

FLORIDA CAMPUS LOCATIONS

Ocala

2221 SW 19th Avenue Road
Ocala, FL 34471-7751
877-593-2378 • 352-629-1941

Pasco County

2127 Grand Boulevard
Holiday, FL 34690-4554
877-593-2378 • 727-942-0069

ILLINOIS CAMPUS LOCATION

Rockford

6000 East State Street, Fourth Floor
Rockford, IL 61108-2513
800-533-5825 • 815-316-4800

MINNESOTA CAMPUS LOCATIONS

Brooklyn Park

8301 93rd Avenue North
Brooklyn Park, MN 55445-1512
877-495-4500 • 763-493-4500

Eagan

3500 Federal Drive
Eagan, MN 55122-1346
800-852-6367 • 651-687-9000

Eden Prairie

7905 Golden Triangle Drive, Suite 100
Eden Prairie, MN 55344-7220
800-852-0929 • 952-545-2000

Lake Elmo

8565 Eagle Point Circle
Lake Elmo, MN 55042-8637
888-813-2358 • 651-259-6600

Mankato

501 Holly Lane, Suite 100
Mankato, MN 56001-6803
800-657-6767 • 507-625-6556

St. Cloud

226 Park Avenue South
St. Cloud, MN 56301-3713
800-852-0460 • 320-251-5600

NORTH DAKOTA CAMPUS LOCATIONS

Bismarck

1701 East Century Avenue
Bismarck, ND 58503-0658
877-530-9600 • 701-530-9600

Fargo

4012 19th Avenue SW
Fargo, ND 58103-7196
800-817-0009 • 701-277-3889

WISCONSIN CAMPUS LOCATION

Green Bay

904 South Taylor Street, Suite 100
Green Bay, WI 54303-2349
888-201-9144 • 920-593-8400

RASMUSSEN ONLINE

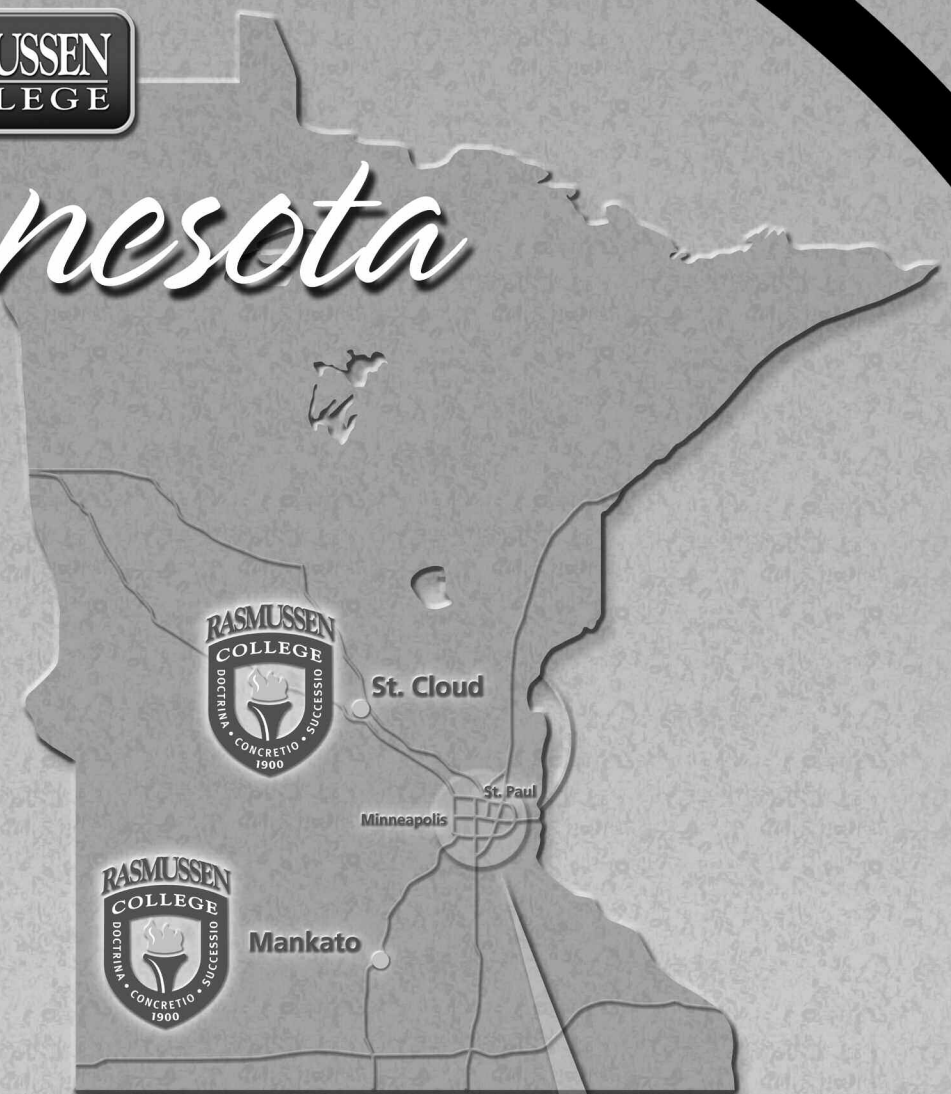
www.rasmussen.edu
888-5-RASMUSSEN



Rasmussen College
is accredited by
The Higher Learning
Commission, and is
a member of The
North Central
Association of
Colleges and
Schools.



Minnesota



**Minnesota
Campus Locations**

- Brooklyn Park
- Eagan
- Eden Prairie
- Lake Elmo
- Mankato
- St. Cloud

Inside this catalog

- Programs of Study
- Course Descriptions
- College Policies
- Administration
- Faculty & Staff



Effective October 3, 2007.
This edition replaces previous editions.

Additional Campus Locations
Ocala, FL • Pasco County, FL • Rockford, IL
Bismarck, ND • Fargo, ND • Green Bay, WI

Mission

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

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

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

Purposes

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

- 1 Educational Excellence:** Rasmussen College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.
- 2 Learning Environment:** Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and life-long learning.
- 3 Professional Development:** The institutional culture of Rasmussen College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.
- 4 Modern Technology:** Rasmussen College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.
- 5 Service to Communities:** Rasmussen College creates and maintains a collaborative community where students, employees, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.
- 6 Assessment and Planning:** Rasmussen College students, both residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the Institution.

Over a century of leadership and innovation.

Rasmussen College was founded more than a century ago to meet the needs of the growing business environment. While the mission statement has changed, the College's philosophy has stayed the same: Provide students with the knowledge and professional confidence necessary for tomorrow's leaders.

In 1900 Walter Rasmussen, the founder of Rasmussen College, identified a need for career-focused education in downtown St. Paul, Minnesota. Business owners required skilled office professionals with secretarial and accounting proficiency. With little delay, Rasmussen graduates were available to step into the professional world and provide the support and expertise needed by businesses.

Over the next century, Rasmussen College expanded to five locations to serve the needs of the state of Minnesota. In 2003, Rasmussen College partnered with an online-education provider to include fully online programs. Since then, Rasmussen College has added campuses in Brooklyn Park and Lake Elmo, Minnesota; Rockford, Illinois; and Green Bay, Wisconsin. It has added four new campuses through its mergers with Aakers College in North Dakota and Webster College in Florida.

Rasmussen College now operates 12 campuses in 5 states. It offers more than 40 programs in areas such as business, criminal justice, technology and design, and allied health. Through all these changes, Rasmussen has maintained its original passion for and dedication to providing high-quality education to its students, and skilled graduates to local employers.

Board of Directors

- Henry S. Bienen**
– President, Northwestern University, Evanston, Illinois
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- Jack C. Staley**
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- Kristi A. Waite**
– President, Rasmussen College

Rasmussen College is accredited by **The Higher Learning Commission**, and is a member of **The North Central Association of Colleges and Schools.**

CHIPS!

CHIPS is an acronym for our values: Community, History, Integrity, Placement, and Service. CHIPS embodies what the Rasmussen College experience is all about, and why it's not just an ordinary education.

What does CHIPS mean for you, our student?

It means a personal, service-oriented, quality education that's designed to help you succeed - in the classroom and beyond.

Here are some questions to ask when selecting a college, so that you can make the best decision regarding your future career.

