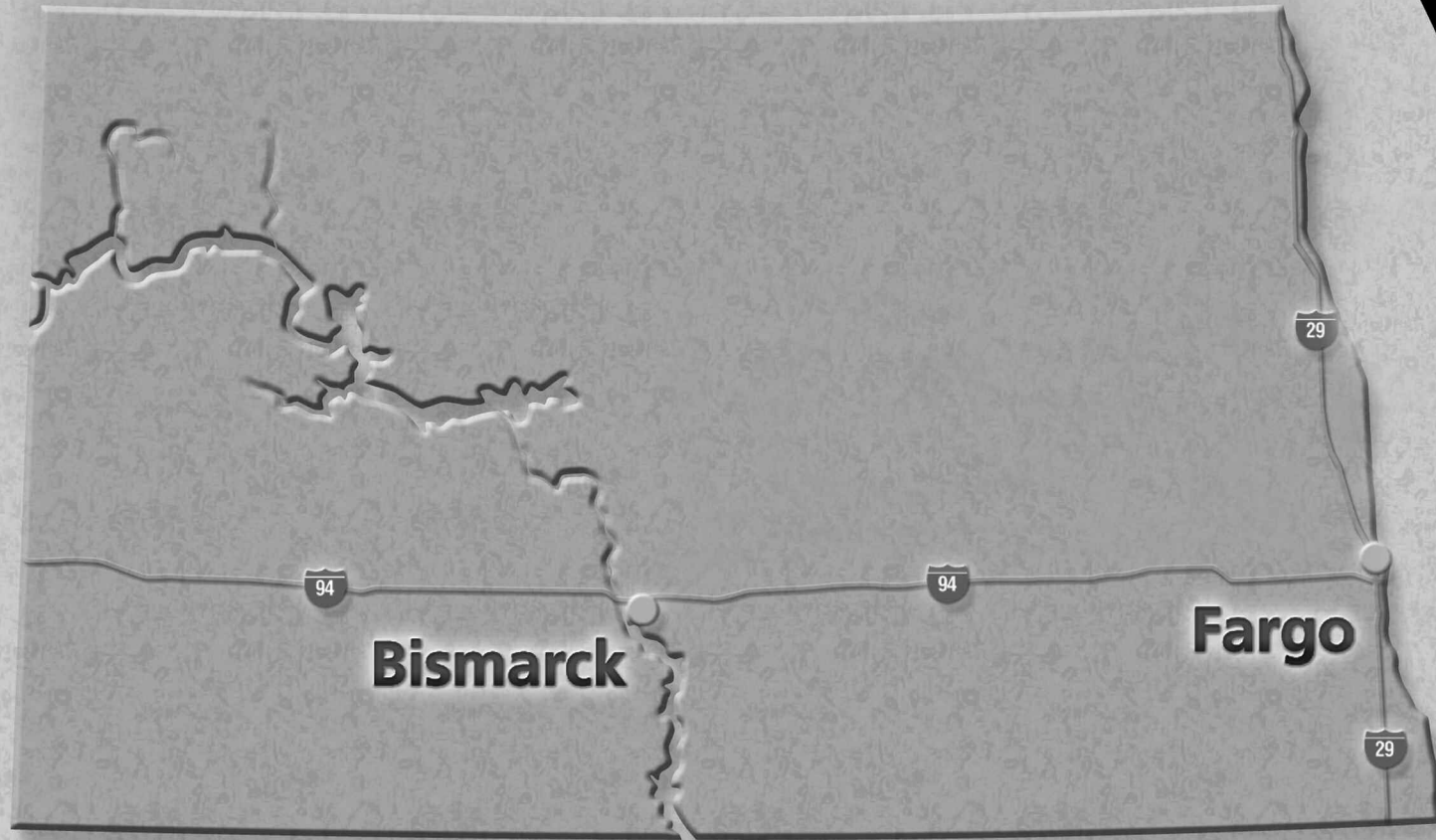




North Dakota



North Dakota Campus Locations

- Bismarck
- Fargo

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
Brooklyn Park, MN • Eagan, MN • Eden Prairie, MN
Lake Elmo, MN • Mankato, MN • St. Cloud, MN
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

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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. 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.

Around-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 are 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 you need assistance with the online learning platform or introduction 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 online experience 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 time 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 computer-based, 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

Tuition rates at Rasmussen College vary by program and by the number of credits taken per quarter. Please see the Tuition Structure in the 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 - \$4,310	Free Application for Federal Student Aid (FAFSA)
	<i>Federal Supplemental Educational Opportunity Grant (FSEOG)</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>Federal 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
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
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

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

Scholarship and Grant Programs

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.

