning integrated marketing strategies with organizational goals, the application of marketing research, traditional and digital

communication channels, and marketing metrics and analysis. This course prepares students to graduate with a realistic view of the types of business decisions marketing practitioners make on a daily basis. Students will also have the opportunity to explore a range of career options in the field of marketing.

Prerequisite: Expected to be the final upper-level course completed

MAT 1222 Algebra
40 hours, 4 credits

This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real-number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

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

MAT 1402 General Education Mathematics
40 hours, 4 credits

This course introduces students to topics from 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 Developmental Education coursework or placement determined by Rasmussen College entrance placement exam score

MAT 3172 The Mathematics of Games
40 hours, 4 credits

An introduction to the mathematics of games. Math topics may include, but are not limited to probability, statistics, and introductory game theory.

Prerequisite: None

MCB 2289 Introduction to Microbiology
70 hours, 5 credits

MCB 2289 Lecture (30 hours, 3 credits)
MCB 2289L Lab (40 hours, 2 credits)

This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function, and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa, and helminths; and interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisite: None

MEA 1243 Pharmacology for the Allied Health Professional
40 hours, 4 credits

This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student's memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.

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

MEA 1350 Fundamentals in Clinical Techniques
100 hours, 6 credits

MEA 1350 Lecture (20 hours, 2 credits)
MEA 1350L Lab (80 hours, 4 credits)

In this course, students will begin to develop and apply skills in injections, phlebotomy, and basic vital signs. They will begin to understand reasoning and sequencing of immunizations, basic lab functions, and applied lab skills as well as learn basic CPR. In addition, students will recognize proper techniques in providing efficient patient care within a clinical setting and applied knowledge of basic laboratory coding.

Prerequisite: None

MEA 1460 Clinical Laboratory Applications & Diagnostic Procedures I
100 hours, 6 credits

MEA 1460 Lecture (20 hours, 2 credits)
MEA 1460L Lab (80 hours, 4 credits)

In this course, students will begin to develop and apply learned patient care assessment, procedures, diagnosis, and treatments within clinical departments to include internal medicine, geriatrics, pediatrics, urology, cardiology, endocrinology, special needs and disability patient care. In addition, students will recognize proper assessment and utilize basic skills in working with patients dealing with a terminal illness in addition to identifying the psychological states of death or dying. In this course, students will also learn basic procedural coding, where applicable.

Prerequisite: Fundamentals in Clinical Techniques, Medical Terminology, and Structure and Function of the Human Body

MEA 1570 Clinical Laboratory Applications & Diagnostic Procedures II
100 hours, 6 credits

MEA 1570 Lecture (20 hours, 2 credits)
MEA 1570L Lab (80 hours, 4 credits)

In this course, students will begin to develop and apply learned applied skills and procedure technique within pulmonary, audiology, and ophthalmology. Students will also learn patient care assessment, procedures, and applicable tests within women's health, the importance of good nutrition in conjunction with an understanding of common eating disorders. In addition, students will learn to work with common injuries and treatment of orthopedics. Students will gain overall knowledge within various clinical department settings.

Prerequisite: Fundamentals in Clinical Techniques, Medical Terminology, and Structure and Function of the Human Body

MEA 2203 Pathophysiology
50 hours, 5 credits

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

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

COURSE DESCRIPTIONS

MEA 2820 Medical Assisting Capstone
20 hours, 2 credits

In conjunction with the Medical Assisting Externship, students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a medical assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).

Co-requisite: MEA 2895 Medical Assisting Experiential Externship or MEA 2976 Medical Assisting Professional Externship. Expected to be the final lower-level core course completed

MEA 2895 Medical Assistant
Experiential Externship
200 hours, 6 credits

In conjunction with a Medical Assisting Capstone, students will complete 180 hours of a Medical Assisting training experience in a physician's office/clinic or medical center and 20 hours of online lecture. While on the clinical site, the extern will perform medical assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.

Prerequisite: Successful completion of all Medical Assisting core courses except Career Development

Co-requisite: Medical Assisting Capstone

MEA 2976 Medical Assistant
Professional Externship
260 hours, 6 credits

In conjunction with the Medical Assisting Capstone course, students will train in a physician's office/clinic or medical center. They will complete 240 hours of Medical Assistant training where they will perform a wide variety of clinical, administrative, and technical duties. They will develop their skills to better prepare them for their future employment in the Medical Assisting field. Under no circumstances will the student receive any form of compensation for the hours they work.

Prerequisite: Successful completion of all Medical Assisting core courses except Career Development

Co-requisite: Medical Assisting Capstone

MGF 1100 Quantitative Literacy
40 hours, 4 credits

In this course, students will explore the importance of numbers and numeracy. They will also get the opportunity to analyze and solve real-world problems from the fields of business, finance, and the natural sciences. Students will incorporate their prior math knowledge and develop new mathematical tools throughout the course. This will include Propositional logic, set theory, geometry, probability, statistics, linear modeling, and exponential modeling.

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

MLT 1245 Clinical Chemistry I
40 hours, 3 credits

MLT 1245 Lecture (20 hours, 2 credits)
MLT 1245L Lab (20 hours, 1 credit)

An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.

Prerequisites: MLT1728 Introduction to Chemistry, PHA1500 Structure and Function of the Human Body, MAT1222 Algebra

MLT 1325 Phlebotomy
40 hours, 3 credits

MLT 1325 Lecture (20 hours, 2 credits)
MLT 1325L Lab (20 hours, 1 credit)

In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and applying the principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy procedures.

Prerequisite: None

MLT 1377 Hematology I
40 hours, 3 credits

MLT 1377 Lecture (20 hours, 2 credits)
MLT 1377L Lab (20 hours, 1 credit)

Introduction to the theory and practical application of routine and special hematology procedures. Presents red-blood-cell function, hematopoiesis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.

Prerequisite: PHA 1500 Structure and Function of the Human Body

MLT 1448 Clinical Microbiology I
40 hours, 3 credits

MLT 1448 Lecture (20 hours, 2 credits)
MLT 1448L Lab (20 hours, 1 credit)

This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.

Prerequisite: PHA 1500 Structure and Function of the Human Body

MLT 1485 Urinalysis

40 hours, 3 credits
MLT 1485 Lecture (20 hours, 2 credits)
MLT 1485L Lab (20 hours, 1 credit)

An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.

Prerequisite: PHA 1500 Structure and Function of the Human Body

MLT 1728 Introduction to Chemistry
40 hours, 3 credits

MLT 1728 Lecture (20 hours, 2 credits)
MLT 1728 Lab (20 hours, 1 credit)

This course is designed for students without a chemistry background. It includes chemical symbols and formulas, atomic theory, equation writing and balancing, chemical nomenclature, calculations involving chemical formula and a brief introduction to organic chemistry, physical chemistry, analytical and biochemistry.

Prerequisite: None

MLT 2166 Clinical Chemistry II
60 hours, 4 credits

MLT 2166 Lecture (30 hours, 2.5 credits)
MLT 2166L Lab (30 hours, 1.5 credits)

Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.

Prerequisite: Clinical Chemistry I

MLT 2230 Hematology II
60 hours, 4 credits

MLT 2230 Lecture (30 hours, 2.5 credits)
MLT 2230L Lab (30 hours, 1.5 credits)

Expanding upon concepts learned in Hematology I, this course further examines the theory and practical application of routine and special hematology procedures. Presents white blood cell function, hematopoiesis, and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.

Prerequisite: Hematology I

MLT 2395 Immunology
40 hours, 3 credits

MLT 2395 Lecture (20 hours, 2 credits)
MLT 2395L Lab (20 hours, 1 credit)

Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.

Prerequisite: Structure and Function of the Human Body

MLT 2450 Immunohematology
40 hours, 3 credits

MLT 2450 Lecture (20 hours, 2 credits)
MLT 2450L Lab (20 hours, 1 credit)

An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing, and administration of blood components. Utilizes a student laboratory for experiences in routine blood-banking procedures.

Prerequisites: Hematology I; Immunology

MLT 2533 Clinical Microbiology II
60 hours, 4 credits

MLT 2533 Lecture (30 hours, 2.5 credits)
MLT 2533L Lab (30 hours, 1.5 credits)

Expanding on concepts learned in Clinical Microbiology I, this course provides further instruction in basic microbiology with emphasis placed on viruses, fungi, and parasites. Epidemiology and infection control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.

Prerequisite: Clinical Microbiology I

MLT 2775 Clinical Practicum
360 hours, 12 credits

Supervised clinical rotations and/or simulation laboratory experience of the microbiology, immunohematology, clinical chemistry, urinalysis, hematology, and phlebotomy departments.

Prerequisite: Approval by MLT Program Coordinator; completion of all coursework required by clinical affiliate and MLT Program Coordinator

Co-requisite: Medical Laboratory Technician Capstone

MLT 2864 Medical Laboratory
Technician Capstone
20 hours, 2 credits

Students will demonstrate their knowledge, clinical and laboratory experience in the areas of microbiology, immunohematology, clinical chemistry, urinalysis, hematology, and phlebotomy.

Co-requisite: Clinical Practicum

MMC 3209 Realities of Crime and Justice
40 hours, 4 credits

In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and "spectacular" cases are used to exemplify the media's influence on crime and justice.

Prerequisite: None

MMC 3407 Visual Communication in the Media
40 hours, 4 credits

This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.

Prerequisite: None

MNA 1161 Customer Service
40 hours, 4 credits

This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention, and surveying customer satisfaction.

Prerequisite: None

NGR 5000 Transitioning to a Nurse Scholar
40 hours, 4 credits

This course builds on knowledge and skills developed in undergraduate research and statistics while emphasizing the connection to theory development and the science of nursing. Students analyze nursing research, the contributions of the empirical approach, and the relationship to evidence-based practice. Selected research designs and methodologies, along with statistical analyses, which are used to advance nursing knowledge, are examined.

Prerequisite: Must be taken during a student's first quarter.

Prerequisite or co-requisite: Successful completion of a 3000-level or higher statistics course, taken within the past five years

**NGR 5100 Advanced Pharmacology
40 hours, 4 credits**

This course expands students' knowledge of the principles of pharmacodynamics, pharmacokinetics, and pharmacotherapeutics for broad categories of agents used in the treatment of physiologic changes that occur within the human body. It prepares graduate-level nurses to accurately describe, administer, and educate clients regarding appropriate and safe medication regimens. Learning experiences are integrated to provide students the opportunity to synthesize the knowledge and application of pharmacological theory while incorporating physical, psychosocial, developmental, and cultural considerations within the communities we serve.

Prerequisite or co-requisite: Successful completion of a 3000-level or higher statistics course, taken within the past five years

**NGR 5200 Advanced Pathophysiology
40 hours, 4 credits**

This course provides in-depth knowledge necessary to distinguish normal physiology and alterations produced by injury and disease. Students gain a higher level of knowledge and understanding of normal physiologic and pathological phenomena and develop clinical reasoning skills that are essential for advanced clinical assessments and understanding different diagnoses and therapeutic decision-making. Students examine the etiology, pathogenesis, developmental and environmental influences, along with the clinical manifestations, of alterations in health that impact individuals and communities on a local and global level.

Prerequisite: None

**NGR 5300 Advanced Holistic
Health Assessment
40 hours, 4 credits**

This course builds on knowledge of anatomy, physiology, and assessment skills previously attained in undergraduate nursing education. Emphasis is placed on the application of advanced assessment techniques, performing focused and comprehensive health assessments, critical thinking, clinical reasoning and judgment, and collaboration with the inter-professional team.

Prerequisite: None

**NGR 5400 The Impact of Ethics on Decision-Making in Healthcare
40 hours, 4 credits**

This course provides an opportunity for students to assess ethical and legal issues that impact nurses at the forefront of healthcare. Through the identification and analysis of ethical theories and principles, students explore current issues that impact professional nursing and global healthcare. Students will compare and contrast decision-making models that influence clients and communities.

Prerequisite: None

**NGR 6000 The Art of Influencing Policy
40 hours, 4 credits**

This course examines the processes of influencing and forming healthcare policy by reviewing the history, theory, structure, and process of policymaking in a variety of settings. Students will identify and analyze healthcare policy at a variety of levels institutional, local, state, and national. Students will understand the implications of economic, ethical, and social policy decisions and how they impact healthcare.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6100 The Business Side of Nursing
40 hours, 4 credits**

This course provides the opportunity for students to analyze healthcare economics as an important intrinsic part of their role as a nursing leader. Students will analyze a budget and business plan using a variety of methods to challenge or support allocations, while utilizing a systematic framework to support healthcare decisions.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6200 Transforming the Experience
of Learning
40 hours, 4 credits**

This course focuses on the integration of theory and evidence to transform student learning and assessment. Teaching and learning strategies for classroom and clinical instruction using conventional methods and innovative technology are explored along with appropriate methods of evaluation. Self-reflection is used to foster the development of professional and personal traits, which promotes a safe, effective, and positive learning environment.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6300 Curriculum Design and
Program Evaluation
40 hours, 4 credits**

This course focuses on design, development, evaluation, and refinement of nursing curriculum within the nursing program framework. Societal, healthcare, and educational trends will be examined with feedback from key external and internal stakeholders as a method to engage in continuous quality improvement.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6400 Innovative Teaching
and Assessment Strategies
80 hours, 4 credits**

This course prepares students to expand the knowledge and skills required to be a competent, enthusiastic, nurse educator. It places the focus on integration and appraisal of transformative teaching and assessment strategies within a community of practice.

Prerequisite or co-requisite: Transforming the Experience of Learning

**NGR 6450 Scholarship of Teaching
80 hours, 4 credits**

This course prepares students to develop and implement strategies for scholarship, service, and leadership within the educational setting. The focus of the course is to explore the many roles and responsibilities of the nurse educator and to provide the students with an opportunity to select and operationalize aspects of the nurse educator role.

Prerequisite or co-requisite: Curriculum Design and Program Evaluation

**NGR 6500 The Art of Leadership
40 hours, 4 credits**

This course evaluates nursing leadership and places emphasis on the application of advanced skills to effectively engage and collaborate to lead change. Topics covered will focus on role transformation, strategic visioning, contemporary approaches, decision-making tools, emotional intelligence techniques, and change strategies. This course will prepare students for opportunities to lead change and transform the profession of nursing.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6600 The Science of
Nursing Administration
40 hours, 4 credits**

In this course, students explore the many facets of healthcare administration. Skills of economic and operations management, human resources, project management, and performance management are explored and applied in various health systems scenarios.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6700 Leading the Future of Healthcare
80 hours, 4 credits**

This course prepares students to expand the knowledge and skills required to be nurse leader. It places focus on the integration and appraisal of leadership strategies within a community of practice. Additionally, students are provided the opportunity to demonstrate synthesis of learning and to integrate their knowledge of research, leadership skills, and nursing theories to complete a scholarly project.