COMMUNITY

- What is your average class size?
- Do you have online interaction... such as a portal, student profiles, and message boards?
- How many employers do you interact with on a regular basis in order to help graduates find jobs?
- How else does the college interact with the local community?
- Are your instructors, staff, and students on a first name basis?
- Does your campus have lab hours during non-class times so I can complete my projects?
- Is there an open-door policy at this college?

HISTORY

- When were you founded? How long have you been in business?
- What's the history of this college? How did you get started?
- Where was your first campus located? Where do you currently have campus locations?
- How many students have graduated from this college?
- How long have you offered online classes?

INTEGRITY

- Are you accredited?
- Is your accreditation national or regional?
- Do you allow students to participate in evaluation of their instructors and overall educational experience?
- How do you decide which new programs to offer? Who helps you develop them?

- Do you help graduates develop a portfolio of work samples that can be used to demonstrate career competencies to potential employers?

PLACEMENT

- Do you have a full-time career placement office?
- Does your Career Services Office receive job postings from local employers?
- What is your placement rate?
- Do you assist with resume, cover letter, and reference preparation?
- Do students have the opportunity to participate in practice interviews prior to graduation?
- Do you offer long term placement assistance for graduates?
- Do you offer career placement assistance nationwide?

SERVICE

- Do you offer 24/7 assistance for students?
- Do you offer no-cost tutoring for both online and on-campus students?
- Do you offer assistance with researching and applying for financial aid?
- Do you assist new students with gathering transcripts and other necessary items during the application process? Are you available for questions throughout this time?
- Does your college have a library and an on-site librarian?
- Do you offer technical support on-site and online?
- Are you open evenings and weekends?

Campus and Classroom Life

As a Rasmussen student, you are our first priority: your education; your positive experience; your achievements, and your dreams. We understand the challenges you face in meeting your career goals while balancing family life, activities, work, budgets, and schedules.

We know it's hard to pursue career options and still keep your personal commitments intact. We respect your values and support you with a campus environment that meets your needs.

Class Sizes

You'll be in classes averaging 15 to 25 students who have similar interests, lifestyles, and pursuits. Small class sizes make learning more personal, with individual attention from the instructor and opportunity to share experiences with other students.

'Round the Clock Personal Support Center

The 24/7 Personal Support Center operates continuously to help when you need it. Whether it's tutoring, research problems, computer services, or information about coursework, someone is always standing by to offer direction.

The Rasmussen Community

Students say the support of the Rasmussen community is one of the College's best assets. Faculty and administration are accessible and eager to help. Students encourage each other through a spirit of giving and sharing that makes Rasmussen much more than just a quality education.

Our focus is on you, the student, from your first call to the Admissions Office, to your success 15 years from now. Upon graduation, you'll become a member of our Alumni Association, which offers ongoing career placement and networking opportunities with other Rasmussen alumni.

New Facilities

Rasmussen is dedicated to providing a quality, hands-on education with day, evening, and online programs to be taken at your convenience, letting you live life on your schedule. Our commitment to progress and growth has led to expansion, offering even more opportunities for students.

New facilities include new campuses in Lake Elmo and Eden Prairie, Minnesota, Rockford, Illinois and Green Bay, Wisconsin; expansions on the Mankato and St. Cloud campuses to accommodate Allied Health programs; and new, upgraded computer labs.

Online Support and Services

Rasmussen supports and guides you all the way with resources to help in your study: high-tech computer labs; an intranet that offers access to libraries, research, databases, and specialized web sites; on and off-site learning programs; and the 24-hour Personal Support Center.

Career Advice and Assistance

At Rasmussen College, we make your career success our business, and prepare you well to get a job in your chosen field. Employers know that Rasmussen graduates not only have the professional training and hands-on experience to perform their chosen skills, they also have the confidence to excel in today's business world.

Personalized Service

Going back to college isn't just about finding another job, it's about moving to the next level in your career and finding a great job that challenges and fulfills you. Rasmussen personnel are focused on your individual needs and challenges as you look towards graduation and advancing your career. On each campus there is at least one professional Career Services Advisor to assist you in figuring out where you should go next with your career. Your relationship with Rasmussen doesn't end when you walk out our doors with your degree in hand. As a graduate you are entitled to comprehensive career services at any time throughout your career.

Career Services Program

Rasmussen graduates have the benefit of an extensive career services program. Our dedicated and professional staff teaches you how to write a professional resume, create a personal portfolio, and conduct a polished interview. Your instructors can offer valuable advice on getting a good job, as many have developed long-term relationships with many of the area's leading employers.

Job Connect

Our membership in the National Association of Colleges and Employers (NACE) enables current students and alumni to access thousands of jobs nationally through online links. With Job Connect, Rasmussen's online resource, you'll have access to professional employers who post all types of job opportunities, including full time, part time, internships, cooperative education assignments, and volunteer. You'll connect with prospective employers who seek your skills.

Preferred Employer Program

Rasmussen College is committed to facilitating job placement. We partner with employers in the community through our Preferred Employer Membership program. Preferred Employers are committed to hiring Rasmussen College graduates. Our Career Services Advisors match qualified students with potential employers and the details of their company's job openings.

Online Support

We have a vast online library of career support services that you can access anytime, whether you're a current student or a graduate. You'll find the best links to job postings, career statistics, resume help, setting goals, and tips for making a good impression on prospective employers.

Rasmussen College Online

A job, family, and active lifestyle are important values. You want to explore a new career, or advance further in your current career, but how do you find the time to fit school into your busy schedule? The answer is Rasmussen College Online.

Flexible Scheduling

You can get a complete Rasmussen quality education, at your own pace and in your own time. Our resources allow you to benefit from a Rasmussen education, no matter where you live or when you can go to school. Take your online class when it's convenient for you, day or night.

Innovative Programs

The progressive programs offered through Rasmussen College Online are the same as those offered on campus. Online students have access to the same level of student services offered to on-campus students, including the 24/7 Personal Support Center, tutoring, and job placement assistance.

Online students complete assignments and activities using chat, email, message boards, and interactive web sites.

Certified Faculty

Our instructors are highly trained and certified for online teaching. They use standardized syllabi to ensure that programs are consistent. Faculty is readily available by phone or email to answer questions and provide direction.

Online Support Services

Rasmussen College Online offers a host of support services to help you succeed in learning online.

Student Services Coordinator

- The goal of the Student Services Coordinator is to help you with whatever you need to ensure that you graduate on time. Whether it be assistance with the online learning platform or introducing you to various online resources, their focus is on you and your success.

Career Services Advisor - From day one as a Rasmussen Online Student, your Career Services Advisor will work with you to help you graduate with your dream job in place. With nationwide focus, they can help you wherever you live.

Financial Aid Representative

- Navigating the world of financial aid is complex and challenging. Your Financial Aid Representative will help you through the maze and make sure that you receive all eligible funding.

Technical Solution Team - Around the clock support is always available to answer any technical questions that come up as you do your coursework. Our Technical Solution Team is in place to serve you and make your experience online excellent.

Library Services - All the resources and assistance you come to rely on at a physical library are available to you through Rasmussen College Online. Our Library Services Team gives you the direction and advice to optimize your team and keep you working efficiently.

Tutoring - You have questions and need help, and our Tutoring Services are available online to give you the answers and assistance you need.

Consistent Learning Platform

We have developed coursework using our unique online software platform that is intuitive and ensures consistency across the College. All the coursework you'll need is on the Internet. Each course is set up in the same manner so you won't have to learn the format for instruction every time you take a new class. Students may participate from home, work, school, the public library, or anywhere there is Internet access.

High Quality Education

Rasmussen is accredited by a number of organizations that honor the high standards of academic excellence and vitality maintained by institutions of higher learning. What this means is that you have the assurance of receiving the highest quality education possible from a staff of dedicated instructors and administrators who are here to help you succeed in your chosen field. Whether you've been out of school for two years or twenty, our commitment to your future is lifetime.

Regional Accreditation

Accreditation means that a college meets the needs of students, as well as the criteria and requirements set by the accrediting organization. Rasmussen College made the transition from national to regional accreditation in 2001 to ensure the highest quality education for its students. Regional accreditation places significant requirements on the receiving institution, but it enables students to transition more easily from one accredited school to another. During this time the College added four more deans to its campuses, and faculty members with master's degrees or higher jumped from 50% to 70%.

For students exploring the nursing field, the Practical Nursing program at Rasmussen College is state-licensed by the Minnesota Board of Nursing. Also, the Health Information Technician program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) of the American Health Information Management Association (AHIMA).