10% Military Discount

All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program are eligible for a 10% tuition discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card including expiration date. Retired military personnel must provide valid military retiree ID or DD 214 Form. In addition, the College will extend the 10% discount to the spouse and dependents, age 18 – 21, of any service member on active duty as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which includes and expiration date.

Grade Point Achievement 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.

Outside Scholarships

The College will gladly assist any student in attaining scholarship funding from an outside source by providing cost of attendance and family contribution information to the awarding source. Please contact the Financial Aid Office for specific questions regarding outside scholarship funding.



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
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 (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.

This program is offered only at the Bismarck campus.

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
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
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 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.

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
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 (2 required courses)

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

Number	Course	Credits
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*

This program is only available at the Bismarck campus.

* 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 degree program will be able to secure employment in professional accounting firms, businesses, or government agencies. Students have a good understanding of the full accounting cycle and processes of these entities. Students also have a firm understanding of the functional areas of business, technology management, and the ethical dilemmas in the business environments. Graduates of this program have demonstrated good written and oral communication skills, strategic and critical thinking skills, and interpersonal and leadership skills. Students value life-long learning, honesty, and integrity in applying their accounting skills to support a business entity.

ACCOUNTING BS DEGREE

Standard Length of Program • 12 Quarters **Full-Time** • 16 Quarters **Part-Time**

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

Lower Division

Number	Course	Credits
G124	English Composition	4
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 (1 required course, *** and select 1 elective)

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

Upper Division

Number	Course	Credits
G332	Visual Communication in the Media	4

Communication (Select 1 course)

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

Math/Natural Sciences (Select a minimum of 1 course)

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

Social Sciences (Select a minimum of 1 course)

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 **24**

** 32 credits of Lower Division general education coursework and 24 credits of Upper Division general education coursework are required.

*** Principles of Economics is required for the Accounting BS 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

Lower Division

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

Upper Division

Number	Course	Credits
A305	Corporate Finance	4
A310	Managerial Accounting	4
A315	Governmental and Not-for-Profit Accounting	4
A325	Auditing	4
A405	Advanced Accounting	4
A410	Advanced Federal Tax Theory	4
A415	Financial Statement Analysis	4
A420	Accounting Information Systems	4
A425	Corporate Fraud Examination	4
A430	International Accounting	4
A490	Accounting Capstone II	4
B351	Management of Information Systems	4
BU308	Operations Management	4
BU322	Money and Banking	4
BU401	Organizational Behavior Analysis	4
BU402	Strategic Management	4

Total lower division major/core credits **41**

Total upper division major/core credits **64**

Elective Courses (Select 5 from the following list)

Number	Course	Credits
A177	Payroll Accounting	4
A272	Intermediate Accounting I	4
A274	Intermediate Accounting II	4
A276	Financial Investigation	4
B232	Principles of Marketing	4
B234	Business Law	4
B293	Business Ethics	4
F111	Introduction to Banking	4
F212	Fundamentals of Consumer Lending	4
F213	Introduction to Mortgage Lending	4
F215	Principles of Banking Law	4
J100	Introduction to Criminal Justice	4
J125	Criminal Law and Procedures	4

Total elective credits **20**

Total Degree Credits **181***

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 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

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

Career Opportunities • Sales Worker Supervisor • Office Manager • Administrative Services Manager • Human Resource Manager • Marketing 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 24

** 32 credits of Lower Division general education coursework and 24 credits of Upper Division general education coursework are required.

Major and Core Courses

Number	Course	Credits
A151	Accounting I	4
B119	Customer Service	4
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B218	E-Commerce	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B234	Business Law	4
B250	Training and Development	4
B263	Principles of Advertising	4
B271	Professional Communication	4
B293	Business Ethics	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
S115	Keyboarding I	3

Number	Course	Credits
B480	Critical Issues in Business	4
BU301	Public Relations	4
BU302	Risk Management	4
BU307	Insurance	4
BU308	Operations Management	4
BU312	International Business	4
BU322	Money and Banking	4
BU340	Professional Selling	4
BU355	Advertising Application	4
BU401	Organizational Behavior Analysis	4
BU402	Strategic Management	4
BU403	Contemporary Leadership Challenges	4
BU404	Negotiation and Conflict Management	4
BU425	Labor and Employment Law	4
BU480	Small Business Management I	4

Total lower division major/core credits 60
Total upper division major/core credits 64

Total Degree Credits 180*
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 objective of this program is to prepare graduates for an entry-level position in the general business or accounting setting which may include retail, small business, government, and industry. Students learn basic accounting principles and know how to process entry-level analysis of financial statements. Students learn the value of effective communication and workplace professionalism.