Prerequisite or co-requisite: The Art of Leadership

**NGR 6800 Administration Immersion
80 hours, 4 credits**

This course builds on the strong foundation acquired in The Science of Nursing Administration course. Students apply administrative knowledge and skills needed to perform effectively and assume leadership/management positions in complex healthcare systems. The practicum experience provides a catalyst for new insights, collaboration, and integration of innovative leadership.

Prerequisite or co-requisite: The Science of Nursing Administration

**NGR 6900 MSN Capstone
40 hours, 4 credits**

The Capstone course provides an opportunity for students to integrate experiential learning and new behaviors when synthesizing strategies to resolve issues present in advanced nursing. This course prepares students to demonstrate mastery of complex information required to innovate, lead, and utilize best evidence when championing change for positive outcomes.

Prerequisite: Must be taken during a student's final quarter

**NUR 1172 Nutritional Principles in Nursing
40 hours, 4 credits**

This course introduces digestion, absorption, and metabolism. Emphasis is placed on the body's ability to meet basic health and wellness needs as it pertains to diverse clients across the life span as well as nutritional requirements for alterations in health. Students are introduced to nutrition and healthy eating, nutritional food plans and management, energy balance, life cycle and clinical nutrition, and diet therapy to prepare them to care for their client's nutritional needs.

Practical Nursing Diploma:

Prerequisites: Admission to Practical Nursing program.

**A-BSN Entrance options and Professional
Nursing Associate's Degree:**

Prerequisite: BSC 2346 Human Anatomy & Physiology I

Pre- or co-requisite: BSC 2347 Human Anatomy and Physiology II

**NUR 2058 Dimensions of Nursing Practice
40 Hours, 4 Credits**

This course introduces students to key principles and concepts of professional nursing and how nursing is practiced in diverse healthcare settings with patients across the life span. Focus is on nursing's past and present, professionalism, theory and concept-based nursing, evidence-based practice, legal and ethical issues, critical thinking skills and clinical judgment, the nursing process, client safety, quality and quality improvement, and fundamental QSEN Core Competencies. Interdisciplinary collaboration, communication, cultural diversity, and nursing informatics are also emphasized. The course concludes with discussion of care coordination and continuity, key issues and trends and a self-care/development plan for success during the Nursing program.

Prerequisite: Admission to the Nursing program

**NUR 2092 Health Assessment
45 Hours, 4 credits**

NUR 2092 Lecture (35 hours, 3.5 credits)
NUR 2092L Lab (10 hours, 0.5 credits)

This course focuses on client assessment and the formation of a nursing diagnosis with an emphasis on the evaluation of health risks and health education. This course is designed to develop students' knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examination of the adult client. Opportunities will be presented that provide for the synthesis of nursing, biological, psychological, and sociocultural knowledge and theories as they apply to the findings obtained in the comprehensive health assessment of adults. Interviewing and clinical examination skills will be utilized to gather and analyze data relevant to common health problems. A lab component is integrated within this course that will help the student demonstrate his or her health assessment skills.

Laboratory Component

The laboratory component of this course focuses on the acquisition of skill competencies to conduct systematic client assessments. Emphasis is on skills application, nursing history, system assessments, and documentation.

Prerequisite: Human Anatomy and Physiology I

Pre- or co-requisite: Human Anatomy and Physiology II

COURSE DESCRIPTIONS

NUR 2115 Fundamentals of Professional Nursing**107.5 hours, 6 credits***NUR 2115 Lecture (30 hours, 3 credits)**NUR 2115L Lab (25 hours, 1.25 credit)**NUR 2115LL Clinical (52.5 hours, 1.75 credits)*

This course is comprised of theory, lab, and clinical components where professional nursing students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for patient-centered care, functional ability, and basic physiologic concepts are presented. Emphasis is placed on skills related to mobility, elimination, gas exchange, inflammation, infection, tissue integrity, glucose regulation, thermoregulation, and pain. This course will continue to build upon the knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan with a special emphasis on attitudes required to master communication, interdisciplinary collaboration, evidence-based practice, clinical judgment, professionalism, and nursing informatics. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.

Prerequisites: Dimensions of Nursing Practice; Health Assessment

Pre- or co-requisites: Nutritional Principles in Nursing; Pharmacology

NUR 2162 Critical Analysis and Nursing Science**50 Hours, 4 Credits***NUR 2162 Lecture (35 Hours, 3.5 Credits)**NUR 2162LL Clinical (15 Hours, 0.5 Credits)*

This course examines the balance needed between the art and science of nursing and the delivery of compassionate, holistic care. Students will develop critical reasoning and analysis skills supported by evidence-based research to study core frameworks, models, theories, and concepts that influence nursing practice such as health, alterations in health, wellness, illness, holism, caring, environment, self-care, diversity, interpersonal and team relationships, transitional care, nursing process, client safety and quality, ethics, standards of practice, and evidence-based clinical decision-making. The history of nursing, nurse theorists, and present day presence and image will be investigated to gain an understanding about how they have influenced the discipline and healthcare. Having the opportunity to integrate theory, research, and practice, students will begin to appreciate nursing's unique role in responding to and meeting the physical, behavioral, and psychological needs of society, the environment, diverse populations, and communities, families, and clients.

Clinical Component

The clinical component of this course focuses on the demonstration of critical reasoning and analysis skills, evidence-based research, and the integration of basic theory, research, the nursing process, and standards and scope of professional nursing practice. Students collect pertinent information about the physical, behavioral, and, psychosocial needs of a selected client to complete a nursing history.

Pre- or co-requisite: English Composition

NUR 2284 Health, Wellness and Self-Care**40 hours, 4 credits**

This course is designed to expand students' appreciation and integration of holistic nursing philosophy, theory, and practice. Highlighted are determinants of health, wellness, alterations in health, and disease/illness across the life span. Students will learn the importance of using holistic health assessments for communities, families, clients, and themselves along with nursing's role in health promotion and disease/illness prevention. Self-care and health and healing in daily living are also significant components of this course. Students will begin examining linkages between mind, body, and spirit, and how stress is a challenge to health and well-being. The course provides an opportunity for students to identify evidence-based self-care strategies and methods to respond to stress in health-producing ways, make healthy choices, adhere to and practice wellness for their own self-care, and that of communities, families, and clients.

Prerequisite: Admission to the BSN Program

NUR 2320 Nursing Ethics and Legal Issues**40 Hours, 4 Credits**

This course provides the framework needed to critically investigate ethical and legal concepts, issues and regulations, their interconnecting relationships, and the ethical/legal/moral dilemmas that may occur in delivering safe, competent, and compassionate care in diverse healthcare settings. Legal issues and their underlying implications and ethical theories, values, and decision-making processes will also be carefully examined. Selected cases reflecting problems where ethical and legal decisions affecting nursing practice, clients, and healthcare will be analyzed using legal/moral/ethical perspectives and approaches.

Pre- or co-requisite: NUR 3294 Essentials of Professional Nursing

NUR 2349 Professional Nursing I**107.5 hours, 6 credits***NUR 2349 Lecture (32.5 hours, 3.25 credits)**NUR 2349L Lab (15 hours, .75 credits)**NUR 2349LL Clinical (60 hours, 2 credits)*

This course is comprised of theory, lab, and clinical components where students are building on the fundamental concepts and clinical judgment required to meet basic health and wellness needs. Emphasis is placed on surgical integrity, pain management, gas exchange, immunity, and infection control. The theoretical basis for fluid/electrolyte and acid-base balance, cardiovascular/coagulation integrity, perfusion, and thermoregulation will be introduced within this course. Previously introduced concepts such as inflammation, tissue integrity, elimination, mobility, health promotion, and education will be further explored. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.

Prerequisite: Fundamentals of Professional Nursing; Pharmacology

NUR 2407 Pharmacology**100 Hours, 6 Credits***NUR 2407 Lecture (30 hours, 3 credits)**NUR 2407L Lab (40 hours, 2 credits)**NUR 2407LL Clinical (30 hours, 1 credit)*

This course emphasizes the delivery and therapeutic aspects of medication administration justified by evidence-based findings. Learning activities integrate principles and demonstration of the use of critical thinking and judgment to assure safe and competent administration and delivery of medications

to include current rights of medication administration, dosage calculation, major drug classifications, and pharmacokinetics and pharmacodynamics inclusive of potential interactions with over-the-counter medications, herbals, and supplements. Students learn techniques to coach and mentor clients and their families regarding medications and their use, and to understand the legal, ethical, and cultural aspects of taking medications. The course includes the impact of technological devices and systems, economics, and regulatory forces on medication delivery as well as strategies on how to best collaborate with the healthcare team.

Laboratory Component

The laboratory component of this course focuses on the demonstration of competence in medication preparation, routes and administration, dosage calculation, and legal/ethical documentation.

Clinical Component

The clinical component of this course provides an opportunity for students to use critical thinking skills and judgment to assess physiological and educational issues and the health outcomes of a client taking multiple medications, including simulated cases where clients are experiencing adverse reactions to medications.

Prerequisite: Admission to a Nursing program; Human Anatomy and Physiology I; Algebra

Pre- or co-requisite: Human Anatomy and Physiology II; Introduction to Microbiology

NUR 2488 Mental Health Nursing**55 hours, 4 credits***NUR 2488 Lecture (32.5 hours, 3.25 credits)**NUR 2488LL Clinical (22.5 hours, .75 credits)*

This course is comprised of theory and clinical components where students acquire knowledge, skills, and attitudes to safely and effectively care for clients with mental health and behavioral disorders across the lifespan in a variety of clinical environments. Emphasis is placed on functional ability, inclusive of concepts such as cognition, addiction, mood and affect, stress and coping, anxiety, psychosis, and violence. Special emphasis will be placed on communication, motivational wellness, nursing ethics and law, and advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate affective interactions, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course.

Prerequisites: Fundamentals of Professional Nursing; General Psychology; Pharmacology

NUR 2488F Mental Health Nursing**80 hours, 4 credits***NUR 2488F Lecture (20 hours, 2.0 credits)**NUR 2488FLL Clinical (60 hours, 2.0 credits)*

This course is comprised of theory and clinical components where students acquire knowledge, skills, and attitudes to safely and effectively care for clients with mental health and behavioral disorders across the lifespan in a variety of clinical environments. Emphasis is placed on functional ability, inclusive of concepts such as cognition, addiction, mood and affect, stress and coping, anxiety, psychosis, and violence. Special emphasis will be placed on communication, motivational wellness, nursing ethics and law, and advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate affective interactions, pharmacotherapeutic education,

and patient-centered holistic care in order to successfully complete this course.

Prerequisites: Fundamentals of Professional Nursing; General Psychology; Pharmacology

NUR 2571 Professional Nursing II**110 hours, 6 credits***NUR 2571 Lecture (32.5 hours, 3.25 credits)**NUR 2571L Lab (10 hours, .5 credits)**NUR 2571LL Clinical (67.5 hours, 2.25 credits)*

This course is comprised of theory, lab, and clinical components where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and immunity. This course will continue to build on previous concepts with a special emphasis on mobility, elimination, cardiovascular/coagulation integrity, perfusion, fluid/electrolyte and acid/base balance, gas exchange, and thermoregulation. The theoretical basis for clinical judgment, as it relates to communication, interdisciplinary collaboration, and evidence-based practice in the clinical setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Professional Nursing I

NUR 2633 Maternal Child Health Nursing**60 hours, 4 credits***NUR 2633 Lecture (30 hours, 3 credits)**NUR 2633LL Clinical (30 hours, 1 credit)*

This course consists of both a theory and clinical component that focus on the knowledge, skills and attitudes required to function in the appropriate role of the beginning professional registered nurse in an acute care obstetrics/maternity setting, pediatric setting, or similar environment. Emphasis is placed on reproduction as well as growth and development. Special emphasis is placed on surgical integrity, glucose regulation, infection control, and patient-centered care as it applies to this diverse group of clients. The theoretical basis for complementary and alternative medicine, in conjunction with specific pharmacologic therapies for these clients will be examined. Students are required to critically apply all previously introduced health and wellness concepts, as well as metabolism, education, health promotion, and clinical judgment, to content-specific exemplars presented in this course. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisites: Mental Health Nursing; Human Growth and Development

Pre- or co-requisite: Professional Nursing II

**NUR 2633F Maternal Child Health Nursing
75 hours, 4 credits***NUR 1932F Lecture (22.5 hours, 2.25 credits)**NUR 1932FLL Clinical (52.5 hours, 1.75 credits)*

This course consists of both a theory and clinical component that focus on the knowledge, skills, and attitudes required to function in the appropriate role of the beginning professional registered nurse in an acute care obstetrics/ maternity setting, pediatric setting, or similar environment. Emphasis is placed on reproduction as well as growth and development. Special emphasis is placed on surgical integrity, glucose regulation, infection control, and patient-centered care as it applies to this diverse group of clients. The theoretical basis for complementary and alternative medicine, in conjunction with specific pharmacologic therapies for these clients will be examined. Students are required to critically apply all previously introduced health and wellness concepts, as well as metabolism, education, health promotion, and clinical judgment, to content-specific exemplars presented in this course. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisites: Mental Health Nursing;
Human Growth and Development

Pre- or co-requisite: Professional Nursing II

**NUR 2790 Professional Nursing III
117.5 hours, 6 credits***NUR 2790 Lecture (30 hours, 3 credits)**NUR 2790L Lab (5 hours, 0.25 credits)**NUR 2790LL Clinical (82.5 hours, 2.75 credits)*

This course is comprised of theory, lab, and clinical components where students are completing their development of the fundamental concepts and nursing abilities required for the professional registered nurse role. Emphasis is placed on concepts such as cellular regulation, end-of-life integrity, complementary and alternative therapies, and crisis/disaster nursing. This course will continue to build on previous concepts with a special emphasis on cardiovascular integrity, perfusion, gas exchange, fluid/electrolyte and acid/base balance, and tissue integrity. The theoretical basis for clinical judgment, as it relates to patient-centered care, evidence-based practice, and nursing informatics in the clinical setting is required for successful completion of this course. The student must also demonstrate increasing proficiency in knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisites: Professional Nursing II; Maternal Child Health Nursing

**NUR 2868 Role, Scope, Quality, and Leadership in Professional Nursing
80 hours, 4 credits***NUR 2868 Lecture (20 hours, 2 credits)**NUR 2868LL Clinical (60 hours, 2 credits)*

This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on clinical judgment, professionalism, quality improvement, and leadership. In order to successfully complete this course, the student must exhibit appropriate characteristics in the clinical setting related to communication, interdisciplinary collaboration, advocacy, patient-centered care, evidence-based practice, education, health promotion, and motivational wellness. The student must also demonstrate proficiency in all knowledge, skills, and attitudes

necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate professional registered nurse to complete this course.