Rasmussen College is licensed by the Minnesota Office of Higher Education and the State of Wisconsin Educational Approval Board.

Benefits of Regional Accreditation

A major benefit to students who graduate from a regionally accredited institution is that when considering the transfer of credits, other institutions often use accreditation status as part of the transfer decision. In other words, should you decide to pursue your education further after graduating from Rasmussen, credits may be much easier to transfer to the college of your choice.

In addition, many employer tuition reimbursement plans require that a student attend a regionally accredited school for full reimbursement. These plans can help significantly with the costs of going back to school.

Articulation and Consortium

Agreements Rasmussen College has developed articulation and consortium agreements to maximize the transferability of college credit between institutions, thereby meeting the educational goals of students in a timely manner.

The College's status as a regionally accredited institution of the Higher Learning Commission greatly increases the likelihood of credit transfer from Rasmussen to other academic institutions. Specific agreements detailed in transfer guides are available to assist students as they determine their course of study.

100 Years of Excellence

Rasmussen has served over 100,000 students in its 100-year history. Students comment that they were well prepared to meet the demands of their new careers through the practical experience, hands-on training, classroom discussions, and independent thinking they explored at Rasmussen. Take charge of your future and see what Rasmussen can offer.

Enrollment Procedures

You've already taken the first big step by scheduling your campus visit and meeting your admissions representative.

Our admissions professionals can now help you explore the various options that best meet your goals, interests, educational needs, and work or activities schedule. Your team will help you find the learning program, location, and coursework that are right for you.

When you've chosen the option that best meets your needs, you can apply for admission by submitting the following:

- Application Form (Apply early for best class choices and scholarship opportunities.)
- \$60 fee for entire program or \$20 per course
- An attestation of high school graduation or equivalency
- College placement exam results
- Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computerbased, plus first quarter tuition.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted. All new students will attend an orientation session a week or two before classes start. This required session is an opportunity to learn College policies and course scheduling, buy textbooks and supplies, and meet other students.

Picking a Start Date

2007-2008 Academic Calendar

- **2007 Fall Quarter**
October 1 through December 16
- **2008 Winter Quarter**
January 7 through March 23
- **2008 Spring Quarter**
April 7 through June 22
- **2008 Summer Quarter**
July 7 through September 21
- **2008 Early Fall Quarter**
August 11 through September 21

College Holidays

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

Primary sources of Financial Aid and how to apply.

Each campus has a professionally staffed financial aid department designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

There are three basic types of aid available to Rasmussen students:

- Various state and federal student loan programs.
- Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- Employment may be obtained through the Career Services office to help cover living expenses.

Tuition rates are as follows:*

New starts and re-entering students as of October 2, 2006

- All courses except those designated “CC” “N” “NM” or “W” – \$315 per credit
- “CC” designated courses – \$205 per credit
- “N” “NM” or “W” designated courses – \$425 per credit
- Some courses designated with “CC” “PN” and “PT” require lab fees

* See Policies section for complete information.

	Program	Type of Award	Amount Per Year	Application
Gift Aid	<i>Federal Pell Grant Program</i>	Grant based on financial need.	\$400 - \$4050	Free Application for Federal Student Aid (FAFSA)
	<i>MN State Grant</i>	Grant based on financial need and the student's individual tuition and fees. Must be an undergraduate student with MN residency. Student is notified by the College regarding eligibility.	2 year Degrees \$100 - \$6,488* (The maximum award for PELL + State combined is \$6,488) 4 year Degrees \$100 - \$8,498* (The maximum award for PELL + State combined is \$8,498)	Free Application for Federal Student Aid * Estimated amount pending legislative appropriation.
	<i>Federal Supplemental Educational Opportunity Grant (SEOG)</i>	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	\$100 - \$4,000, based on availability	Free Application for Federal Student Aid – Awarded by the College
Employment	<i>MN State Work Study</i>	Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.	Varies	Free Application for Federal Student Aid – Awarded by the College
	<i>Federal Work Study</i>	Same as State Work Study.	Varies	Free Application for Federal Student Aid – Awarded by the College
Federal Loan Programs	<i>Federal Stafford Loan Program</i>	Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.	1st Year - \$3,500 2nd Year - \$4,500 3rd Year+ - \$5,500	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	<i>Federal Unsubsidized Stafford Loan Program</i>	Principal and interest may be deferred until after student leaves college or attends less than half-time.	Same as subsidized limits. Independent students may be eligible for additional amounts of: 1st & 2nd Year - \$4000 3rd Year + - \$5000.	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	<i>Federal Parent Loan for Undergraduate Students (PLUS)</i>	For credit-worthy parents of dependent undergraduates.	Up to college cost of attendance.	PLUS application and Promissory Note processed through College and Lender
Minnesota State Loan Programs	<i>Student Educational Loan Fund (SELF)</i>	Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.	\$7,500 per grade level	SELF application processed through College and the Higher Education Services Office
Veterans' Benefits	<i>Veterans' Benefits</i>	Veterans and dependents of veterans including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

Grade Point Achievement Scholarships

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

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

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

- Eligible students must be current year graduating seniors.
- Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.
- Award amounts are determined upon receipt of the student's official final transcript from high school.

All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student's first 5 quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student's first 10 quarters of attendance.

Student must carry a minimum of 9 credits per full quarter or 7 for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation or the award is forfeited from that point forward.

Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor's Degree seeking students may interrupt attendance a maximum of 2 instances with each instance no more than one quarter and not more than once in any one calendar year.

Special Scholarships at Rasmussen College St. Cloud Campus

Rasmussen College St. Cloud Campus, in cooperation with the St. Cloud Area Chamber of Commerce, sponsors one annual scholarship for each area high school. Contact the Admissions Department for the list of qualifying high schools and information on the scholarships.

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

Dollars for Scholars

Dollars for Scholars is a volunteer-operated community scholarship foundation. Managed by a Board of Trustees, Dollars for Scholars raises funds for local scholarships and makes awards to deserving local students. Dollars for Scholars programs are affiliate chapters of the Citizens Scholarship Foundation of America, Inc. As enrolled Collegiate Partners, Rasmussen College matches up to \$500 Dollars for Scholars Awards per student. Total matching funds available from our Institution for Dollars for Scholars Awards is \$30,000.

Early Start Program

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

Non-Resident Grant

Students who are not eligible for the Minnesota State Grant program due to state residency requirements, but meet all other criteria, may receive a Non-Resident Matching Grant.

This grant is awarded based upon financial need. Determination of award is calculated using Minnesota State Grant Guidelines. Students may receive an award amount from \$0 to \$6,435 during any nine month period. Amounts are designated for tuition only. The grant is distributed following Minnesota State Grant disbursement guidelines. Recipients are notified in writing of grant amounts.

Students enrolled in an online program are not eligible for the Non-Resident Grant.

Objective.

Graduates of this degree program understand the healthcare system and communicate with the healthcare team. Students learn to perform a wide variety of entry-level tasks within a health-information department, to perform medical coding, analyze data, manage file room, and release medical information, and to combine technical knowledge with the ability to think critically and make informed decisions. They know medical terminology, medical coding, and the principles of quality management. Students value ethical and professional behavior in the workplace, and the confidentiality of patient information.

HEALTH INFORMATION TECHNICIAN AAS DEGREE**

Standard Length of Program • 6 Quarters **Full-Time** • 9 Quarters **Part-Time**

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



Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
G124	English Composition	4

English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (Select 2 courses)

G233	College Algebra	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

G150	Structure and Function of the Human Body	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance and Billing	3
M211	Quality Analysis and Management	4
M218	Management of Health Information Services	4
M223	Pathology I	4
M224	Pathology II	4
M229	Healthcare Information Technologies	4
M230	Medical Law and Ethics	4
M251	Medical Coding Practicum	1
M252	Health Information Practicum	2

Total Degree Credits 93*

This Degree Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

** The Rasmussen College Health Information Technician program offered at the Brooklyn Park, Eagan, Eden Prairie, Mankato, and St. Cloud campus locations is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM) in cooperation with the American Health Information Management Association (AHIMA). The Rockford, IL campus is in the Application for Candidacy process and will be reviewed for accreditation in 2007. At that time students will be informed of the program's accreditation status. The Green Bay, WI campus will begin the Application for Candidacy process in October 2007. Students at the Green Bay campus will be kept informed of the program's AHIMA accreditation status. Graduates may not sit for the AHIMA credentialing examination until accreditation has been granted to the campus.