Pre- or co-requisite: Professional Nursing III

Co-requisite: Professional Nursing Capstone. Must be completed in student's final quarter.

**NUR 2944 Professional Nursing Capstone
20 hours, 2 credits**

This course reflects on the student's journey through the Professional Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on professionalism, individual functional ability, and leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safely transition to a beginning graduate professional registered nurse role.

Pre- or co-requisite: Professional Nursing III

Co-requisite: Role, Scope, Quality, and Leadership in Professional Nursing. Must be completed in student's final quarter.

**NUR 3177 Comprehensive Health Assessment
40 hours, 4 credits**

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

Prerequisite: NUR 3508 Quality and Safety in Nursing Practice

Pre- or Co-Requisite: NUR 3205 Applied Pathophysiology

**NUR 3205 Applied Pathophysiology
40 hours, 4 credits**

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

RN to BSN entrance option:

Prerequisite: Admission to RN to BSN entrance option

A-BSN entrance option:

Prerequisite: Human Anatomy and Physiology I; Human Anatomy and Physiology II

**NUR 3294 Essentials of Professional Nursing
105 Hours, 6 Credits***NUR 3294 Lecture (30 Hours, 3 Credits)**NUR 3294L Lab (30 Hours, 1.5 Credits)**NUR 3294LL Clinical (45 Hours, 1.5 Credits)*

This course is designed for students to integrate the values and engage in professional nursing practice as generalists, become productive and effective staff members in a range of health care facilities, and have the ability and disposition to work in a care-delivery discipline. This course incorporates critical thinking and analyses, integration of interdisciplinary theories and concepts, and the nursing process as they are the framework from which evidence-based nursing care is delivered. Students will understand fundamental concepts and demonstrate professional attitudes and behaviors, basic nursing, therapeutic communication, and collaborative skills providing a sound foundation for more advanced and specialized areas of later clinical study and training. The intended outcome of this course is for students to learn how to practice as ethical, holistic, safe, competent, and compassionate caregivers who understand the needs and are able to care for diverse clients across the life span and will learn to care for populations with a range of acute, chronic, transitional, and emergency conditions/ situations in a variety of settings from acute to long-term care.

Laboratory Component

The laboratory portion of this course focuses on the application of critical thinking and judgment to deliver and document ethical, safe, competent holistic client care. Students demonstrate professional attitudes and behaviors, basic nursing care skills, and effective observation and communication when demonstrating basic care skills.

Clinical Component

The clinical portion of this course focuses on professional nursing practice incorporating critical thinking and analyses, integration of interdisciplinary theories and concepts, and the nursing process from a framework of evidence-based practice. Students demonstrate professional attitudes and behaviors, basic nursing care, therapeutic communication, and collaboration skills.

Prerequisite: NUR 2162 Critical Analysis and Nursing Science; NUR 2092 Health Assessment

Pre- or co-requisite: NUR 1172 Nutritional Principles in Nursing

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

This course provides an introduction to the use of complementary and integrative therapies in healthcare. The goal is to provide the student with knowledge and experience in mind/body self-healing skills, multicultural integrative healthcare theories, practice environments, and interventions that can be used safely and effectively.

RN to BSN entrance option:

Admission to BSN Program

A-BSN entrance option:

Prerequisite: NUR 2407 Pharmacology

**NUR 3463 Adult Health – Acute Care
150 Hours, 8 Credits***NUR 3463 Lecture (40 Hours, 4 Credits)**NUR 3463L Lab (20 Hours, 1 Credit)**NUR 3463LL Clinical (90 Hours, 3 Credits)*

This course focuses on providing holistic nursing care to adult clients experiencing acute physiological alterations in health. This course explores the physiological and psychosocial factors that contribute to altered health states and their impact on clients and their families. Emphasis is on the application of the nursing process and demonstrated refinement of nurse generalist clinical skills. Students gain experience in working with adults in acute-care settings as well as working with the families of acutely ill individuals. Expectations of students will include demonstrating ethical and legally based practice using evidence-based clinical judgment/decisions. Students are also expected to practice collaboratively with other health care team members, and plan, implement, and evaluate comprehensive plans of care which encompass principles, practices, and associated standards related to pharmacology, nutrition, pathophysiology, health and wellness, diversity, and psychosocial aspects of care. Students will also provide client and family education individualized to specific client situations.

Laboratory Component

The laboratory portion of this course focuses on demonstrated refinement and advancement of nurse generalist clinical skills and the use of nursing process and clinical judgment, priority setting, and legal and ethical boundaries and parameters.

Clinical Component

The clinical portion of this course focuses on providing safe, competent, and holistic nursing care within ethical and legal parameters to adult clients experiencing acute physiological alterations in health. Students care for adults in acute-care settings. Using evidence-based clinical judgment/decisions, students practice collaboratively with other healthcare team members to plan, implement, and evaluate, comprehensive plans of care, and deliver and document this care. Students also provide discharge planning and client and family education.

Prerequisites: NUR 3294 Essentials of Professional Nursing; NUR 2407 Pharmacology; NUR 3205 Applied Pathophysiology

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

This course focuses on the critical review of current quality and safety issues in healthcare and guidelines and systems impacting healthcare agencies. Topics include quality and safety issues in nursing and healthcare, QSEN competencies, Joint Commission Standards, and Magnet Status. Students will gain an understanding of contemporary quality and safety standards and best practices for quality and safety initiatives in healthcare settings.

RN to BSN entrance option:

Prerequisite: Admission to RN to BSN entrance option

A-BSN entrance option:

Prerequisite: Essentials of Professional Nursing

COURSE DESCRIPTIONS

NUR 3524 Adult Health – Chronic and Transitional Care
150 Hours, 8 Credits

NUR 3524 Lecture (40 Hours, 4 credits)
NUR 3524L Lab (20 Hours, 1 Credit)
NUR 3524LL Clinical (90 Hours, 3 Credits)

This course continues the exploration of providing holistic care for adult clients as they experience the trajectory of illness. In this theory, laboratory, and clinical course the focus is on chronic illness (multi-system complex health alterations) and transitional care within a framework of health promotion and disease prevention. Emphasis on the application of the nursing process and demonstrated refinement of nurse generalist clinical skills particularly for clients who transition from and to acute to chronic care facilities or home and those at end of life and/or who require palliative care. Expectations of students will include demonstrating ethical and legally based practice using evidence-based clinical judgment/decisions.

Prerequisite: Adult Health – Acute Care

Co-requisite: Quality and Safety in Nursing Practice

NUR 3655 Transcultural Nursing
40 hours, 4 credits

This course emphasizes the importance of recognizing and incorporating cultural beliefs and experiences of patients, families, and healthcare professionals within healthcare settings. Topics include comparative analysis of communication styles; fostering open communication; family roles; dietary preferences; safety and concerns associated with cultural beliefs, values, and practices of cultural norms; and the impact on healthcare practice. Nursing interventions that integrate and examine evidence-based practice related to various cultural beliefs will be discussed. The importance of incorporating a holistic approach in the care and treatment of patients will be demonstrated within this course.

RN to BSN entrance option:

Prerequisite: Admission to RN to BSN entrance option

A-BSN entrance option:

Pre- or co-requisite: Critical Analysis and Nursing Science

NUR 3672 Parent Child Health
90 Hours, 5 Credits

NUR 3672 Lecture (30 Hours, 3 Credits)
NUR 3672LL Clinical (60 Hours, 2 Credits)

This course focuses on the knowledge, skills, and abilities needed to holistically care for clients and their families during childbearing and childrearing. This course spans pregnancy, labor, and delivery; post-partum; and care for the newborn and neonate; including the pediatric client. The course also incorporates assessment of family structure, function, and dynamics, and specialized concerns of childbearing women and their families. Emphasis is on the care of children with both acute and chronic alterations in health. Students will have an opportunity to explore selected high-risk situations. Attention, however, will be focused on normal physiology, pathophysiology, psychosocial adaptation, biological/behavioral growth, genetics, and the unique needs of reproducing families as the basis for assessment and clinical decision-making. Students will use the clinical skills and judgment gained from previous courses to care for these special populations and to preserve, promote, and restore the healthy status of the family and its members.

Clinical Component

The clinical portion of this course focuses on the application of student knowledge, skills, and abilities needed to holistically care for clients and their families during childbearing and childrearing. Students will use the clinical skills and judgment gained from previous courses to care for these special populations and to preserve, promote, and restore the healthy status of the family and its members.

Prerequisite: Human Growth and Development

Pre- or co-requisite: NUR 3463 Adult Health-Acute Care

NUR 3816 Dimensions of Professional Nursing
40 hours, 4 credits

This course investigates the evolution of nursing with an emphasis on professional values, standards, and ethics. Students will explore how social and economic factors influence the nursing practice. This course includes an overview of major contemporary issues in nursing with a critical thinking approach to evidence-based nursing practice. Opportunities will be presented that provide for strengthening critical-thinking skills and the development of a personal philosophy statement of nursing practice.

Prerequisite: Admission into the Nursing Program

NUR 4005 Dimensions of Mental and Behavioral Health
100 Hours, 6 Credits

NUR 4005 Lecture (40 Hours, 4 Credits)
NUR 4005LL Clinical (60 Hours, 2 Credits)

This course emphasizes the concepts and application of therapeutic communication, and therapeutic use of self within the nurse-client relationship. This course assists students in learning how to holistically care for clients across the life span who are experiencing mental, emotional, and behavioral health issues. Techniques and strategies are provided to support clients and their families in achieving optimal levels of wellness. Consideration is given to the legal, ethical, cultural, and spiritual influences that impact mental, emotional, and behavioral issues.

Clinical Component

The clinical portion of this course focuses on therapeutic communication; the legal, ethical, cultural, and spiritual influences on mental and behavioral health; collaborative teamwork, and therapeutic use of self within the nurse-client relationship. Students will care for clients across the life span who are experiencing mental, emotional, and behavioral health conditions, with the goal of supporting clients and their families to achieve optimal levels of wellness.

Prerequisites: NUR 3463 Adult Health – Acute Care; General Psychology

Pre- or co-requisite: NUR 3524 Adult Health – Chronic and Transitional Care

NUR 4187 Public, Family, and Community Health
100 Hours, 6 Credits

NUR 4187 Lecture (40 Hours, 4 Credits)
NUR 4187LL Clinical (60 Hours, 2 Credits)

This course provides an overview of concepts and theories related to public, family, and community health nursing. In this course, the role of the professional nurse in sustaining, restoring, and promoting health among diverse populations and communities is explored. Topics include core functions and essentials of public health, health screening, promotion and injury prevention, population-focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting the health and the well-being of local and global communities are

incorporated. This course provides students the opportunity to demonstrate critical thinking and collaborative communication using community and other assessment tools to improve health outcomes.

Clinical Component

The clinical portion of this course focuses on the role of the professional nurse in sustaining, restoring, and promoting health among diverse populations and communities. Students participate in experiences in public and community health, population-focused practice, and home health. They also conduct health screening and community assessment, develop promotion and injury prevention resources, and are involved in interdisciplinary collaboration to improve health outcomes.

Prerequisites: NUR 3524 Adult Health – Chronic and Transitional Care; NUR 4005 Dimensions of Mental and Behavioral Health; General Psychology

NUR 4201 Leadership, Management, and Professional Development
90 Hours, 5 Credits

NUR 4201 Lecture (30 Hours, 3 Credits)
NUR 4201LL Clinical (60 Hours, 2 Credits)

This course explores leadership theories and concepts that impact the professional role of nursing. This course emphasizes holistic nursing leadership that promotes a culture of advocacy, safety, and quality through individual and team performance. Students will develop knowledge related to improvement priorities in the work environment that will encourage organizational excellence. Additional topics include use of leadership styles, decision-making, managing planned change, delegation, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.

Clinical Component

The clinical portion of this course focuses on understanding the scope and impact of holistic leadership and management roles and responsibilities of a professional nurse in a generalist role working in an organizational setting. Students demonstrate knowledge and skills that center on the organization, cultures of safety and quality, improvement priorities, change management, best practice, communication, delegation, collaboration, and team performance, with the goal of achieving organizational excellence.

Prerequisites: NUR 4187 Public, Family, and Community Health; NUR 3672 Parent Child Health; NUR 4232 Integration of Evidence-Based Practice and Research in Nursing

NUR 4232 Integration of Evidence-Based Practice and Research in Nursing
40 hours, 4 credits

This course is designed to support the baccalaureate nurse scholar who contributes to the science of nursing practice by translating current evidence into practice. Students study the use of evidence-based practice models to identify practice issues, search and critique published research, and propose creative, innovative, and evidence-based solutions to clinical practice problems. Emphasis is on developing an understanding of research and using evidence to improve professional nursing practice.

RN to BSN entrance option:

Prerequisite: NUR 3508 Quality and Safety in Nursing Practice

A-BSN entrance option:

Prerequisite: NUR 3508 Quality and Safety in Nursing Practice

NUR 4392 Professional Nursing Integration
100 Hours, 4 Credits

NUR 4392 Lecture (10 Hours, 1 Credit)
NUR 4392LL Clinical (90 Hours, 3 Credits)

This course is designed to promote student responsibility and accountability by having them comprehensively apply the knowledge and skills they have gained in the program. This course focuses on critical examination, synthesis, and evaluation of professional nursing care with individual clients and families representing diverse populations and settings. Emphasis is on mastering theoretical concepts, applying research findings, strengthening skill competency, and developing clinical leadership capabilities. Also included is discussion of contemporary issues and trends in nursing, and how they are influencing the demand for and delivery of current and future health care.

Clinical Component

The clinical portion of this course focuses on synthesis and evaluation of professional nursing care delivered to clients and their families representing diverse populations and settings. Students are expected to demonstrate mastery in integrating and applying theoretical concepts, critical judgment, and evidence-based practice to demonstrate leadership and skill competency in their provision of safe competent holistic care.

Prerequisite: Must be taken in the last quarter of the Nursing Program

Co-requisite: NUR 4201 Leadership, Management, and Professional Development

NUR 4455 A-BSN Capstone
60 Hours, 4 Credits

NUR 4455 Lecture (20 Hours, 2 Credits)
NUR 4455L (40 Hours, 2 Credits)

This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate theoretical and clinical experiences from their previous nursing courses. Students will use critical-thinking skills and evidence-based practice to promote client centered nursing care that encompasses quality and safety. Students will plan and implement a project consistent with the professional standards of the baccalaureate nurse essentials and QSEN competencies. The capstone promotes role transformation, critical thinking and analysis, and clinical competence at the BSN preparation level.

Laboratory Component

The laboratory portion of this course focuses on the completion of an evidence-based clinical project showcasing BSN Essentials and QSEN competencies; reflection on, analysis, and evaluation of Professional ePortfolio content; strategies for continuing competence and lifelong learning; and Comprehensive Predictor assessment and preparation for professional licensure.