Objective.

Graduates of this diploma program learn to code healthcare data using ICD and CPT coding principles, and they learn how these skills contribute to other areas in the healthcare facility. Students know how to navigate a health record and abstract information necessary to correctly code the medical information. They know the correct use of medical language and terminology and the effective use of software packages available. Students learn the value of effective communication skills, ethical and professional behavior in the workplace, and the confidentiality of patient information.

MEDICAL CODING DIPLOMA

Standard Length of Program • 6 Quarters **Part-Time**

Career Opportunities • Medical Coder • Medical Coder/Biller



Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

G124	English Composition	4
G141	Introduction to Communication	4
G150	Structure and Function of the Human Body	4
G233	College Algebra	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
M251	Medical Coding Practicum	1

Total Diploma Credits 59*

This Diploma Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this degree program learn theory and practical massage-therapy application. They will be able to perform Swedish Massage, Deep Tissue, Trigger Point Therapy, and other techniques that are prevalent in the field of massage therapy. In addition, students will learn techniques that are used for people in various stages of life. Students will be able to communicate the correct medical language for insurance billing. They will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). They will value professionalism, integrity, ethical decisions, and the appreciation of other massage therapists in the industry.

MASSAGE THERAPY AAS DEGREE

Standard Length of Program • 7 Quarters **Full-Time** • 11 Quarters **Part-Time**

Career Opportunities • Private Practice • Spas and Resorts • Health Clubs • Wellness Centers • Clinics • Chiropractic Offices

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
G124	English Composition	4

English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (2 required courses)

MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5

Social Sciences (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
B136	Introduction to Business	4
E150	Success Strategies	4
E242	Career Development	2

G233	College Algebra	4
M230	Medical Law and Ethics	4
MT101	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT120	Techniques for Special Clients	3
MT140	Pathology for Massage Therapy	4
MT215	Sports Massage	3
MT220	Myofascial Release	3
MT225	Alternative Modalities	3
MT230	Trigger Point Therapy	3
MT237	Clinic I	2
MT238	Clinic II	4
MT245	Kinesiology	4
MT246	Kinesiology II	4
MT250	Business and Wellness	3

Total Degree Credits 94*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this program learn theory and practical massage-therapy application. They will be able to perform various massage techniques that are prevalent in the field of massage therapy. In addition, students will learn techniques that are used for people in various stages of life. Students will understand the correct medical language for insurance billing and have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). They will value professionalism, integrity, ethical decisions, and the appreciation of other massage therapists in the industry.

MASSAGE THERAPY DIPLOMA

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**

Career Opportunities • Private Practice • Spas and Resorts • Health Clubs • Chiropractic Offices • Clinics • Wellness Centers

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition	4

G141	Introduction to Communication	4
G233	College Algebra	4
M230	Medical Law and Ethics	4
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5
MT101	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT120	Techniques for Special Clients	3
MT140	Pathology for Massage Therapy	4
MT215	Sports Massage	3
MT220	Myofascial Release	3
MT225	Alternative Modalities	3
MT230	Trigger Point Therapy	3
MT237	Clinic I	2
MT238	Clinic II	4
MT245	Kinesiology	4
MT246	Kinesiology II	4
MT250	Business and Wellness	3

Total Diploma Credits 74*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this degree program acquire skills and knowledge valuable to a medical office in a variety of healthcare settings. Students learn to perform a wide variety of tasks including medical-office management, patient scheduling, medical transcription, basic medical coding, medical billing, medical-record organization, and other medical-office procedures. They know medical terminology and basic anatomy and disease processes. Students value ethical and professional behavior in the workplace, and the confidentiality of patient information.

MEDICAL ADMINISTRATION AAS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 9 Quarters **Part-Time**

Career Opportunities • Medical Office Assistant • Medical Business Office Clerk • Medical Receptionist • Medical Transcriptionist • Medical Office Manager • Medical Coder/Biller



Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
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English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (Select 2 courses)

G233	College Algebra	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G150	Structure and Function of the Human Body	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
M251	Medical Coding Practicum	1
M290	Medical Administration Capstone	1
S115	Keyboarding I	3
S120	Word for Windows	3
Total Degree Credits		96*

This Degree Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this program acquire professional skills in administrative and clinical areas. Working under supervision of physicians or nurses, medical assistants with this degree will be able to assist by administering injections, performing venipuncture, measuring vital signs, performing CLIA-waived laboratory tests, as well as front-office duties such as scheduling appointments, billing, bookkeeping, and health-insurance preparation. The completion of this comprehensive program allows opportunities for the student to work in a medical clinic, physician group practice, or prompt-care setting, and guides student preparation for success in the classroom, workplace, and for national certification.

MEDICAL ASSISTING AAS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**

Career Opportunities • Medical Assistant • Medical Office Administrative Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
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English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (2 required courses)

MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5

Social Sciences (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G137	Introduction to Psychology	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
MA110	Clinical Skills I	4
MA125	Pharmacology for the Allied Health Professional	4
MA130	Clinical Skills II	4
MA225	Laboratory Skills for Medical Assisting	4
MA230	Medical Assistant Externship	6
Total Degree Credits		92*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

The Medical Laboratory Technician AAS degree program is designed to equip students with technical and critical-thinking skills necessary to obtain meaningful employment in the healthcare industry. Graduates of the program will know essential terminology for their profession and safety standards for the industry. They will possess the skills to operate and maintain equipment in the medical laboratory, collect and analyze specimen samples for diagnosis, and assist members of the healthcare team in delivering service to patients. Graduates of this program will value the importance of the safety and confidentiality of patients and other technicians in the laboratory, and the significance of their contribution to the community through ethical decision-making and caregiving. Students do not have to pass any external certifications or licensure examinations to receive the AAS degree.

MEDICAL LABORATORY TECHNICIAN AAS DEGREE

Standard Length of Program • 7 Quarters **Full-Time**

Career Opportunities • Medical Laboratory Technician

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
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English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (2 required courses)

MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5

Social Sciences (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G233	College Algebra	4
M120	Medical Terminology	4
ML100	Introduction to Clinical Laboratory Science	3
ML150	Clinical Chemistry I	3
ML151	Hematology I	3
ML152	Urinalysis	3
ML153	Clinical Microbiology I	3
ML201	Clinical Chemistry II	4
ML202	Hematology II	4
ML203	Immunology	3
ML205	Immunohematology	3
ML206	Clinical Microbiology II	4
ML207	Clinical Practicum	12
PB105	Phlebotomy	3
Total Degree Credits		99*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this degree program learn the theory and practical applications of pharmacy practice. They are able to apply this knowledge to retail and hospital pharmacy settings. Students combine effective use of available software programs with proficiency in receiving, interpreting, inputting, and filling prescriptions. They have knowledge of medical terminology, medical law and ethics, and pharmacy math. They value honesty and integrity, have compassion for patients, and respect patient confidentiality.

PHARMACY TECHNICIAN AAS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**

Career Opportunities • Retail Pharmacy • Clinic Pharmacy • Hospitals and Health Care Facilities

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
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English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (2 required courses)

MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5

Social Sciences (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
B271	Professional Communication	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G233	College Algebra	4
M120	Medical Terminology	4
M230	Medical Law and Ethics	4
PT105	Introduction to Pharmacy	4
PT110	Pharmacology	4
PT120	Pharmacy Math and Dosages	4
PT125	Pharmacy Software/Automation/Insurance Billing	3
PT230	Unit Dose/IV Lab	3
PT235	Pharmacy Technician Practicum I—Outpatient/Retail	3
PT236	Pharmacy Technician Practicum II—Unit Dose/IV	3
PT280	Pharmacy Technician Capstone	2
S115	Keyboarding I	3
Total Degree Credits		92*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this degree program learn to transcribe a wide variety of medical documents, to adapt to varying medical report formats, to use transcription equipment effectively, and to give support to and communicate effectively with the healthcare team. Students combine technical knowledge with the ability to think critically and make informed decisions. They know the correct use of medical language and terminology and the effective use of available software packages. Students value ethical and professional behavior in the workplace and the confidentiality of patient information.

MEDICAL TRANSCRIPTIONIST AAS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**
Career Opportunities • Medical Transcriptionist • Transcription Supervisor • Medical Document Editor



Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
G124	English Composition	4

Communication (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (Select 2 courses)		
G233	College Algebra	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
B271	Professional Communication	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G150	Structure and Function of the Human Body	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
M280	Medical Transcription Capstone	3
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3

Total Degree Credits 90*

This Degree Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this diploma program learn to transcribe a wide variety of medical documents, to adapt to varying medical report formats, to use transcription equipment effectively, and to give support to and communicate effectively with the healthcare team. They know the correct use of medical language and terminology and the effective use of available software packages. Students value ethical and professional behavior in the workplace and the confidentiality of patient information.

MEDICAL TRANSCRIPTIONIST DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time** • 6 Quarters **Part-Time**
Career Opportunities • Medical Transcriptionist • Medical Document Editor



Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition	4
G141	Introduction to Communication	4
G150	Structure and Function of the Human Body	4
G233	College Algebra	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M223	Pathology I	4
M224	Pathology II	4
M280	Medical Transcription Capstone	3
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3

Total Diploma Credits 62*

This Diploma Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this program are prepared for duties in and out of the operating room. Surgical technologists may assume the role of the scrub person, circulator, or first assistant. Duties explored in this program include preparing the operating room, instrumentation, equipment usage and maintenance, passing instruments and other sterile supplies to surgeons and assistants during surgery, pre- and postoperative care of the patient, and cleaning and restocking the operating room. Surgical technologists are mainly employed in operating rooms where they assume many different roles and responsibilities and work closely with surgeons, anesthesiologists, and registered nurses.

SURGICAL TECHNOLOGIST AAS DEGREE

Standard Length of Program • 7 Quarters **Full-Time**
Career Opportunities • Hospitals • Medical Clinics • Operating Rooms • Physician Offices

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
Communication (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (2 required courses)		
MA241	Human Anatomy and Physiology I	5
MA242	Human Anatomy and Physiology II	5

Social Sciences (Select 1 course)		
G122	World Geography	4
G123	Principles of Economics	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition**	4
G137	Introduction to Psychology**	4
G233	College Algebra	4
M120	Medical Terminology	4
M223	Pathology I	4
M224	Pathology II	4
MA125	Pharmacology for the Allied Health Professional	4
ST102	Microbiology for Surgical Technologists	3
ST105	Introduction to Surgical Technology	3
ST112	Surgical Procedures I	4
ST203	Surgical Procedures II	4
ST207	Surgical Procedures III	4
ST215	Surgical Tech Practicum I ***	8
ST220	Surgical Tech Practicum II ***	8

Total Degree Credits 97*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

** Students must complete those general education classes listed as required to graduate in this program and for CAAHEPI/AST accreditation (G124 and G137) or transfer in the equivalent. Additionally, the student must complete courses and credits as listed among the general education electives or transfer in the equivalent. Credits accepted in transfer must meet the Institution's guidelines for transfer.

*** Surgical Tech Practicum I (23 hours per week in 11 week quarter).

*** Surgical Tech Practicum II (23 hours per week in 11 week quarter).

Objective.

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

ACCOUNTING AAS DEGREE

Banking • Financial Accounting • Financial Investigation

Standard Length of Program • 6 Quarters Full-Time • 9 Quarters Part-Time

Career Opportunities • Accounting Clerk • Financial Planner • Auditor • Bookkeeper • Loan Officer • Financial Analyst • Bank Teller • Accounts Management Trainee



Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
G124	English Composition (Required course)	4

Number	Course	Credits
G141	Introduction to Communication	4
G226	Speech	4

Number	Course	Credits
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Number	Course	Credits
G150	Structure and Function of the Human Body	4
G233	College Algebra	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Number	Course	Credits
G122	World Geography	4
G123	Principles of Economics**	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

** Principles of Economics is required for the Accounting AAS degree. Students must select an additional course from the Social Sciences category to meet the required amount of general education credits in that category.

Major and Core Courses

Number	Course	Credits
A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A269	Income Tax	4
A280	Accounting Capstone	2
B136	Introduction to Business	4
B271	Professional Communication	4
D111	Computer Information Systems	3
D181	Excel	3
D279	Computer Focused Principles	3
E150	Success Strategies	4
E242	Career Development	2

Banking Emphasis

Number	Course	Credits
B232	Principles of Marketing	4
F111	Introduction to Banking	4
F212	Fundamentals of Consumer Lending	4
F213	Introduction to Mortgage Lending	4
F215	Principles of Banking Law	4

Total Degree Credits 93*
This Degree Program is also offered Online.

Financial Accounting Emphasis

Number	Course	Credits
A177	Payroll Accounting	4
A272	Intermediate Accounting I	4
A274	Intermediate Accounting II	4
B234	Business Law	4
B293	Business Ethics	4

Total Degree Credits 93*
This Degree Program is also offered Online.

Financial Investigation Emphasis

Number	Course	Credits
A272	Intermediate Accounting I	4
A274	Intermediate Accounting II	4
A276	Financial Investigation	4
J100	Introduction to Criminal Justice	4
J125	Criminal Law and Procedures	4

Total Degree Credits 93*
This Degree Program is also offered Online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

The bachelor's degree program will provide students with theoretical and practical knowledge in their discipline. Critical thinking, information literacy, ethical understanding and reasoning, quantitative reasoning, multicultural and diversity awareness, and communication skills will play a key role in the degree program. Graduates will demonstrate the ability to know, comprehend, apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; integrate the ideas of others with their own ideas to create new knowledge; develop an understanding of the multicultural nature of a global society; recognize and address complex ethical situations; and operate effectively within a continually changing environment.

BUSINESS MANAGEMENT BS DEGREE

Business Management • Internet Marketing

Standard Length of Program • 12 Quarters Full-Time • 15 Quarters Part-Time

Career Opportunities • Sales Worker Supervisor • Human Resource Manager • Marketing Manager • Internet Marketing Manager • E-Retail Manager

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
G124	English Composition (Required course)	4

Number	Course	Credits
G141	Introduction to Communication	4
G226	Speech	4

Number	Course	Credits
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Number	Course	Credits
G150	Structure and Function of the Human Body	4
G233	College Algebra	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Number	Course	Credits
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Number	Course	Credits
G332	Visual Communication in the Media	4

Number	Course	Credits
G330	American Literature	4
G335	Contemporary World Literature: 1900 to the Present	4
G435	Literature of American Minorities	4

Number	Course	Credits
G328	Human Uses of the Environment	4
G402	Statistics	4
G434	Gender in Math and Science	4

Number	Course	Credits
G333	American Religious History	4
G380	Visions of America Since 1945	4
G401	Comparative Politics	4

Total lower division general education credits 32
Total upper division general education credits 16

Major and Core Courses

Number	Course	Credits
A151	Accounting I	4
A152	Accounting II	4
B136	Introduction to Business	4
B230	Principles of Finance	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B271	Professional Communication	4
D111	Computer Information Systems	3
D187	Professional Presentations	3
E150	Success Strategies	4
E242	Career Development	2

Number	Course	Credits
B350	Microeconomics for Business	4
B351	Management of Information Systems	4
B360	Operations Management	4
B370	Organizational Behavior Analysis	4
B371	Research and Report Writing	4
B404	Negotiation and Conflict Management	4
B420	Organizational Development	4
B440	Managing a Diverse Workforce	4
B441	Personnel and Labor Relations	4
B460	Strategic Management	4
B490	Business, Society, and Ethics	4
B492	Contemporary Leadership Challenges	4
B498	Management Capstone	3

Number	Course	Credits
B350	Microeconomics for Business	4
B351	Management of Information Systems	4
B360	Operations Management	4
B370	Organizational Behavior Analysis	4
B371	Research and Report Writing	4
B404	Negotiation and Conflict Management	4
B420	Organizational Development	4
B440	Managing a Diverse Workforce	4
B441	Personnel and Labor Relations	4
B460	Strategic Management	4
B490	Business, Society, and Ethics	4
B492	Contemporary Leadership Challenges	4
B498	Management Capstone	3

Total lower division major/core credits 40
Total upper division major/core credits 51

Business Management Emphasis

Number	Course	Credits
B165	Introduction to Human Resource Management	4
B234	Business Law	4
B250	Training and Development	4
B293	Business Ethics	4
A310	Managerial Accounting	4
B333	Principles of Management II	4
B352	International Business	4

Elective credits required 13
Total lower-division emphasis credits 16
Total upper-division emphasis credits 12

Total Business Management Emphasis Credits 28
Total Degree Credits 180*

Internet Marketing Emphasis

Number	Course	Credits
B218	E-Commerce	4
B223	Internet Consumer Behavior	4
B224	Marketing Ethics	4
B228	Search Engine Marketing	4
B229	Target/Audience Messaging	4
B231	Web Media Marketing	4
B340	Applied Internet Marketing	4
B341	E-Strategies and Development	4
B342	Audience and Application	4

Elective credits required 5
Total lower-division emphasis credits 24
Total upper-division emphasis credits 12

Total Internet Marketing Emphasis Credits 36
Total Degree Credits 180*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this degree program know and understand major concepts in management, human resources, marketing, and customer service. They are able to interpret financial data and have a general knowledge of accounting. They develop an appreciation for general education and are able to relate it to business situations. Students acquire skills in word processing, spreadsheet creation, database management, and presentation software. They develop communication, problem-solving, and decision-making skills that are necessary in business. They understand the importance of conducting business ethically and appreciate the importance of diversity in the workplace. They value honesty, creativity, respect for coworkers, and the importance of lifelong learning.