Pre- or co-requisite: NUR 4201 Leadership, Management, and Professional Development; and must be taken in the final quarter of the Nursing Program

NUR 4529 Public Health and Community Nursing
40 hours, 4 credits

This course provides an overview of concepts and theories related to public health and community health nursing. Topics include core functions and essentials of public health, health promotion and prevention, population-focused practice, community assessment, and interdisciplinary collaboration to meet diverse client needs in diverse settings.

Prerequisites: NUR 3655 Transcultural Nursing; NUR 4232 Integration of Evidence-Based Practice and Research in Nursing

NUR 4773 Leadership and Management in Nursing
40 hours, 4 credits

This course explores leadership and management theories and concepts in nursing. Emphasis will be placed on nursing leadership roles in safety and improvement priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision-making, planned change, conflict resolution, communication, and outcome management/evaluation. Further focus will be placed on pertinent legal issues faced by nursing leaders and analysis of the current research pertinent to management.

Prerequisites: Successful completion of all other BSN courses

Co-requisite: NUR 4909 Nursing Capstone

NUR 4870 Nursing Informatics
40 hours, 4 credits

This course integrates nursing science, information science, computer science, and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by healthcare professionals to support the delivery of health care. Students will discuss the impact informatics has on the delivery of care including efficiency and productivity, patient safety, and confidentiality.

RN to BSN and A-BSN entrance options:

Prerequisite: NUR 3508 Quality and Safety in Nursing Practice

Pre or co-requisite: NUR 4232 Integration of Evidence-Based Practice and Research in Nursing

NUR 4909 Nursing Capstone
40 hours, 4 credits

This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate theoretical and clinical experiences from previous nursing courses into a capstone experience. Students will use critical-thinking skills and evidence-based practice to promote patient-centered nursing care that encompasses quality and safety. Students will plan and implement a practicum experience consistent with the professional standards of the baccalaureate nurse essentials. The capstone preceptorship supports the role transformation of students and promotes clinical competence at the BSN preparation level.

Prerequisites: Successful completion of all other BSN courses

Co-requisite: NUR 4773 Leadership and Management in Nursing

PHA 1500 Structure and Function of the Human Body
40 hours, 4 credits

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite: None

PHC 4305 Practices and Policies in**Public Health**
40 hours, 4 credits

This course is designed to examine the various aspects of public health practices and policies. Explores the concepts of planning, implementing, and evaluating health education programs. This course will also explore the process of policy development from conception to implementation, as well as ethical issues that often confront health educators.

Prerequisites: None

PHI 1520 Ethics Around the Globe
40 hours, 4 credits

This course is a study of various and common ethical principles around the world and their relationships to morality and professional responsibility. Emphasis is placed on the application of ethical theories to problems faced in increasingly globalizing business and society.

Prerequisites: None

PHI 2103 Introduction to Critical Thinking
40 hours, 4 credits

A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies, and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.

Prerequisite: English Composition

PHT 1000 Physical Therapist Assistant Fundamentals
100 hours, 6 credits

PHT 1000 Lecture (20 hours, 2 credits)
PHT 1000L Lab (80 hours, 4 credits)

This course will teach the fundamentals of data collection within the physical therapist assistant's scope of practice along with an introduction to the profession and the role as a member of the healthcare team. It places focus on the professional organizations, overview of legal and ethical issues relating to the physical therapist assistant, importance of interpersonal communication skills relating to the profession. There will be a special emphasis on minimizing risk through appropriate and safe patient handling, transfers, and gait training.

Pre- or co-requisites: HSC 1531 Medical Terminology; BSC 2346 Human Anatomy and Physiology I

PHT 1100 Introduction to Evidence-Based Practice and Therapeutic Interventions
60 hours, 4 credits

PHT 1100 Lecture (20 hours, 2 credits)
PHT 1100L Lab (40 hours, 2 credits)

This course is an introduction to the underlying principles and clinical application of evidence-based practice and basic therapeutic interventions. It places focus on developing the student's ability to obtain peer-reviewed research, performing basic appraisal of the evidence, and learning thermal, mechanical, and electrotherapeutic interventions used to address pain, inflammation, edema, soft tissue healing, and muscle reeducation. There is a hands-on lab component to this course. This course will prepare students to incorporate evidence-based practice and the proper integration of these basic interventions into physical therapy practice.

Prerequisites: PHT 1000 Physical Therapist Assistant Fundamentals; HSC 1531 Medical Terminology; BSC 2346 Human Anatomy and Physiology I

PHT 1200 Principles of Musculoskeletal Physical Therapy – Lower Quarter
70 hours, 5 credits

PHT 1200 Lecture (30 hours, 3 credits)
PHT 1200L Lab (40 hours, 2 credits)

This course will teach students about the presentation of lower-quarter musculoskeletal disorders with a focus on therapeutic exercises in this region. Structure and function of the lower-quarter musculoskeletal system will be covered. There will be a focus on selecting and implementing appropriate evidence-based therapeutic exercises as they relate to musculoskeletal physical therapy practice for the lower quarter.

Pre- or co-requisites: PHT 1100 Introduction to Evidence-Based Practice and Therapeutic Interventions

PHT 1300 Principles of Musculoskeletal Physical Therapy – Upper Quarter
70 hours, 5 credits

PHT 1300 Lecture (30 hours, 3 credits)
PHT 1300L Lab (40 hours, 2 credits)

This course will teach students about the impact of upper-quarter musculoskeletal disorders on patients seeking physical therapy. Structure and function of the upper-quarter musculoskeletal system will be covered. There will be a focus on selecting and implementing appropriate evidence-based therapeutic exercises as they relate to musculoskeletal physical therapy practice for the upper quarter.

Prerequisites: PHT 1200 Principles of Musculoskeletal Physical Therapy – Lower Quarter; BSC 2347 Human Anatomy and Physiology II

PHT 2000 Principles of Neuromuscular Physical Therapy
50 hours, 4 credits

PHT 2000 Lecture (30 hours, 3 credits)
PHT 2000L Lab (20 hours, 1 credit)

This course is the study of common neuromuscular disorders including stroke, spinal cord injury, traumatic brain injury, and Parkinson's disease. Students will study the structure and function of the human nervous system and common nervous system pathology and will learn to implement physical therapy treatment programs for this patient population. This course will prepare students to care for patients with neuromuscular disorders.

Pre- or co-requisites: PHT 1300 Principles of Musculoskeletal Physical Therapy-Upper Quarter

PHT 2500 Physical Therapist Assistant Clinical I
220 hours, 8 credits

PHT 2500 Lecture (10 hours, 1 credit)
PHT 2500LL Clinical (210 hours, 7 credits)

This course is designed to allow for application of fundamental material learned in the classroom in the physical therapy healthcare environment. Additionally, this course will include an emphasis on coursework that focuses on topics such as documentation, data collections, theory, clinical judgment, and utilization of the medical record. Students will experience physical therapist assistant interventions, prioritizing responsibilities in a changing environment, applying ethical and professional behaviors, as well as interaction within the PT/physical therapist assistant team. Upon completion of this course, the student should have a full understanding of the role of the physical therapist assistant and PT/hysical therapist assistant team in the clinical environment.

Prerequisites: PHT 2000 Principles of Neuromuscular Physical Therapy

PHT 2600 Physical Therapy Practice Across the Lifespan
50 hours, 4 credits

PHT 2600 Lecture (30 hours, 3 credits)
PHT 2600L Lab (20 hours, 1 credit)

This course is the study of normal human development across the life span. Students will study common pediatric and geriatric conditions requiring physical therapy intervention. Topics will include study of changes in major systems related to aging, common pediatric developmental pathologies and societal implications associated with these populations. This course will prepare students to implement physical therapy programs for children and aging adults in various practice settings.

Prerequisites: PHT 2500 Physical Therapist Assistant Clinical

PHT 2650 Physical Therapy Practice for Special Populations
50 hours, 4 credits

PHT 2650 Lecture (30 hours, 3 credits)
PHT 2650L Lab (20 hours, 1 credit)

This clinical course is the study of physical therapy in special populations including patients with cardiovascular, pulmonary, and pelvic health conditions. Students will also study physical therapy treatment of wounds and amputations. Topics will include the effects of disease on organ systems and function and on the family and society. This course will prepare students to implement physical therapy programs for these patient populations.

Pre- or co-requisites: PHT 2600 Physical Therapy Practice Across the Lifespan

PHT 2700 Physical Therapist Assistant Clinical II
370 hours, 13 credits

PHT 2700 Lecture (10 hours, 1 credit)
PHT 2700LL Clinical (360 hours, 12 credits)

In this clinical course, the student will learn and apply advanced strategies in developing a therapeutic alliance with clients/patients. Students will determine how to utilize health information technology, making decisions about appropriate use within the clinical environment. Students will be prepared for moral reasoning, resolving conflict, and effective decision-making while practicing under the supervision of a physical therapist. Upon completion of this course, the student will be prepared for entry-level practice as a physical therapist assistant.

Pre- or co-requisites: PHT 2650 Physical Therapy Practice for Special Populations

Co-requisite: PHT 2800 Physical Therapist Assistant Capstone

PHT 2800 Physical Therapist Assistant Capstone
20 hours, 2 credits

This course is a synthesis of material from all courses. Students will complete a portfolio demonstrating proficiency in transferable skills. Additionally, students will prepare for the national Physical Therapist Assistant licensure exam.

Pre- or co-requisites: PHT 2650 Physical Therapy Practice for Special Populations

Co-requisite: PHT 2700 Physical Therapist Assistant Clinical II

COURSE DESCRIPTIONS

PHY 4060 Understanding Ourselves Through Physics
40 hours, 4 credits

This course tracks how we have understood ourselves and our world—including time, space, gravity, and our gadgets—as understanding of physics has evolved. Topics will include Newton's "discovery" of gravity, Einstein and relativity, energy particles and waves, the atom and how we use it, Schrödinger's cat, and modern technologies.

Prerequisites: None

PLA 1013 Introduction to Law and the Legal System
40 hours, 4 credits

Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of this course.

Prerequisite: None

PLA 1203 Civil Litigation and Procedure I
40 hours, 4 credits

Students will examine the roles lawyers and paralegals have in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.

Pre- or co-requisite: Introduction to Law and the Legal System

PLA 1223 Civil Litigation and Procedure II
40 hours, 4 credits

Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.

Prerequisite: Civil Litigation and Procedure I

PLA 1573 Contracts: Managing Legal Relationships
40 hours, 4 credits

This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.

Prerequisite: Introduction to Law and the Legal System or enrolled in certificate

PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits

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

Prerequisite: Introduction to Law and the Legal System

PLA 2320 Legal Research
40 hours, 4 credits

This course introduces the legal research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the paralegal field by working with primary sources, like state and federal enacted law and secondary sources, legal encyclopedias, treatises, and state-specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.

Prerequisite: Introduction to Law and the Legal System or enrolled in certificate

PLA 2330 Legal Writing
40 hours, 4 credits

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

Prerequisites: Legal Research;

English Composition

PLA 2435 Corporate Law
40 hours, 4 credits

This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.

Prerequisite: Introduction to Law and the Legal System

PLA 2476 Employment Law
40 hours, 4 credits

Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.

Prerequisite: Introduction to Human Resource Management

PLA 2587 Torts: Auto Accidents and Other Legal Injuries
40 hours, 4 credits

This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects, and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System

PLA 2610 Real Estate Law
40 hours, 4 credits

This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perorations, and other real estate-related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.

Prerequisite: Introduction to Law and the Legal System

PLA 2800 Family Law
40 hours, 4 credits

This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.

Prerequisite: Introduction to Law and the Legal System

PLA 2816 Paralegal Capstone
50 hours, 5 credits

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

Pre- or co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Expected to be the final lower-level core course completed

PLA 2940 Paralegal Internship
130 hours, 5 credits

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

Prerequisite: Expected to be the final lower-level core course completed

POT 4001 Political Thought
40 hours, 4 credits

The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.

Prerequisite: None

PRN 1086 Introduction to Practical Nursing
20 hours, 2 credits

This course introduces the student to key concepts of practical nursing. The student will be exposed to the practical nursing expectations and scope of practice in diverse healthcare settings. Also included are aspects of client-centered care based upon evidence and quality. The concept-based framework is introduced, with special emphasis on teamwork, communication, safety, and nursing informatics. Students will be introduced to the knowledge, skills, and attitudes needed to practice safely in the nursing profession.

Prerequisite: Admission to the Practical Nursing Program

PRN 1192 Fundamentals of Practical Nursing
112.5 hours, 6 credits

PRN 1192 Lecture (30 hours, 3 credits)

PRN 1192L Lab (15 hours, .75 credits)

PRN 1192LL Clinical (67.5 hours, 2.25 credits)

This course is comprised of a theory, lab, and clinical component where students apply the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for nursing judgment, client-centered care, growth and development, and basic physiological concepts are presented. Emphasis is placed on the knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan. Special emphasis is placed on teamwork, communication, and nursing informatics as it pertains to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.

Prerequisite: Admission to the Practical Nursing Program

Pre- or co-requisite: PRN 1086 Introduction to Practical Nursing

PRN 1245 Practical Nursing I
110 hours, 6 credits

PRN 1245 Lecture (32.5 hours, 3.25 credits)

PRN 1245L Lab (10 hours, .5 credits)

PRN 1245LL Clinical (67.5 hours, 2.25 credits)

This course is comprised of theory, lab, and clinical components where students are building on the functional ability and nursing judgment required to meet basic health and wellness needs. The theoretical bases for education and health promotion, as well as pain management, are presented. The student must demonstrate increasing proficiency in the knowledge, skills, and attitudes needed to provide, safe, quality care for diverse clients across the lifespan in order to successfully complete this course.

Prerequisite: PRN 1192 Fundamentals of Practical Nursing

Pre- or co-requisites: PRN 1356 Basic Pharmacology; NUR 1172 Nutritional Principles in Nursing

PRN 1356 Basic Pharmacology
40 hours, 3 credits*PRN 1356 Lecture (20 hours, 2 credits)*
PRN 1356L Lab (20 hours, 1 credit)

This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Theoretical emphasis is placed on absorption, distribution, metabolism, and excretion, as well as the current rights of medication administration, and basic dosage calculation. The course builds upon critical thinking concepts and nursing judgment to ensure basic safety in the administration of medications at a beginning practical nurse skill level.