BUSINESS MANAGEMENT AAS DEGREE

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

Standard Length of Program • 6 Quarters Full-Time • 9 Quarters Part-Time

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

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
G124	English Composition	4

English Composition (Required course)

Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (Select 2 courses)

G150	Structure and Function of the Human Body	4
G233	College Algebra	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
A151	Accounting I	4
B136	Introduction to Business	4
B230	Principles of Finance	4
B233	Principles of Management	4
B234	Business Law	4
B271	Professional Communication	4
B280	Business Capstone	2
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

Business Administration Emphasis

Number	Course	Credits
A152	Accounting II	4
A177	Payroll Accounting	4
B119	Customer Service	4
B165	Introduction to Human Resource Management	4
B293	Business Ethics	4
D181	Excel	3
D279	Computer Focused Principles	3

Total Degree Credits 93*

This Degree Program is also offered online.

Call Center Management Emphasis

Number	Course	Credits
B242	Multicultural Communications for Business	4
B270	Introduction to Global Business	4
B272	Call Center Strategic Leadership	4
B275	Call Center Customer Service Representative Skills	4
B276	Call Center Labor Force Management	4
B278	Call Center Operations Management	4
B293	Business Ethics	4

Total Degree Credits 95*

This Degree Program is only offered online.

Child Development Emphasis

Number	Course	Credits
CC151A	Foundations of Child Development**	4
CC152	Early Childhood Education Curriculum and Instruction**	4
CC153A	Health, Safety, and Nutrition**	4
CC258A	Infant and Toddler Development**	4
CC259	Dynamics of the Family**	4
CC260A	The Exceptional Child**	4
CC261A	Emerging Literacy Through Children's Literature**	4

Total Degree Credits 95*

This Degree Program is also offered online.

Human Resource Emphasis

Number	Course	Credits
B119	Customer Service	4
B165	Introduction to Human Resource Management	4
B249	Risk Management and Insurance	4
B250	Training and Development	4
B267	Employment Law	4
B268	Compensation and Benefits Management	4
B293	Business Ethics	4

Total Degree Credits 95*

This Degree Program is only offered online.

Internet Marketing Emphasis

Number	Course	Credits
B218	E-Commerce	4
B223	Internet Consumer Behavior	4
B224	Marketing Ethics	4
B228	Search Engine Marketing	4
B229	Target/Audience Messaging	4
B231	Web Media Marketing	4

Total Degree Credits 91*

This Degree Program is only offered online.

Marketing and Sales Emphasis

Number	Course	Credits
B119	Customer Service	4
B140	Sales Techniques	4
B218	E-Commerce	4
B232	Principles of Marketing	4
B263	Principles of Advertising	4
R200	Principles of Retailing	4
R204	Entrepreneurship	4

Total Degree Credits 95*

This Degree Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

** These courses are not offered at the Mankato location.



Objective.

Graduates from this program will acquire skills to communicate effectively in a variety of office settings. The student will learn the skills needed to be a successful administrative professional, including document processing, document communication, and office technology, as well as gaining specific knowledge in any of the several emphasis areas from which to choose. The graduating student will be able to create appropriate documents using learned software, will be effective in communication situations related to the organization of the office, and will be exposed to ethical decisions based on office models.

OFFICE MANAGEMENT AAS DEGREE

Corporate Management • Government • Legal/Criminal Justice Medical • Small Business Management

Standard Length of Program • 6 Quarters Full-Time • 9 Quarters Part-Time

Career Opportunities • Office Manager • Executive Assistant • Legal Office Administrator • Medical Office Administrator • Court Clerk • Administrative Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
G124	English Composition	4

English Composition (Required course)

Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (Select 2 courses**)

G150	Structure and Function of the Human Body**	4
G233	College Algebra	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (Select 2 courses**)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government**	4

** Structure and Function of the Human Body is required for the Medical Emphasis, and Contemporary U.S. Government is required for the Government Emphasis. If one of these courses appears in an emphasis area, the student must still complete two additional courses from the appropriate general education category to meet the required amount of general education credits in that category.

Major and Core Courses

Number	Course	Credits
A151	Accounting I	4
B119	Customer Service	4
B271	Professional Communication	4
D111	Computer Information Systems	3
D181	Excel	3
D187	Professional Presentations	3
E150	Success Strategies	4
E242	Career Development	2
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3

Corporate Management Emphasis

Number	Course	Credits
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B220	Project Planning and Documentation	4
B233	Principles of Management	4
D283	Access	3
S201	Office Procedures	4

Total Degree Credits 91*

This Degree Program is also offered online.

Government Emphasis

Number	Course	Credits
B180	Meeting Management	4
D283	Access	3
G243	Contemporary U.S. Government**	4
LA125	Law I	4
LA130	State and Local Government	4
S150	Legal Office Procedures	4
S219	Legal Document Processing and Transcription	3

Total Degree Credits 94*

This Degree Program is also offered online.

Legal/Criminal Justice Emphasis

Number	Course	Credits
D283	Access	3
J100	Introduction to Criminal Justice	4
LA125	Law I	4
LA225	Law II	4
S150	Legal Office Procedures	4
S172	Legal Terminology	4
S219	Legal Document Processing and Transcription	3

Total Degree Credits 94*

This Degree Program is also offered online.

Medical Emphasis

Number	Course	Credits
G150	Structure and Function of the Human Body**	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M230	Medical Law and Ethics	4

Total Degree Credits 94*

This Degree Program is also offered online.

Small Business Management Emphasis

Number	Course	Credits
A152	Accounting II	4
A177	Payroll Accounting	4
B180	Meeting Management	4
B233	Principles of Management	4
D279	Computer Focused Principles	3
D283	Access	3
S201	Office Procedures	4

Total Degree Credits 94*

This Degree Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.



Objective.

Graduates of this degree program learn to examine how the legal process works from law enforcement, to the courts, and through the corrections system. They know the history and development of the criminal justice system and its effect on society. Students value the ability to think critically about the issues related to the future of criminal justice, including juvenile justice, corrections, and security.

CRIMINAL JUSTICE AAS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**

Career Opportunities • Corrections Officer • Probation Support Specialist • Court Clerk • Security Professional • Juvenile Specialist • Homeland Security • Peace Officer • Law Enforcement

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
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English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)**

G141	Introduction to Communication**	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4

G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (Select 2 courses)

G150	Structure and Function of the Human Body	4
G233	College Algebra	4

G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (2 required courses)

G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

** G141 Introduction to Communication is required for PPOE students who plan to complete practical training and take the POST exam after graduation.

Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

J100	Introduction to Criminal Justice	4
J102	Criminology	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J125	Criminal Law and Procedures	4
J130	Introduction to Homeland Security	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J230	Terrorism	4
J245	Security Challenges	4
J250	Drugs and Crime	4
J255	Ethics in Criminal Justice	4
J280	Contemporary Issues in Criminal Justice Capstone	4

Total Degree Credits 93*

This Degree Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Criminal Justice Professional Peace Officer Education (PPOE)

Students seeking licensing as professional peace officers must take those courses designated as PPOE courses (D111, E242, G137, G141, J100, J120, J125, J200, J205, J255, and J280). In addition, PPOE students must complete first-responder certification and practical training to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. For a listing of colleges that offer the practical training, please see the Law Enforcement POST Coordinator.