Pre- or co-requisites: PHA 1500 Structure and Function of the Human Body; MAT 1222 Algebra

PRN 1417 Practical Nursing II
110 hours, 6 credits*PRN 1417 Lecture (32.5 hours, 3.25 credits)*
PRN 1417L Lab (10 hours, .5 credits)
PRN 1417LL Clinical (67.5 hours, 2.25 credits)

This course is comprised of theory, lab, and clinical components where students are building on the fundamental concepts and nursing abilities developed in Practical Nursing I. Understanding the theoretical basis for nursing judgment, as it relates to communication and teamwork in the clinical setting, is required for successful completion of this course. The student must also demonstrate increasing proficiency in knowledge, skills, and attitudes necessary to provide, safe, quality care for diverse clients across the lifespan.

Prerequisite: PRN 1245 Practical Nursing I

PRN 1486 Gerontologic Nursing
30 hours, 3 credits

This course is comprised of a theory component where students acquire knowledge, skills, and attitudes to safely and effectively support the functional ability of the aging adult. This course builds on concepts required to meet basic health and wellness needs that are specific to the aging adult. Students are expected to apply nursing judgment and critical thinking to principles presented in this course throughout concurrent and future nursing lab and clinical experiences.

Prerequisite: PRN 1192 Fundamentals of Practical Nursing

Pre- or co-requisites: PRN 1356 Basic Pharmacology; NUR 1172 Nutritional Principles in Nursing

PRN 1555 Psychosocial Nursing
55 hours, 4 credits*PRN 1555 Lecture (32.5 hours, 3.25 credits)*
PRN 1555LL Clinical (22.5 hours, .75 credits)

This course consists of both a theory and clinical component that focuses on the care of an individual client with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as motivational wellness, psychosocial integrity, addiction, and abuse. The theoretical basis for complementary and alternative medicine, as it applies to pharmacologic therapies in this setting, will be examined. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: PRN 1245 Practical Nursing I

PRN 1555F Psychosocial Nursing
60 hours, 4 credits*PRN 1555F Lecture (25 hours, 2.5 credits)*
PRN 1555FLL Clinical (45 hours, 1.5 credits)

This course consists of both a theory and clinical component that focuses on the care of an individual client with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as motivational wellness, psychosocial integrity, addiction, and abuse. The theoretical basis for complementary and alternative medicine, as it applies to pharmacologic therapies in this setting, will be examined. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: PRN 1245 Practical Nursing I

PRN 1648 Practical Nursing III
115 hours, 6 credits*PRN 1648 Lecture (30 hours, 3 credits)*
PRN 1648L Lab (10 hours, 0.5 credit)
PRN 1648LL Clinical (75 hours, 2.5 credits)

This course is comprised of theory, lab, and clinical components where students are completing their development of the fundamental concepts and nursing abilities required for the practical nursing role. Key topics covered include neurological abnormalities, cellular regulation, holistic therapy and crisis/disaster preparedness. This course will continue to build on previously learned concepts. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality nursing care.

Prerequisite: PRN 1417 Practical Nursing II

PRN 1932 Family Nursing
60 hours, 4 credits*PRN 1932 Lecture (30 hours, 3 credits)*
PRN 1932LL Clinical (30 hours, 1 credit)

This course consists of both theory and clinical components that focus on the knowledge, skills, and attitudes required to function in the appropriate role of the practical nurse in a family health clinic or similar environment. Emphasis is placed on reproduction as well as growth and development. The theoretical basis for complementary and alternative medicine, in conjunction with specific pharmacologic therapies for these clients will be introduced. Students are required to apply all previously introduced concepts. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: PRN 1417 Practical Nursing II

Pre- or co-requisite: PRN 1555/PRN 1555F Psychosocial Nursing

PRN 1932F Family Nursing
70 hours, 4 credits*PRN 1932F Lecture (25 hours, 2.5 credits)*
PRN 1932FLL Clinical (45 hours, 1.5 credits)

This course consists of both theory and clinical components that focus on the knowledge, skills, and attitudes required to function in the appropriate role of the practical nurse in a family health clinic or similar environment. Emphasis is placed on reproduction as well as growth and development. The theoretical basis for complementary and alternative medicine, in conjunction with specific pharmacologic therapies for these clients will be introduced. Students are required to apply all previously introduced concepts. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and

affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: PRN 1417 Practical Nursing II
Pre- or co-requisite: PRN 1555/PRN 1555F Psychosocial Nursing

PRN 1971 Practical Nursing Capstone
20 hours, 2 credits

This course reflects on the student's journey through the Practical Nursing Program, prepares the student for licensure, and guides the student on transitioning to practice. The concept-based framework is reviewed, along with the fundamental QSEN Core Competencies. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the licensure exam and safely transition to a beginning graduate practical nurse role.

Pre- or co-requisite: PRN 1648 Practical Nursing III

PSY 1012 General Psychology
40 hours, 4 credits

This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.

Prerequisite: None

PSY 2420 Abnormal Psychology
40 hours, 4 credits

This course teaches students the applied discipline of abnormal psychology. Students will explore abnormal behavior in disparate societies and cultures. Applications include individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables which may affect a person's ability to adapt and function in a community will be considered, such as genetic makeup, physical condition, reasoning, and socialization.

Prerequisite: General Psychology

PSY 3738 The Psychology of Social Media
40 hours, 4 credits

This course examines psychology impacts when humans engage with peers through online networks for social and professional use. Benefits to be explored include networking, distance team building, access to global perspectives, and social media's impact on Benedict Anderson's "Imagined Communities." Also explored will be the psychology of harmful online behaviors such as cyberbullying and trolling.

Prerequisites: None

PTN 1009 Foundations of Pharmacy Practice
40 hours, 4 credits

This course serves as an introduction to the history and origins of the practice of pharmacy and the role of a pharmacy technician. This course will also provide an overview of pharmacy laws and safety guidelines, compounding equipment, billing procedures, mathematical equations, types of medication, and routes of administration. Application of pharmacy terminology and abbreviations will be covered.

Pre- or co-requisite: Medical Terminology

PTN 1146 Pharmacy Calculations
40 hours, 4 credits

This course provides the calculations necessary to be a successful member of the pharmacy team. Students will learn how to calculate dosages that meet the safety laws and regulations of the practice of pharmacy. Students will also be prepared to calculate measurements, conversions, ratios, and dilutions.

Prerequisite: PTN 1009 Foundations of Pharmacy Practice

PTN 1237 Pharmacology for Technicians
40 hours, 4 credits

This course will provide students with the knowledge of common drugs, classifications, and their impact on various body systems. Topics covered include routes of administration, medication preparations and supplies, basic math calculations, and therapeutic uses for common prescription and non-prescription pharmaceutical agents. Students will study the processes involved with reviewing patient medication orders and will learn about the various equipment used to administer pharmaceutical agents.

Prerequisite: Medical Terminology;

Pre- or co-requisite: Structure and Function of the Human Body

PTN 1454 Sterile and Non-Sterile Compounding
30 hours, 2 credits

The student will learn to prepare sterile and non-sterile compounds. In this course the students will apply pharmacy math skills to calculate the dose necessary to compound sterile and non-sterile products. Emphasis will be placed on proper aseptic technique, compounding non-sterile products, identifying compounding supplies, handling of chemotherapy and biological agents, compounding of total parenteral nutrition (TPNs), and interpreting and labeling of compounded medication orders.

Prerequisite: PTN 1146 Pharmacy Calculations

Pre- or co-requisite: PTN 1237 Pharmacology for Technicians

PTN 2050 Pharmacy Technician Capstone
30 hours, 3 credits

This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

Prerequisite: Expected to be the final lower-level core course completed

PTN 2873 Pharmacy Retail Practicum
60 hours, 2 credits

Students will apply the knowledge gained from the program in a workplace setting. They will be able to provide high-quality customer service by utilizing learned communication skills and will gain experience working as a team member within the field of pharmacy. They will apply technical skills learned in the classroom, including but not limited to inventory management, automation, billing procedures, medication preparation, and dosage calculations. They will learn to operate the necessary equipment and software for processing medications and will be able to observe all safety procedures applied in the pharmacy setting.

Prerequisite: Expected to be the final lower-level core course completed

COURSE DESCRIPTIONS

PTN 2915 Pharmacy Virtual Practicum
60 hours, 2 credits

Students will apply the knowledge gained from the program in a virtual workplace setting. They will be able to provide high-quality customer service by utilizing learned communication skills and will gain experience working as a team member within the field of pharmacy. They will apply technical skills learned in the classroom, including but not limited to inventory management, automation, billing procedures, medication preparation, and dosage calculations. They will learn to operate the necessary equipment and software for processing medications and will be able to observe all safety procedures applied in the pharmacy setting.

Prerequisite: Expected to be the final lower-level core course completed

QMB 1000C Fundamentals of Data Analytics
40 hours, 3 credits

In this course, students will be introduced to the concepts and tools used in current analytics practices. Students will be able to identify common tools, terms, and ideas. Topics covered will include visualization, data quality, platforms, and scripting.

Prerequisite: This course is expected to be the first lower-level core course completed

QMB 1100C Software Design Using C#
50 hours, 3 credits

In this course, students will be introduced to fundamental aspects of programming and proper C# software design concepts. Students will gain an understanding of how computational techniques and software engineering processes are applied in solving a variety of problems. Topics include the use of flowcharts, pseudocode, UML diagrams, and the C# language to implement solutions.

Prerequisite: None

QMB 1200C Object-Oriented Programming Using Java
60 hours, 4 credits

In this course, students will learn about object-oriented programming (OOP) concepts. Students will implement various OOP concepts in the Java programming language. Topics include structured programming, creation and use of classes, class relationships, and the integration and modification library functions, classes, and interfaces.

Prerequisite: QMB 1100C Software Design Using C#

QMB 2000C Introduction to Linux in Analytics
60 hours, 4 credits

In this course, students will learn how to install the Linux operating system. Students will also learn basic shell commands used in Linux including command-line utilities. Students will be able to implement shell scripts, deploy various software components, and archive and compress files.

Prerequisite: None

QMB 2100C Data Platforms
60 hours, 4 credits

This course introduces students to multiple data platforms. The course will compare the differences in how to perform various data operations on structured and unstructured data. Students will also interpret the results of those operations to solve business problems.

Prerequisite: None

QMB 2200C Fundamentals of Data Visualization
40 hours, 3 credits

This course is an introduction to the concepts and tools used in current visualization methodologies. Students will be able to understand the software and other processes used to produce visualizations. Topics covered will include report design, human perception of visualization, and chart selections rules.

Prerequisite: None

QMB 2300C Introduction to Data Warehousing
60 hours, 4 credits

This course is the study of integrated enterprise data warehouse systems. Topics include migration of relational and unstructured data, analytics platforms and components, and the integration of analytics and business intelligence processes in data warehouses. This course prepares students for future exploration of targeted ecosystems and platforms encountered in advanced analytics and business intelligence courses.

Prerequisite: None

QMB 2400C Introduction to Data Warehousing
60 hours, 4 credits

This course is the study of integrated enterprise data warehouse systems. Topics include migration of relational and unstructured data, analytics platforms and components, and the integration of analytics and business intelligence processes in data warehouses. This course prepares students for future exploration of targeted ecosystems and platforms encountered in advanced analytics and business intelligence courses.

Prerequisite: None

QMB 2500C Open Source Scripting Languages
60 hours, 4 credits

This course is an introduction to modern scripting languages used in data analytics processes with an emphasis on open-source scripting languages. The purpose of the course is to prepare students to be able to build scripts that perform the various steps used in data analytics.

Prerequisite: None

QMB 2600C Discrete Math for Data Analytics
40 hours, 4 credits

In this course, students will study sets, logic, counting, probability, number theory, and graph theory. Topics include set theory, truth tables, proofs, induction, natural numbers, basic algorithms, and graphs. The emphasis is on mathematical thinking and reasoning. This course will prepare students to apply abstract thinking in their prospective career fields.

Prerequisite: None

QMB 3000C Introduction to Data Analytics
4 credits, 60 hours

This course is an introduction to the concepts and tools used in current analytics practices. Students will be able to identify common tools, terms, and ideas. Topics covered will include visualization, data quality, platforms, and scripting.

Prerequisite: Expected to be completed in the first term; COP 1350C C++ Programming; COP 1532C Database Fundamentals for Programmers

QMB 3100 Foundations of Analytics Platforms, Environments, and Software
4 credits, 60 hours

This course is the study of different types of environment. It places focus on developing and deploying Extract Transform Load (ETL) jobs. It also includes topics related to various types of analytics tools. This course will prepare the student for development ETL jobs in an enterprise environment. The student will also learn about the various analytic tools.

Prerequisite: STA 1625 Essential Statistics and Analytics

QMB 3200 Introduction to Scripting
4 credits, 60 hours

This course serves as an introduction to the scripting process as it relates to data extraction and transformation processes.

Prerequisite: None

QMB 3300 Introduction to Data Visualization
4 credits, 60 hours

This course explores data visualization tools and techniques. It emphasizes the best ways to communicate data to the intended audience. Students learn about tools that aid in visualizing data and how to develop objective depiction of data using an editorial thinking approach. This course will prepare students for the challenges of having to analyze data and communicate results to audiences with various skill levels and preferences.

Prerequisite: None

QMB 4000 Data Elements
4 credits, 60 hours

This course reviews the concepts, standards, and functions used to identify data elements necessary for an efficient data preparation process.

Prerequisite: QMB 3200 Introduction to Scripting

QMB 4100 Applied Business Intelligence
4 credits, 60 hours

This course allows students to apply skills and techniques for analyzing existing business performance data to provide support for business planning. It places focus on planning an end-to-end business intelligence process, platform, database, and analytical tool usage. Students will learn about processing and analyzing data, quality assurance and regulatory adherence, and preparing data for consumption. Students will create visualizations to help guide business decision-making.

Prerequisite: CTS 3265C Introduction to Business Intelligence

QMB 4200 Advanced Analytics Platforms, Environments, and Software
4 credits, 60 hours

This course is the student for advanced analytics. It places focus on developing and deployed Extract Transform Load (ETL) jobs for large data sets. Topics will include how to configure the environment to run the advanced analytic job. It places focus on real-time analytics as well. This course will prepare students for developing advanced analytics and ETL job. It also prepares students about how to deploy the advanced analytics in the enterprise environment.

Prerequisite: QMB 3100 Foundations of Analytics Platforms, Environments, and Software

QMB 4300 Data Quality in Analytics
4 credits, 60 hours

Quality data allows for quality analysis. In this course, students will learn how to identify common types of data quality issues including missing data, incorrect data, outliers, normalization, and duplication. This course will prepare students to prepare data for analytics projects.

Prerequisite: None

QMB 4400 Data Analysis and Optimization
4 credits, 60 hours

This course will allow students to run data extracts and scripts to demonstrate a complete data analysis process, while requiring the identification and application of data element requirements, scripting modifications, and preparation techniques that could improve analysis results.

Prerequisites: QMB 4000 Data Elements; QMB 4300 Data Quality in Analytics

QMB 4500 Data Visualization Implementation and Communication
4 credits, 60 hours

This course focuses on the study of data sets which relate to meeting client needs. It includes methods used to evaluate data such as benchmarking, scoring, and ranking. Students learn the difference between correlation and causation. Students will explore techniques for visualizing both quantitative and qualitative data. This course will prepare students with the skills to derive business insights and make meaningful inferences from data sets.

Prerequisite: QMB 3300 Introduction to Data Visualization

QMB 4900 Data Analytics Capstone
3 credits, 60 hours

This course allows students to demonstrate their skills and techniques for analyzing generalized business data to provide support for business planning. It places focus on planning an end-to-end business analytics process; platform, database, and analytical tool usage; processing and analyzing data; quality assurance and regulatory adherence; preparing data for consumption; and visualization creation to help guide business decision-making.

Prerequisite: Expected to be the final upper-level core course completed

REL 3131 American Religious History
40 hours, 4 credits

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

Prerequisite: None

REL 3308 Contemporary World Religions
40 hours, 4 credits

An investigation of the historical and theological development of world religions from earliest times until the present. The course will cover the lives of the major religious founders and leaders in history, as well as the scriptures and religious text of world religions. The development of religious rituals will also be dealt with. The relationship between world religions and secular governments will be investigated, as well as the role and status of women in world religions.

Prerequisite: None

RMI 4020 Risk Management
40 hours, 4 credits

This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.

Prerequisite: None

RTE 1000 Introduction to Radiology and Patient Care
80 Hours, 5 Credits

RTE 1000 Lecture (20 hours, 2 credits)

RTE 1000L Lab (60 hours, 3 credits)

This course provides an overview of radiology and its role in the healthcare system. Principles, practices, and policies of healthcare organizations are explored. The legal, ethical, and professional standards related to radiology are examined. This course will include the basics of patient-care skills in the radiology department.

Prerequisite: None

RTE 1100 Radiology Physics
70 Hours, 5 Credits

RTE 1100 Lecture (30 hours, 3 credits)

RTE 1100L Lab (40 hours, 2 credits)

This course is the study of radiographic physics. It places focus on the process in which the X-ray circuit creates electrons and the interactions that occur inside and outside the X-ray tube. Topics covered will be the X-ray circuit, X-ray production, and photon interactions with matter. This course will prepare students for operation of the X-ray control panel and X-ray tube.

Prerequisite: Introduction to Radiology and Patient Care; Algebra

RTE 1200 Advanced Modalities in Radiology
30 Hours, 3 Credits

This course provides a working knowledge of the different modalities available to the radiology technologist. The student will be introduced to the application of these different modalities, methods by which images are acquired, and recognize the differences in images for specific modalities.

Prerequisite: Introduction to Radiology and Patient Care

RTE 2000 Radiographic Equipment and Acquisition
40 Hours, 3 Credits

This course is the study of factors that influence radiographic images and the equipment that produces the images. It places focus on the correct selection of factors and operation of equipment to produce a quality image. Topics covered include control panels and automatic exposure control devices, photographic and geometric factors that influence images, computer radiography, and direct radiography equipment and processing. This course will prepare students for operation of all radiographic equipment and the selection of appropriate factors.

Prerequisite: RTE 1000 Introduction to Radiology and Patient Care; RTE 1100 Radiology Physics

RTE 2100 Radiographic Evaluation, Disease, and Quality Control
30 Hours, 3 Credits

This course is the study of the analysis of radiographic images, and the quality control for radiographic equipment. It places focus on the critical thinking skills required to analyze healthy and diseased images and make the appropriate adjustments as necessary. Topics covered will include image criteria, diseases, and quality control equipment tests. This course will prepare students for critiquing images, identifying diseases, and quality control testing.

Prerequisites: Structure and Function of the Human Body; Radiographic Equipment and Acquisition

RTE 2200 Radiobiology and Radiation Protection
50 Hours, 4 Credits

This course is the study of the effects of radiation on the human body and how to minimize exposure through radiation protection. It will focus on implementing the ALARA principle in order to safely use diagnostic radiation in the medical field. It will cover short- and long-term effects of radiation and protection measures used in clinical settings. This course will prepare students to go into an externship with a solid foundation of ionizing radiation interactions with biologic systems.

Prerequisite: Introduction to Radiology and Patient Care

RTE 2300 Radiographic Positioning and Anatomy
110 Hours, 5 Credits

RTE 2300 Lecture (10 hours, 1 credit)

RTE 2300L Lab (40 hours, 2 credits)

RTE 2300LL Clinical (60 hours, 2 credits)

This course is the introduction course to radiography positioning and associated anatomy of the chest, bony thorax, upper extremities, and abdomen. It places focus on the foundations of diagnostically sound radiograph positioning. Topics covered will include standard routine projections for chest, bony thorax, upper extremities, and the abdomen; medical and positional terminology associated with proper positioning; and complete image analysis. This course introduces students to becoming a real-world radiographer. During this course, students will complete a clinical experience to demonstrate knowledge and skills.

Prerequisite: Structure and Function of the Human Body; Radiology Physics; Introduction to Radiology and Patient Care

RTE 2400 Radiographic Positioning and Anatomy II
110 Hours, 5 Credits

RTE 2400 Lecture (10 hours, 1 credit)

RTE 2400L Lab (40 hours, 2 credits)

RTE 2400LL Clinical (60 hours, 2 credits)

This course is the study of proper radiographic positioning of the lower extremities, pelvic girdle, and spine. It places focus on maintaining the level of knowledge and professionalism developed within Radiographic Positioning and Anatomy I and continues to expand the student's knowledge, skills, and abilities within radiography. Topics covered include the standard routine projections for the lower extremities, pelvic girdle, and spine as well as associated image analysis. This course gives the student expanded preparation for becoming a radiographer. During this course, students will complete a clinical experience to demonstrate knowledge and skills.

Prerequisite: Radiographic Positioning and Anatomy I

RTE 2500 Radiographic Positioning and Anatomy III
110 Hours, 5 Credits

RTE 2500 Lecture (10 hours, 1 credit)

RTE 2500L Lab (40 hours, 2 credits)

RTE 2500LL Clinical (60 hours, 2 credits)

This course is the study of proper radiographic positioning of the skull, fluoroscopy, and special procedures. It places focus on trauma protocols, special procedures as well as critical thinking scenarios. Topics covered are proper C-arm use, fluoroscopic procedures, and possible pharmaceutical reactions that may occur in radiology. This course will prepare the students with knowledge needed to perform at all levels of the clinical rotations. During this course, students will complete a clinical experience to demonstrate knowledge and skills.

Prerequisite: Radiographic Positioning and Anatomy II

RTE 2600 Radiologic Technology Practicum I
300 Hours, 10 Credits

This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

Prerequisite: Radiographic Positioning and Anatomy III; Radiobiology and Radiation Protection

RTE 2700 Radiologic Technology Practicum II
300 Hours, 10 Credits

This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

Prerequisite: RTE 2600 Radiologic Technology Practicum I; successful completion of all Radiologic Technology program core courses except RTE 2800 Radiologic Technology Practicum III, and E242 Career Development

RTE 2800 Radiologic Technology Practicum III
300 Hours, 10 Credits

This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

Prerequisite: Radiographic Technology Practicum II

RTE 2900 Radiography Technology Capstone
20 Hours, 2 Credits

In conjunction with the Radiography Practicum, students will complete an online Radiographic Technology Capstone course. In this course, students will learn job-search techniques and skills for entry-level radiographic technologists as well as share and learn from their practicum experiences with the class. Students will also prepare to sit for the ARRT certification exam.

Prerequisite: Successful completion of all other Radiologic Technology program core courses.

Co-Requisite: RTE 2800 Radiologic Technology Practicum III

SPC 2017 Oral Communication
40 hours, 4 credits

This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative, and persuasive speech.

Prerequisite: None

SPN 271 Conversational Spanish
40 hours, 4 credits

This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation, and Hispanic culture.

Prerequisite: None

STA 1625 Essential Statistics and Analytics
40 hours, 4 credits

In this course students will be introduced to descriptive analytics. They will develop basic statistical literacy along with the ability to analyze and evaluate real-life problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, and sampling distributions.

Prerequisite: Passing grade in Developmental Education coursework or placement determined by Rasmussen College entrance placement exam

STA 3140 Advanced Statistics and Analytics
40 hours, 4 credits

In this course, students will be introduced to statistical methods used for predictive analytics. They will continue to build on their previous statistics knowledge while strengthening their abilities to analyze and solve real-life problems using statistical methods. Topics may include, but are not limited to estimation, hypothesis testing, correlation and regression, chi-square tests, and analysis of variance.

Prerequisite: Passing grade in Developmental Education coursework or placement determined by Rasmussen College entrance placement exam

COURSE DESCRIPTIONS

**STA 3215 Inferential Statistics and Analytics
40 hours, 4 credits**

In this course, students will be introduced to statistical methods used for predictive analytics. They will continue to build on their previous statistics knowledge while strengthening their abilities to analyze and solve real-life problems using statistical methods. Topics may include, but are not limited to estimation, hypothesis testing, correlation and regression, chi-square tests, and analysis of variance.

Prerequisite: Passing grade in Developmental Education coursework or placement determined by Rasmussen College entrance placement exam

**STS 1005C Fundamentals of Surgical Technology
70 hours, 4 credits**

This course will orient the student to surgical technology and prepare them for scrub and circulator duties as well as Surgical Procedures I, and Surgical Practicum I and II. Topics include standards of conduct, special populations, safety standards, equipment, biomedical science, asepsis and sterile technique, anesthesia, surgical supplies, and instrumentation.

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

Pre- or co-requisite: Human Anatomy and Physiology I

**STS 1186C Surgical Procedures I
70 hours, 4 credits**

This course will expand on the duties and responsibilities as the role of scrub or STSR and circulator in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Procedures II.

Prerequisite: Fundamentals of Surgical Technology

**STS 1260 Surgical Pharmacology
20 hours, 2 credits**

Students in this course will demonstrate an understanding of pharmacology and anesthesia concepts and their applications related to the field of surgical technology. They will study anesthesia methods, agents, and techniques of administration. They will also be able to define terminology related to pharmacology, identify medications used on surgical patients, and describe safe practices of medication handling in the surgical environment.

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

Pre- or co-requisite: Fundamentals of Surgical Technology

**STS 1347 Surgical Microbiology
20 hours, 2 credits**

This course has been designed to educate the student in the treatment of the disease-causing organisms that may present with a surgical patient or develop post-surgery as an acquired infection. This course specifically addresses the needs of the surgical technologist in maintaining aseptic techniques and caring for surgical patients before, during, and after surgery.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I

**STS 2080C Surgical Procedures II
70 hours, 4 credits**

This course further expands upon the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include obstetrics/gynecology, ophthalmic, otorhinolaryngologic, maxillofacial, plastic, and reconstructive. This course is a preparatory class for Surgical Procedures III and Surgical Practicum I and II.

Prerequisite: Surgical Procedures I

**STS 2180C Surgical Procedures III
70 hours, 4 credits**

This course will expand on the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include, genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. This course is a preparatory class for Surgical Practicum I and II.

Prerequisite: Surgical Procedures II

**STS 2304 Surgical Tech Practicum I
250 hours, 8 credits**

This course is designed to provide students with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week I of this course.

Prerequisite: Successful completion of all ST core courses except Surgical Tech Practicum II, and Career Development

**STS 2305 Surgical Tech Practicum II
250 hours, 8 credits**

This course is designed to provide students with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses and the Surgical Tech Practicum I clinical experience. One of the assumptions of this curriculum is that the student who has passed Surgical Practicum I will continue to apply knowledge by scrubbing and circulating in a supervised setting beginning Week I of this course.

Prerequisite: Surgical Tech Practicum I

**SYG 1000 Introduction to Sociology
40 hours, 4 credits**

This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.

Prerequisite: None

**SYG 4119 Sociology in a Digital World
40 hours, 4 credits**

This course examines how society's structure adapts as densely populated cities grow and more crowds congregate and create data in cyberspace. Topics to be explored through a sociological lens include wikis, big data, the digital divide, online networking, the evolution of language, and deviance.

Prerequisites: None

**TAX 2002 Income Tax
40 hours, 4 credits**

This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Financial Accounting II

**TAX 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.

Prerequisite: None

**TRA 3086 Principles of Supply Chain
40 hours, 4 credits**

This course is the study of supply chain management from an operational, tactical, and strategic perspective within the organization. Topics will include the relationships and flows of materials, information, and resources. This course will provide students with the understanding of supply chain creating value, enhancing efficiencies, and satisfying customers through optimization.

Prerequisite: None

**TRA 3142 Quality Improvement
40 hours, 4 credits**

This course provides a comprehensive discussion in quality and process management. Topics include coursework in the following areas: evaluating differing perspectives related to quality, understanding quality theories and applications, integrating global supply chain and international quality standards, understanding the strategic quality planning process, describing the importance of the customer in the quality-driven process, describing the importance of benchmarking in the development of quality design, evaluating quality and innovation in product and process design, developing and managing quality improvement teams, describing processes for the implementation and validation of a quality system, and applying quality audit processes in the business environment.

Prerequisite: None

**TRA 4017 Procurement and Supplier Relations
40 hours, 4 credits**

This course offers students exposure to a wide range of purchasing techniques and strategies used across a broad spectrum of industries. In this course, students will gain insight into both tactical and strategic decisions routinely found in today's business environment. Students will learn how to effectively source, solicit bids, negotiate, and select suppliers based on dynamic, real-world scenarios.

Prerequisite: Principles of Supply Chain

**TRA 4153 Supply Chain Risk and Compliance
40 hours, 4 credits**

This course reviews regulatory compliance mandates around the world. Students will understand the scope, impact, and risks associated with regulation requirements on supply chain, including managing logistics and trade compliance, understanding environmental and safety compliance, and becoming skilled at policy development to ensure compliance throughout the supply chain.

Prerequisite: None

**TRA 4238 Transportation and Distribution Management
40 hours, 4 credits**

This course covers essentials of transportation and distribution management. Students will build key skills related to selecting the optimal mode of transportation while considering the impact to the customers and the overall supply chain.

Prerequisite: None

**TRA 4370 Inventory Management
40 hours, 4 credits**

This course is the study of the knowledge associated with successfully managing inventory and warehouse operations. Topics covered in this course will include strategic design, analytical assessment, and process build. This course will prepare students for work within the field of supply chain and logistics management.

Prerequisite: None

**TRA 4490 Supply Chain and Logistics Management Internship
70 hours, 3 credits**

This course will synthesize outcomes from the Supply Chain and Logistics Management program and allow students to exhibit their learning in a field experience. Students working in-field will reflect upon and apply knowledge and skills in the areas of global logistics, operations, supply chain, process improvement, and advanced technologies. At the conclusion of their internships, students will submit a capstone project demonstrating synthesis of, and reflection upon, their learning.