Objective.

Graduates of the Paralegal degree program learn to provide services in all phases of the legal system including courts, law firms, and government agencies, under the supervision of an attorney. Paralegals may not provide legal services directly to the public except as permitted by law. Paralegals examine specialty courses such as legal research and writing, torts and corporate law, litigation, criminal law, family law, and real estate in the AAS degree. Students value the ability to think critically about the issues related to the law and paralegal field.

PARALEGAL AAS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**

Career Opportunities • Paralegal • Legal Assistant • Legal Secretary

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
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English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4

G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (Select 2 courses)

G150	Structure and Function of the Human Body	4
G233	College Algebra	4

G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (2 required courses)

G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

PL100	Introduction to Law and the Legal System	4
PL110	Introduction to Legal Research	4
PL121	Civil Litigation and Procedure I	4
PL122	Civil Litigation and Procedure II	4
PL140	Contracts	4
PL211	Legal Research and Writing I	4
PL212	Legal Research and Writing II	4
PL215	Real Estate Law	4
PL216	Corporate Law	4
PL219	Law Office Technology	4
PL225	Torts	4
PL230	Family Law	4
PL290	Paralegal Internship	5

Total Degree Credits 94*

This Degree Program is also offered online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.



Objective.

Graduates of this degree program practice management and supervisory skills in the childcare field, learn to plan and implement curriculum, and can perform First Aid and CPR. They know principles of marketing and customer service, developmentally appropriate practices, and behavior-guidance and classroom-management techniques. Graduates know the rules governing childcare centers in Minnesota, and marketing strategies for the childcare field. They value professionalism in the workplace and the application of their classroom coursework.

EARLY CHILDHOOD EDUCATION AAS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**

Career Opportunities • Early Childhood Instructor • Child Care Administrator • Early Childhood Paraprofessional • Child Care Center Director

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
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English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4

G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (Select 2 courses)

G150	Structure and Function of the Human Body	4
G233	College Algebra	4

G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
CC151A	Foundations of Child Development**	4
CC152	Early Childhood Education Curriculum and Instruction**	4
CC153A	Health, Safety, and Nutrition**	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom**	8
CC155	Creating a Learning Environment**	10
CC156	Implementing Curriculum in the Early Childhood Classroom**	10
CC258A	Infant and Toddler Development**	4
CC259	Dynamics of the Family**	4
CC260A	The Exceptional Child**	4
CC261A	Emerging Literacy through Children's Literature**	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

Total Degree Credits 97*

This Degree Program is also offered Online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

** These courses are not offered at the Mankato location.

Objective.

Graduates of this certificate program learn to plan and implement curriculum, and can perform First Aid and CPR. Students know developmentally appropriate practices, behavior-guidance and classroom-management techniques, and the rules governing childcare centers in Minnesota. Students value skilled and focused childcare programs, professionalism in the workplace, and the application of their classroom coursework.

CHILD CARE SPECIALIST CERTIFICATE

Standard Length of Program • 3 Quarters **Full-Time** • 3 Quarters **Part-Time**

Career Opportunities • Early Childhood Instructor • Infant/Toddler Instructor • Preschool Assistant • Nanny • Child Care Administrator • Lead Teacher

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
CC151A	Foundations of Child Development**	4
CC152	Early Childhood Education Curriculum and Instruction**	4
CC153A	Health, Safety, and Nutrition**	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom**	8
CC155	Creating a Learning Environment**	10
CC156	Implementing Curriculum in the Early Childhood Classroom**	10
E150	Success Strategies	4

Total Certificate Credits 44*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

** These courses are not offered at the Mankato location.

Objective.

PRACTICAL NURSING AAS DEGREE

Standard Length of Program • 6 Quarters Full-Time

Career Opportunities • Hospital • Assisted Living • Clinic • Dental Office • Long-Term Care • Physician's Office

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Nursing and Career Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition**	4
G137	Introduction to Psychology**	4
G141	Introduction to Communication**	4
G142	Introduction to Sociology**	4
G233	College Algebra**	4

Humanities (Select 2 courses)**

Number	Course	Credits
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Number	Course	Credits
M120	Medical Terminology	4
MA241	Human Anatomy and Physiology I**	5
MA242	Human Anatomy and Physiology II**	5
PN100	Nursing Foundations	6
PN105	Nutrition & Diet Therapy	4
PN110	Introduction to Pharmacology	4
PN115	Nursing I	5
PN120	Psychosocial Nursing	4
PN125	Nursing II	6
PN130	Maternal – Child Nursing	4
PN135	Nursing III	6
PN140	Geriatric Nursing	4
PN145	Nursing Seminar	2
Total Degree Credits		96*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

** Students must complete those general-education classes listed as required to graduate in this program (G124, G137, G141, G142, G233, MA241, and MA242) or transfer in the equivalent. Additionally, the student must complete two courses from the four listed electives (G125, G138, G201, and G230) or transfer in the equivalent. Credits accepted in transfer must meet the Institution's guidelines for transfer.

In addition to meeting all general requirements for admission to Rasmussen College, Practical Nursing students must also have the following:

- Current certification in CPR as documented by submission of current CPR certification card. Either American Health Association BLS Health Provider or American Red Cross CPR for the Professional Rescuer programs is accepted. Certification must include adult, child, infant, and two-person CPR. The AED component is not necessary.
- Current CNA Certification.
- Two letters of reference: one from a prior or current instructor or professor and one from a prior or current employer.
- Minimum 2.0 Grade Point Average for all prior college coursework completed.
- Ability to pass criminal background check.

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

This program is only offered during the day at the Brooklyn Park, Mankato, and St. Cloud campuses.

Graduates of the Practical Nursing degree program will know how to implement psychomotor technical skills that meet current standards of practice; apply scientifically based knowledge and skills in meeting the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative, and/or supportive care; utilize the process of communication to exchange and transmit clear, concise, accurate, complete, and timely information to members of the healthcare team; utilize the process of therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); utilize the nursing process to gather data, contribute to the development of nursing diagnosis, guide nursing actions, and contribute to the modification of the plan of care; and they will provide basic individualized, holistic, and culturally sensitive nursing care for patients across the lifespan in a variety of settings while functioning as a competent novice in the role of practical nurse, under the direction of a registered nurse, physician, or dentist. They will implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse as defined by the Minnesota Board of Nursing – Nurse Practice Act, NFLPN, and NAPNES; and they will value and seek continuing-education opportunities in accordance with post-licensure goals that build on previous knowledge and skills and increase competency. They will have an appreciation for the breadth of knowledge that comes from a range of general-education skills.

Objective.

PRACTICAL NURSING DIPLOMA

Standard Length of Program • 4 Quarters Full-Time

Career Opportunities • Hospital • Assisted Living • Clinic • Dental Office • Long-Term Care • Physician's Office

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Nursing and Career Courses

Number	Course	Credits
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition**	4
G137	Introduction to Psychology**	4
G233	College Algebra**	4
MA241	Human Anatomy and Physiology I**	5
MA242	Human Anatomy and Physiology II**	5
PN100	Nursing Foundations	6
PN105	Nutrition & Diet Therapy	4
PN110	Introduction to Pharmacology	4
PN115	Nursing I	5
PN120	Psychosocial Nursing	4
PN125	Nursing II	6
PN130	Maternal – Child Nursing	4
PN135	Nursing III	6
PN140	Geriatric Nursing	4
PN145	Nursing Seminar	2
Total Degree Credits		76*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

** Students must complete those general-education classes listed as required to graduate in this program (G124, G137, G233, MA241, and MA242) or transfer in the equivalent. Credits accepted in transfer must meet the Institution's guidelines for transfer.

In addition to meeting all general requirements for admission to Rasmussen College, Practical Nursing students must also have the following:

- Current certification in CPR as documented by submission of current CPR certification card. Either American Health Association BLS Health Provider or American Red Cross CPR for the Professional Rescuer programs is accepted. Certification must include adult, child, infant, and two-person CPR. The AED component is not necessary.
- Current CNA Certification.
- Two letters of reference: one from a prior or current instructor or professor and one from a prior or current employer.
- Minimum 2.0 Grade Point Average for all prior college coursework completed.
- Ability to pass criminal background check.

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

This program is only offered during the day at the Mankato campus.

Objective.