Prerequisite: Supply Chain and Logistics Management student in their final term

**TRA 4495 Supply Chain and Logistics Management Capstone
30 hours, 3 credits**

This course will synthesize learning from the Supply Chain and Logistics Management program. Students will reflect upon and demonstrate understanding in the areas of global logistics, operations, supply chain, process improvement, and advanced technologies. Students will submit a capstone project demonstrating synthesis of their learning. Optionally, students may achieve these course objectives through a supply chain internship.

Prerequisite: Supply Chain and Logistics Management student in their final term

**WST 4350 Gender in Math and Science
40 hours, 4 credits**

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

Prerequisite: None

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

ADMISSIONS POLICIES

Admissions Requirements and Enrollment Procedures

Congratulations on taking the first steps toward earning your degree. When you've chosen the program that best meets your needs, apply for admission by submitting or completing the following steps and as determined by your program:

- ✓ Application and enrollment agreement
- ✓ Attestation of high school graduation or equivalency
- ✓ Rasmussen College entrance placement assessment(s), if applicable
- ✓ Non-cognitive assessment, if applicable
- ✓ Experiential online orientation course, unless exempted
- ✓ Financial arrangements have been initiated
- ✓ Background check: select programs require prospective student's completion of a background check
- ✓ Prospective student immunizations, as required by program
- ✓ Transcripts, official transcripts, as required by program
- ✓ International student documentation, as required
- ✓ Select programs have program-specific admissions requirements in addition to all general Rasmussen College admissions requirements. See the admissions requirements for these programs within the applicable program page of the catalog

College Acceptance or Denial of Enrollment

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

- Completed application and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Rasmussen College only accepts official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the U.S. Department of Education or the Council on Higher Education Accreditation (CHEA).

- All new students who enroll in a degree, diploma, or certificate program are required to take the Rasmussen College Entrance Placement English and Math placement assessments. Applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College Entrance Placement Assessments in the corresponding subject area and will not require Developmental Education coursework in areas in which they have previously proven this proficiency. Applicants who have not completed a college-level English course are required to complete the English section of the placement assessment. Applicants who have not completed a college-level Math course are required to complete the Math portion of the placement assessment.

Applicants to a program that has a stated minimum School of Health Sciences and School of Nursing Entrance Exam composite score acceptable for admission to the program are exempt from the Rasmussen College Entrance Placement Assessment when the composite score threshold is met for that program according to the School of Nursing and School of Health Sciences acceptance policies. School of Nursing and School of Health Sciences applicants who do not meet the intended program's minimum score for entrance and score below a 48.5 are required to take the College Entrance Placement Assessment in order to enroll in another program.

Entrance Placement Assessment results are valid for five years from the date of the assessment. If the results have expired, returning students who have not successfully completed the required Developmental Education courses, their equivalents, or the courses for which Developmental Education courses are prerequisites must retake the College Entrance Placement Assessment to determine placement upon return. Returning students who did not take the Rasmussen Ready, or STEP assessments who have successfully completed the courses at Rasmussen College for which Developmental Courses are prerequisites, or their equivalents, are not required to take the College Entrance Placement Assessment.

Students who transfer from other colleges, and whose Entrance Placement Assessment scores fall within the range of Developmental Education, will be required to complete the Developmental Education courses.

Applicants who place below the level of B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Applicants may, after three months, have the option to retake the College Entrance Placement Assessment(s). When an extenuating situation exists, an appeal may be submitted to the Dean of the School of General Education to allow an applicant to repeat the entrance exam in fewer than three months.

- Applicants providing a college transcript* indicating a grade of C or higher or a grade of Pass in college-level English and/or Mathematics are not required to complete College Entrance Placement Assessments in the corresponding subject area and will not require Developmental Education coursework in areas in which they have previously proven this proficiency.
- Applicants without a conferred associate's degree or higher and who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement assessment.

Applicants providing a transcript* with a conferred associate's degree or higher are not required to complete the College Entrance Placement Assessment in Reading and Writing and will not require Developmental Education coursework in this area. Students providing a transcript with a conferred associate's degree or higher indicating a passing grade in college-level Mathematics are not required to complete the College Entrance Placement Assessment in mathematics and will not require Developmental Education coursework in this area.

- Successful completion of a non-cognitive assessment. All prospective students, except as noted below, of Rasmussen College must successfully complete the assessment prior to three business days from the start of the term. The following students are exempt from the non-cognitive assessment requirement: Students who have previously completed the assessment as part of an entrance requirement into Rasmussen College; students accepted into Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, programs that follow the 12-Week Quarters (6-Week Terms) Academic Calendar, Medical Laboratory Technician, Physical Therapist Assistant, Radiologic Technology, Surgical Technologist, and Individual Progress and Audit students.
- All financial arrangements are complete, submitted, and verified.
- For selected programs, applicants must also pass a criminal background check. See the Background Check policy and the program page for additional information.
- Individuals applying for admission to the Health Information Management, Law Enforcement, Medical Laboratory Technician, Paralegal Certificate, Physical Therapist Assistant, Radiologic Technology, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff, and faculty. In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

ACADEMIC INFORMATION AND COLLEGE POLICIES

Entrance Placement Assessment

The Rasmussen Ready assessment is used to determine a student's proficiency in math, reading, and writing. General education skills including literacy and numeracy are central to the Rasmussen College Mission and are highly valued in the workforce. Rasmussen Ready is equipped with test preparation tools, including optional live tutoring. Based on English and Math assessment results, students are placed in the following courses:

Subject	Score	Course Placement
English	0–17 items correct	Not eligible for admission B080 Reading and Writing Strategies ENC 1101 English Composition
	18–25 items correct	
	26–40 items correct	
Math		
	Illinois:	
	0–10 items correct	B095 Combined Basic and Intermediate Algebra Lower-division Math/Natural Sciences coursework
	11–20 items correct	
	Non-Illinois and Online:	
	0–7 items correct	B087 Practical Math Lower-division Math/Natural Sciences coursework
	8–20 items correct	

College Acceptance or Denial of Enrollment for Programs with 12-Week Quarters

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

- Completion of the Online Orientation course.
- Applicants must have a conferred Associate of Science (AS), Associate of Arts (AA), or Associate of Applied Science (AAS) degree from a regionally or nationally accredited institution that is recognized by the U.S. Department of Education. Alternatively, select programs may accept students who have successfully completed 60 quarter or 40 semester college-level credits with a grade of "C" or higher in each course from a regionally or nationally accredited institution that is recognized by the U.S. Department of Education. Any student who has not successfully completed college level math and college-level English Composition coursework with a grade of "C" or higher must achieve a score on the College Entrance Placement Assessment acceptable for admission into the College at a level that does not require developmental coursework. See Transfer of Credit Policies for program-specific entrance requirements.
- In order to determine eligibility and acceptance, official and unofficial transcripts as well as grade histories from regionally or nationally accredited institutions recognized by the U.S. Department of Education will be evaluated per the transfer policy of Rasmussen College. Upon completion of the assessment, the applicant will receive a transfer credit evaluation that includes a summary of the courses that may be accepted for transfer. Official transfer of credit (TR) will be awarded for those courses upon receipt of an official transcript and enrollment in a program.
- An applicant may be accepted into a bachelor-completer program upon receipt of official or unofficial transcripts which prove prior credits. Official or unofficial transcripts must be received no later than the sixth business day of the first term of enrollment in order to begin the program. A student will be withdrawn from the College if official transcripts are not received by the Friday of the thirteenth week of enrollment. In the event that acceptance was based on credits earned at multiple institutions, the official transcript from each institution must be received by the deadline. A student who is withdrawn may be considered for reentry in the next full quarter only upon submission of official transcripts.
- A paper transcript is "official" only as long as it remains in its sealed envelope from the issuing institution. An electronic (secure, certified PDF) transcript is "official" in its electronic form as long as it is sent directly from the issuing institution to Rasmussen College and has not been altered. A printed copy of a PDF transcript is not official.

Orientation

All prospective students, except as noted below, are required to complete an Experiential Online Orientation course to remain enrolled at Rasmussen College. This required Online Orientation course provides students with valuable tools and knowledge necessary for success at Rasmussen College. The following students are exempt from the online orientation course:

- Graduates and Completers who return within two Rasmussen College academic start dates following their graduation date.
- Returning students who reenter within two Rasmussen College academic start dates since withdrawing from the College.
- Prior applicants who previously completed the online orientation within the two most recent Rasmussen College academic start dates.
- Academy for Urban School Leadership.

Payment of Tuition and Fees

Financing your education is one of the most critical components to understand as you embark on your higher education experience. There may be several options available to you in order to finance your education including scholarships, grants, federal, state and private student loans, and payments from you. All charges on your student account (tuition, fees, and other institutional charges) are considered due and must be paid in full prior to the term end date. Once a student has had their financial aid eligibility determined, a payment plan will be created for any balance still owed to the College and is due on the first day the term begins. It is your responsibility to ensure you have a financial plan in place prior to beginning classes. This includes completing and providing all the required information to Financial Aid prior to starting classes. If a student has not submitted all requested financial aid eligibility documentations by the beginning of the fifth week of the quarter, a payment plan will be created for the full balance due. For your convenience, please visit the Student Account Center at portal.rasmussen.edu to pay online. The College does not accept cash. Failure to pay all outstanding charges each term may result in not being able to continue with your courses and withdrawn from the College. As you approach graduation, please ensure your account balance is paid in full prior to graduating or you will not receive your official transcript and diploma. For questions regarding student payment plans, please contact the Finance department at 844-558-1160 or by email at studentpayments@rasmussen.edu.

Background Checks

For some programs, Rasmussen College requires potential students or students to pass a background check for admission. An additional background check may be required during program enrollment prior to practicum or clinical placement. Note that "passing" a criminal background check for the purpose of program acceptance or practicum or clinical placement is determined by Rasmussen College, in its sole discretion. The background check is designed to alert potential students and students to issues that may impair their ability to complete clinical, externship, or practicum activities or to obtain employment upon graduation. The background check is also designed to prevent the accumulation of unnecessary student loan debt.

The inclusion of a program on any of the following lists is intended to apply to all credential levels and specializations within the program unless specified otherwise. Programs listed here may not be available in each state or at every campus. See program pages in this catalog or program listings on rasmussen.edu for program availability.

At all campuses, the following programs require a general background check through Rasmussen College's chosen third-party vendor for acceptance into the program. An additional general background check may also be required during active enrollment prior to practicum or clinical placement depending on site requirements.

- Criminal Justice
- Early Childhood Education
- Health and Wellness
- Health Information Management
- Health Information Technician
- Healthcare Associate's
- Health Sciences Associate's
- Healthcare Certificate
- Healthcare Management
- Human Services
- Medical Administrative Assistant Certificate
- Master of Science in Nursing
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician Certificate

At all Illinois, Kansas, and Wisconsin campuses, the following programs require a general background check through Rasmussen College's chosen third-party vendor for admission. An additional general background check may also be required during active enrollment prior to practicum or clinical placement depending on site requirements.

- Bachelor of Science in Nursing – Standard Entrance A-BSN
- Bachelor of Science in Nursing – Second-Degree A-BSN
- Medical Assisting Diploma

- Medical Laboratory Technician
- Professional Nursing
- Surgical Technologist

At all Florida campuses, the following programs require a general background check through Rasmussen College's chosen third-party vendor for admission. An additional general background check may also be required during active enrollment prior to practicum or clinical placement depending on site requirements.

- Medical Assisting Diploma
- Physical Therapist Assistant

At all Florida campuses, the following programs require two background checks for admission—one through Rasmussen College's chosen third-party vendor and one meeting the Florida statutory definition of a Level 2 background check. An additional general background check and FL Level 2 background check may also be required during active enrollment prior to practicum or clinical placement depending on site requirements.

- Bachelor of Science in Nursing – Standard Entrance A-BSN
- Bachelor of Science in Nursing – Second-Degree A-BSN
- Practical Nursing
- Professional Nursing
- Radiologic Technology
- Surgical Technologist

At all Minnesota campuses, the following programs require two background checks for admissions—one through Rasmussen College's chosen third-party vendor and one through the Minnesota Bureau of Criminal Apprehension.

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

At the Blaine, Bloomington, Brooklyn Park / Maple Grove, Eagan, Lake Elmo / Woodbury, Mankato, and St. Cloud campuses in Minnesota, the following programs require a Minnesota Department of Human Services background check for admission.

- Bachelor of Science in Nursing – Standard Entrance A-BSN
- Bachelor of Science in Nursing – Second-Degree A-BSN
- Medical Assisting Diploma
- Physical Therapist Assistant
- Practical Nursing
- Professional Nursing

At the Blaine, Bloomington, Brooklyn Park / Maple Grove, Eagan, Lake Elmo / Woodbury, Mankato, and St. Cloud campuses in Minnesota, the following programs require two background checks for admission—one through Rasmussen College's chosen third-party vendor and one through the Minnesota Department of Human Services. An additional general background check may also be required during active enrollment

prior to practicum or clinical placement depending on site requirements.

- Medical Laboratory Technician
- Radiologic Technology
- Surgical Technologist

At the Moorhead campus in Minnesota and the Fargo campus in North Dakota, the following programs require two background checks for admission—one through Rasmussen College's chosen third-party vendor and one through the Minnesota Department of Human Services. An additional general background check may also be required during active enrollment prior to practicum or clinical placement depending on site requirements.

- Bachelor of Science in Nursing – Standard Entrance A-BSN
- Bachelor of Science in Nursing – Second-Degree A-BSN
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing
- Surgical Technologist

A. General Criminal Background Check, and Florida Level 2 Background Check Processes

Potential students enrolling or students preparing for practicum or clinical experiences in any of the general criminal background check programs will agree to the terms and conditions of the background check process as part of placing the order through the vendor. Potential students enrolling or students preparing for practicum or clinical experiences in any of the Florida Level 2 background check designated programs must complete and return to the College a VECHS Waiver Agreement and Statement.

If the background check reveals any history, Rasmussen College will individually assess the potential student's or student's result to determine whether the potential student or student is eligible to start the program or qualify for practicum or clinical placement.

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

A pre-adverse action letter informs the potential students or students that the College is about to take adverse action. After receiving a pre-adverse letter, the

student may contact the background check firm directly to dispute the information contained in the background check before the College takes adverse action. Unless a dispute is filed, within seven days of sending the pre-adverse action letter the College will send an adverse action letter indicating the action to be taken, which could include not allowing the potential student to enroll in a certain program, not allowing the student to continue in a practicum or clinical placement or removing a student from the College.

If the potential student or student wishes to appeal an adverse decision, a written appeal should be submitted following the instructions provided with the adverse action letter. The College will review the appeal and issue a final decision. A denied appeal may cause the potential student or student to become ineligible for enrollment in any program requiring a background check or in any program offered by the College.

A potential student enrolling in a program requiring a general or Florida Level 2 background check may begin attending if the general or Florida Level 2 background check is in progress, but not complete, at the start of the potential student's first academic period of enrollment. This provision of this policy does not apply to the Physical Therapist Assistant Associate's Degree program whose potential students must have completed the background check process in its entirety, including any required appeal process, before being accepted and starting the program.

If the potential student begins attending while the general or Florida Level 2 background check is in progress and is subsequently issued an adverse action letter and chooses not to appeal, then the potential student will be withdrawn and any tuition and fees billed will be credited.

If the potential student begins attending while the general or Florida Level 2 background check is in progress and is subsequently issued an adverse action letter, chooses to appeal, and the appeal is denied, then the potential student has the option to complete General Education courses already started for the cost of the course technology and resources fee and book fee(s). Any tuition or programmatic administrative fees billed will be credited.

If at the end of the potential student's first academic period of enrollment the general or Florida Level 2 background check process is still in progress, the potential student may not continue into a second academic period and will be withdrawn until future enrollment eligibility can be determined.

In any of the circumstances described in the preceding three paragraphs, final grades of "C" or higher awarded in courses completed while the background check was in process will appear on the transcript and will count toward the cumulative grade point average. Final grades of "C-" or lower in courses completed will not appear on the transcript and will have no effect on the cumulative grade point average. Courses attempted, but not completed prior to withdrawal due to an adverse background check will not appear on the transcript and will have no effect on the cumulative grade point average.

A potential student enrolling in a program that requires a background check will not have their financial aid submitted until the potential student is determined to be eligible through a clear to proceed memo. This process may delay a potential student's funding until the general or Florida Level 2 background check process is complete.

A student who is required to submit to a general or Florida Level 2 background check as a condition of practicum or clinical placement during active enrollment who is subsequently denied continued enrollment as a result of the background check will receive no refunds or credits greater than what is allowed by the institution's refund policy for any tuition and fees previously billed or paid. In this circumstance, final grades will be awarded according to the institution's course drop policy and course withdrawal policy.

A potential student or student whose appeal has been denied has the right to file one request for reconsideration to regain future enrollment eligibility but must provide supplemental or additional information not previously available to support such a request for reconsideration.

B. Minnesota Department of Human Services Background Check Process

A potential student enrolling in any of the MDHS designated programs will complete an Order Initiation Form. Part of the completion of this form will require review and acceptance of the Minnesota Department of Human Services Background Study Notice of Privacy Rights.

Upon completion of the Order Initiation Form, Rasmussen College will initiate and submit a background study application to the MDHS via the NetStudy 2.0 system. Once accepted by the MDHS, the DHS will issue a Fingerprint and Photo Authorization Form with a deadline for the potential student to be fingerprinted at a MDHS authorized fingerprint vendor.

ACADEMIC INFORMATION AND COLLEGE POLICIES

A potential student enrolling in a program requiring a MDHS background check may begin attending if the background check is in progress, but not complete, at the start of the potential student's first academic period of enrollment. This provision of this policy does not apply to the Physical Therapist Assistant Associate's Degree program whose potential students must have completed the background check process in its entirety before being accepted and starting the program.

If the potential student does not present for fingerprinting by the deadline set by the MDHS, then the MDHS will issue an Order for Immediate Removal and Rasmussen College will subsequently deny enrollment. However, this denial does not preclude enrollment in future start dates. Depending on when the order is received, potential students may be able to restart the background check process for the current start date or may restart the background check process for a future start date.

Once the potential student has been fingerprinted, MDHS will make an initial results determination and inform the College. The College will then make an enrollment determination based on the MDHS's initial results determination.

If the MDHS issues a clearance determination, then Rasmussen College will issue a clear to proceed notice allowing the potential student to meet the background check requirement for enrollment.

If the MDHS issues a disqualification determination or a more time required notification requiring supervision, then Rasmussen College will issue an adverse letter denying enrollment. If the potential student had begun attending while the MDHS background check was in progress and is subsequently issued an adverse action letter, then the potential student has the option to complete general education courses already started for the cost of the course technology and resources fee and book fee(s). Any tuition or programmatic administrative fees billed will be credited. Persons who receive a disqualification determination from the MDHS may seek a commissioner's reconsideration with the MDHS but cannot remain enrolled while doing so.

If the MDHS issues a more time required notification that does not require supervision, then Rasmussen College will allow the potential student to attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the potential student's first quarter of enrollment, the potential student will be withdrawn from the College and any tuition and fees billed for the first quarter of attendance will be credited. If the MDHS finalizes its decision with a clearance determination after the

withdrawal, the potential student will be eligible for reentry/reenrollment for the next subsequent start date. This provision of this policy does not apply to the Physical Therapist Assistant Associate's Degree program whose potential students must have completed the background check process in its entirety before being accepted and starting the program.

In either of the circumstances described in the preceding two paragraphs, final grades of "C" or higher awarded in courses completed while the background check was in process will appear on the transcript and will count toward the cumulative grade point average. Final grades of "C-" or lower in courses completed will not appear on the transcript and will have no effect on the cumulative grade point average. Courses attempted, but not completed prior to withdrawal due to an adverse background check will not appear on the transcript and will have no effect on the cumulative grade point average.

A potential student enrolling in a program that requires an MDHS background check will not have their financial aid submitted until the student is determined to be eligible through a clear to proceed memo issued by Rasmussen College. This process may delay a student's funding until the background check process is complete.

Annual MDHS background checks are no longer needed under the NetStudy 2.0 system. Because the NetStudy 2.0 system constantly updates criminal history records of those that remain affiliated with the College, new criminal history subsequent to the initial background check could result in the MDHS issuing a RAPBACK determination during the student's enrollment. If a RAPBACK determination is received that prevents a student from providing direct contact services, the student will receive an adverse determination from the College withdrawing the student from continued enrollment. A student receiving an adverse determination as the result of a RAPBACK determination by MDHS will receive no refunds or credits greater than what is allowed by the institution's refund policy for any tuition and fees previously billed or paid. In this circumstance, final grades will be awarded according to the institution's course drop policy and course withdrawal policy.

Some students who ran an enrollment background check or ran an annual MDHS background check through the NetStudy 1.0 system before the implementation of the NetStudy 2.0 system have a time-limited result that expires after 12 months. These students will be required to renew their NetStudy 1.0 background check under the NetStudy 2.0 system prior to the expiration of their NetStudy 1.0 results.

A background check ordered under the NetStudy 2.0 system under these circumstances will follow the proceeding process with the following applicable exceptions.

A current student in School of Health Science programs ordering an annual renewal under the NetStudy 2.0 system who receives a more time required notification that does not require supervision will be withdrawn from the College if the MDHS has not finalized its decision with a clearance determination by the end of the quarter in which the background check order was placed. A withdrawn student in this circumstance will receive no refunds or credits greater than what is allowed by the institution's refund policy for any tuition and fees previously billed or paid. In this circumstance, final grades will be awarded according to the institution's course drop policy and course withdrawal policy.

A current student in School of Nursing programs ordering an annual renewal under the NetStudy 2.0 system who receives a more time required notification that does not require supervision will be allowed to continue in the program with the more time required notification but accepts that clinical placement may not be possible with this status, which may lead to withdraw from the program if clinical placement is not possible.

Immunization Requirements

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

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

Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments.

Due to frequent changes in technology, technological requirements change periodically. Technical requirements necessary for online courses to run properly are located on the following website: content.learn2today.info/course_files/techinfo/techinfo_ols.html, which is updated regularly to reflect current requirements.

Some programs have specific computer

requirements. Please reference your program's catalog page for more information.

Please read the following current technical requirements information carefully to ensure that your computer is properly configured for online courses.

Some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attend a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

1. Web browser requirements: The following web browsers are formally supported and tested:

- With PCs running Windows OS:
 - Firefox
 - Internet Explorer version 8, 9 or 10;
- With Macs running OS X:
 - Firefox
 - Safari 5 or 6.0.x

Desktop or laptop computers are preferred. Mobile devices may only work with limited functionality.

2. Cookies must be enabled on your browser

A cookie is a small file that is placed on your computer by the server. Cookies are a very common internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies or not.

Since cookies are so common, your browser probably already has cookies enabled. If you are unsure whether your browser is set up properly, please call the Personal Support Center.

3. Required plug-ins

Flash

Your courses may include images or animations that require the Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here: get.adobe.com/flashplayer/.

Shockwave

Your courses may include images or animations that require the Shockwave plug-in. If you do not have Shockwave installed, or have difficulty viewing the animations, you may load the most current version of the Shockwave plug-in here: get.adobe.com/shockwave.

Acrobat Reader

Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat is not installed on your computer, please download the free Adobe Acrobat Reader: get.adobe.com/reader/.

Microsoft PowerPoint

Your courses may include Microsoft PowerPoint presentations. If you

do not have PowerPoint installed on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here: microsoft.com/en-us/download/details.aspx?id=13.

Microsoft Word

Your courses require the use of Microsoft Word to turn in written assignments. If you do not have Word, please contact the personal support center.

Microsoft Excel

Your courses may require Microsoft Excel spreadsheet software. If you do not have Excel, please contact the personal support center.

ZIP File Compression Utility

Your courses may require the use of a compression utility, like 7-Zip, to create a "zipped" file (i.e., filename.zip). If you do not have a compression utility installed on your computer, you may download a free copy of 7-Zip here: 7-zip.org. If your computer is running Windows XP, or newer, there is a compression utility already built in. For help "zipping" and "unzipping" files using the Windows compression tools, please view the demonstrations at: content.learntoday.info/course_files/techinfo/techinfo_ols.html.

4. Remote proctoring and requirements:

For some programs, Rasmussen College requires the use of a specific locked web browser and/or webcam monitor to administer and proctor online quizzes and examinations. A locked browser prevents you from printing, copying, going to another URL, or accessing other applications during the examination. The following programs require students to possess and maintain a computer that meets additional technical specifications required for remote proctoring:

- Physical Therapist Assistant Associate's Degree
- Practical Nursing Diploma
- Professional Nursing Associate's Degree
- Bachelor of Science in Nursing Degree (Standard Entrance Option and Second Degree Entrance Option)

To know if your course(s) will be utilizing either of these software applications, please refer to the course syllabus. Examinations in applicable courses will be completed on a student-provided computer and will require the use of the Respondus LockDown Browser and Respondus Monitor. This software is free to download and use on your computer. Immediately before and during an examination, the use of a webcam will be necessary. The webcam will be used to record completion of the examination and will be required to capture the following: (1) A student photograph, (2) Proof of federal or state photo identification, and (3) A scan

of surroundings. If you do not have a webcam, one can be purchased through the Rasmussen College Bookstore.

If you are enrolled in a program that requires remote proctoring as listed above, your student-provided computer must meet the following requirements:

Operating System:

- Mac: 512 MB RAM
- Mac: OS X 10.10 or higher
- Windows 10, 8, 7
- Windows: 2 GB RAM

Browser Requirements:

LockDown Browser is a client application that is installed to a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. Students do NOT need Google's Chrome browser installed, nor will this version affect a Chrome browser that's already installed.

Respondus Monitor is a companion product to LockDown Browser so all of the requirements listed above apply, as well as the following system requirements:

- Windows 10, 8, 7
- Mac: OS X 10.10 or higher
- Adobe Flash Player
- Web Camera (internal or external) and microphone
- Broadband internet connection

Additional Admissions Requirements for International Students

International students are required to submit the following in addition to all other admission requirements:

- Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.
- Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that:
 - You are or expect to be a full time student pursuing a degree at Rasmussen College;
 - You meet our admissions requirements;
 - You proved to us that you have enough financial resources to study and live in the U.S. without working

illegally or suffering from poverty.

- International Students seeking admission in non-Nursing programs are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:

- TOEFL score of at least 61 for the internet-based TOEFL iBT® exam.
- Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.

- International Students seeking admission in Nursing programs are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:

- TOEFL score of at least 65 for the internet-based TOEFL iBT® exam.
- TOEFL iBT® exam scores must meet the following requirements which reflect intermediate level skills:

• Reading:	15
• Listening:	15
• Speaking:	18
• Writing:	17
• Total:	65

All money paid to the College will be refunded if you are not accepted, except any non-refundable test fees required for School of Health Sciences or School of Nursing programs.

School of Nursing and School of Health Sciences Entrance Exam

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam (the Test of Essential Academic Skills, or "TEAS"). Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Sciences or School of Nursing program of study for which they qualify. Any entrance exam results dated more than 365 days prior to submission of the signed Rasmussen College Enrollment Agreement will not be considered, with the following exception: students currently enrolled in a School of Nursing or School of Health Sciences program who transfer directly as an uninterrupted transfer (no time off between quarters) into a different program of study requiring TEAS assessment will not be required to retake the exam if the existing score meets the entrance threshold of the program into which they are transferring. Applicants who have previously taken the entrance exam

within the past 365 days for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the College. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to complete the entrance exam according to the composite score threshold and 365 day time limit. Students who have left a Nursing program of study and wish to reenter into a TEAS-required program as an interrupted transfer must meet all eligibility requirements as set forth in the School of Nursing Reenter Policy; in this specific case, the initially qualifying TEAS score has a twelve-quarter expiration from the quarter of programmatic withdrawal. All applicants must meet the following composite score threshold(s):

- TEAS Score for admissions eligibility for the Bachelor of Science in Nursing program, Standard Entrance Accelerated BSN Option and Second Degree Accelerated BSN Option: 75% or higher composite score. TEAS score is not required for Bachelor of Science in Nursing, RN to BSN.
- TEAS Score for admissions eligibility for Professional Nursing Associate's Degree program and Mobility Bridge Entrance Option or Physical Therapist Assistant program: 65% or higher composite score.
- TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55% or higher composite score.
- TEAS Score for admissions eligibility for Medical Laboratory Technician, Radiologic Technology, or Surgical Technologist programs: 48.5% or higher composite score.
- TEAS Score for admissions eligibility for Health Science General Specialization program: 41.3% or higher composite score.

Threshold exam percentages will not be rounded.

School of Nursing Drug Testing Policy

Students enrolled in Rasmussen College's Practical Nursing Diploma program, Professional Nursing Associate's Degree program, and Bachelor of Science in Nursing program through the Standard Entrance Accelerated BSN Entrance Option or the Second Degree Accelerated BSN Entrance Option ("Identified Programs") may be required to submit to drug testing throughout enrollment as a condition of placement at a clinical, practicum, or externship site. Students may also be subjected to reasonable suspicion testing and/or post-accident testing as determined by Rasmussen College or any clinical, practicum, or externship partner at which the student is placed.