Graduates of this program will gain an understanding of how information systems are used in business and how technology in general adds value to business processes. Depending on the emphasis area chosen, graduates will have the skills to install and manage networks, troubleshoot applications and help users, create and modify websites as needed, safeguard networks and proprietary information, manage and utilize databases in a business environment, or utilize IP Telephony to enhance communications for an organization. They value critical thinking, communication, and business and professional skills.

INFORMATION SYSTEMS MANAGEMENT AAS DEGREE
Network Administration • Web Programming • Database Administration
Computer Information Technology • IP Telephony • Networking Security & Forensics

Standard Length of Program • 6 Quarters Full-Time • 9 Quarters Part-Time
Career Opportunities • Computer Support Specialist • Network Control Operator • Application Support
• Help Desk Technician • Web Developer • Internet Specialist • PC Specialist

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
G124	English Composition (Required course)	4

Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (Select 2 courses)

G150	Structure and Function of the Human Body	4
G233	College Algebra	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
B136	Introduction to Business	4
B271	Professional Communication	4
B293	Business Ethics	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

Network Administration Emphasis

Number	Course	Credits
B220	Project Planning and Documentation	4
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N141	Networking Security Fundamentals	3
N208	Linux Administration	3
N226	Windows Active Directory	3
N228	Microsoft Windows Server	3
N234	Microsoft Exchange Server	3
N235	Cisco Networking Fundamentals and Routing	3
W122	Introduction to Visual Basic 2005	3
Total Degree Credits		94*

Web Programming Emphasis

Number	Course	Credits
NM272	Multimedia Technologies	3
W110	JavaScript	3
W112	Database Design & SQL	3
W114	Fundamentals of Programming	3
W116	Introduction to Web Design Software	3
W118	Introduction to HTML	3
W122	Introduction to Visual Basic 2005	3
W210	Java I	3
W215	PERL/CGI	3
W216	PHP/MYSQL	3
W222	Visual Basic 2005 Advanced	3
W290	Web Programming Capstone	2
Total Degree Credits		92*

This Degree Program is also offered online.

Computer Information Technology Emphasis

Number	Course	Credits
B218	E-Commerce	4
D181	Excel	3
D187	Professional Presentations	3
D283	Access	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N290	Information Technology Capstone	2
5120	Word for Windows	3
W108	Introduction to Website Design	3

Elective Courses for Computer Information Technology

(Select one of the following elective groups, for 9 credits)

Group I - Information Technician Elective Group

N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N228	Microsoft Windows Server	3

Total Degree Credits 93*

This Degree Program is also offered online.

Group II - Multimedia Web Elective Group

NM111	Introduction to Computer Graphics	3
NM272	Multimedia Technologies	3
W208	Advanced Website Design	3

Total Degree Credits 93*

This Degree Program is also offered online.

Database Administration Emphasis

Number	Course	Credits
B220	Project Planning and Documentation	4
D283	Access	3
N127	Microsoft Windows Workstations	3
N228	Microsoft Windows Server	3
N270	Oracle Database Administration	3
N271	SQL Server 2005 Administration	3
N272	SQL Server 2005 Development	3
N273	Business Intelligence Reporting	3
N290	Information Technology Capstone	2
W112	Database Design & SQL	3
W114	Fundamentals of Programming	3
W122	Introduction to Visual Basic 2005	3
Total Degree Credits		93*

IP Telephony Emphasis

Number	Course	Credits
B220	Project Planning and Documentation	4
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N164	Voice Over IP Fundamentals	3
N228	Microsoft Windows Server	3
N235	Cisco Networking Fundamentals and Routing	3
N264	IP Telephony	3
N265	Quality of Service (QoS)	3
N290	Information Technology Capstone	2
Total Degree Credits		90*

Networking Security and Forensics Emphasis

Number	Course	Credits
B220	Project Planning and Documentation	4
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N141	Networking Security Fundamentals	3
N228	Microsoft Windows Server	3
N235	Cisco Networking Fundamentals and Routing	3
N251	Introduction to Computer Forensics	3
N252	Networking Security Advanced	3
N253	Managing Information Security	3
N290	Information Technology Capstone	2
Total Degree Credits		93*

** Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.*

Objective.

Graduates of this program learn to put into practice a skilled understanding of industry-standard multimedia and design software applications. They accomplish this through study of the various aspects of multimedia technologies, including concept development, image editing, 3-D animation, drawing and perspective, programming for the web, typography, object/vector drawing techniques, and project delivery. Further, they value lifelong learning, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses. In addition to these technical skills, graduates who complete the Multimedia Technologies AAS degree learn to apply critical-thinking, business-communication, and project-management skills that increase their overall value to businesses.

MULTIMEDIA TECHNOLOGIES AAS DEGREE
Digital Design and Animation • Web Design

Standard Length of Program • 6 Quarters Full-Time • 8 Quarters Part-Time
Career Opportunities • 2D Graphic Design • Print & Digital Advertising • Video Game Art
• Interactive Multimedia Specialist • Website Design and Creation

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

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G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (Select 2 courses)

G150	Structure and Function of the Human Body	4
G233	College Algebra	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (Select 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
B136	Introduction to Business	4
B218	E-Commerce	4
B220	Project Planning and Documentation	4
B271	Professional Communication	4
E150	Success Strategies	4
E242	Career Development	2
NM111	Introduction to Computer Graphics	3
NM113	Introduction to Multimedia and Computer Graphic Arts	3
NM121	Typography	3
NM122	Digital Publishing	3
NM124	Color Theory and Techniques	3
NM130	Audio/Video Editing	3
NM141	Digital Media Production	3
NM252	Fundamentals of Web Authoring and Design	3
NM262	Digital Media Assembly	3
NM272	Multimedia Technologies	3
NM280	Multimedia Portfolio Development	2

Digital Design and Animation Emphasis

Number	Course	Credits
NM110	Drawing Design and Art Theory	3
NM131	Introduction to 3D Arts and Animation	3
NM240	3-Dimensional Animation	3
Total Degree Credits		95*

This Degree Program is also offered online.

Web Design Emphasis

Number	Course	Credits
NM115	Networking and Internet Technologies	3
NM250	Dynamic Content Management	3
NM260	Server Side Scripting	3
Total Degree Credits		95*

This Degree Program is also offered online.

** Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.*



**Internship/Externship/
Practicum Sites**

**Health Information Technician
Practicum Sites**

Allina Hospitals and Clinics
All Hospital and Clinic Locations

Children's Health Care
D/b/a/ Children's Hospital and Clinics
2525 Chicago Avenue South
Minneapolis, MN 55404

Fairview Health Services
Multiple Clinic Locations. Hospitals: Ridges,
Southdale, U of M, Riverside

Gillette Children's Specialty Healthcare
St. Paul, MN

Healtheast Hospitals
St. Johns, St. Josephs, Woodwinds

Hennepin County Medical Center
701 Park Avenue
Minneapolis, MN 55415

Regions Hospital
640 North Smith Avenue
St. Paul, MN 55102

St. Paul Heart Clinic
St. Paul, MN

University of MN Physicians
Minneapolis, MN

VA Medical Center
One Veterans Drive
Minneapolis, MN 55125

Child Care

Playhouse
205 N. Benton Dr.
Sauk Rapids, MN 56379

LaPetite
5219 Wayzata Blvd
St. Louis Park, MN 55416

KinderCare
17701 Excelsior Boulevard
Minnetonka, MN 55345

Kinderberry Hill
586 Carlton St. N
Maplewood, MN 55119

Sunrise Montessori
2024 Rahn Way
Eagan, MN 55122

Children's World
3050 Fernbrook Lane N.
Plymouth, MN 55441

New Horizon
Executive Vice President
Child Care Center
10305 6th Ave. N.
Plymouth, MN 55441

Kid's Haven
302 12th Avenue South
Buffalo, MN 55313

Bear Necessities
5280 Main Street East
Maple Plain, MN 553459

Tender Time
11221 96th Avenue North
Maple Grove, MN 55369

Tutor Time
4673 White Bear Parkway
White Bear Lake, MN 55125

Intergenerational
3386 Pilot Knob Road
Eagan, MN 55124

Elm Care Daycare
900 4th Street SW
Waseca, MN 56093

Three Rivers Community Action
(Head Start)
201 South Lyndale Avenue
Faribault, MN 55021

Bright Beginnings
181 West Minnesota Street
LeCenter, MN 56057

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B.A., College of St. Scholastica

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