ACCOUNTING DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time** • 6 Quarters **Part-Time**
Career Opportunities • Accounting Clerk • Auditing Clerk • Municipal Accounting

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
A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A177	Payroll Accounting	4
A269	Income Tax	4
A272	Intermediate Accounting I	4
B136	Introduction to Business	4
B234	Business Law	4
B271	Professional Communication	4
B293	Business Ethics	4
D111	Computer Information Systems	3
D181	Excel	3
D279	Computer Focused Principles	3
E150	Success Strategies	4
E242	Career Development	2
G123	Principles of Economics	4
G124	English Composition	4
G233	College Algebra	4

Total Diploma Credits 67*

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.

The objective of this program is to provide students with knowledge of marketable business skills-computer and administrative. The program equips students with the ability to utilize information-processing skills along with math skills. The value of professional-communication skills and customer service is emphasized in order for the graduate to effectively perform in the business environment.

SECRETARIAL DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time** • 6 Quarters **Part-Time**
Career Opportunities • Administrative Assistant • Station Secretary • Receptionist/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.

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
G124	English Composition	4
G137	Introduction to Psychology	4
G226	Speech	4
G233	College Algebra	4
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3
S201	Office Procedures	4

Total Diploma Credits 56*

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.

The Bachelor's degree program will provide students with theoretical and practical knowledge in the field of criminal justice. Critical thinking, ethical understanding and reasoning, quantitative reasoning, multicultural and diversity awareness, and communication skills will play a key role in the Criminal Justice program. Graduates will demonstrate the ability to know, comprehend, apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment.

CRIMINAL JUSTICE BS DEGREE

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

Standard Length of Program • 12 Quarters **Full-Time** • 16 Quarters **Part-Time**

Career Opportunities • Probation Officer • Victim's Advocate • Criminal Investigator • Human Services Program Coordinator • Economic Self-Sufficiency Specialist • Customs Immigration Specialist Clerk

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**

Lower Division

Number	Course	Credits
G124	English Composition	4
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

Upper Division

Communication (Select 1 course)

G332	Visual Communication in the Media	4
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Humanities (Select a minimum of 1 course)

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

Math/Natural Sciences (Select a minimum of 1 course)

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

Social Sciences (Select a minimum of 1 course)

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 24

** 32 credits of Lower Division general education coursework and 24 credits of Upper Division general education coursework are required.

*** Students taking the Homeland Security Emphasis must take the following three courses as their electives: J130 Introduction to Homeland Security, J230 Terrorism, and J245 Security Challenges.



Major and Core Courses

Lower Division

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
J200	Domestic Violence	4
J205	Juvenile Justice	4
J250	Drugs and Crime	4
J255	Ethics in Criminal Justice	4
J280	Contemporary Issues in Criminal Justice Capstone	4

Upper Division

Number	Course	Credits
J310	Criminal Behavior	4
J315	Criminal Law and Procedures II	4
J350	Cultural Diversity and Justice	4
J352	Victims in Criminal Justice	4
J355	Realities of Crime and Justice	4
J360	Statistics in Criminal Justice	4
J365	Research Methods in Criminal Justice	4
J410	Criminal Justice Leadership and Management	4
J415	Crime Prevention	4
J471	Fieldwork in Criminal Justice I	2
J472	Fieldwork in Criminal Justice II	8
J490	Critical Issues in Criminal Justice	4

Total lower division major/core credits 49

Lower division elective credits* 12**

Total upper division major/core credits 50

Client Services/Corrections Emphasis

Number	Course	Credits
J340	Women and Criminal Justice	4
J345	Diversion and Rehabilitation	4
J425	Community Corrections	4
J435	Special Populations in Criminal Justice	4

Total Degree Credits 183*

This Degree Program is also offered online.

Criminal Offenders Emphasis

Number	Course	Credits
J330	Organized Criminal Syndicates	4
J430	Forensic Psychology	4
J440	Special Offenders: Sex Offenders	4
J445	Special Offenders: Serial Killers	4

Total Degree Credits 183*

This Degree Program is also offered online.

Homeland Security Emphasis***

Number	Course	Credits
J332	Homeland Security Policy	4
J335	Risk Analysis	4
J405	Emergency Management	4
J420	Crimes Across Borders	4

Total Degree Credits 183*

This Degree Program is also offered online.

Investigation/Law Enforcement Emphasis

Number	Course	Credits
J305	Examination of Forensic Science	4
J320	Criminal Investigations	4
J325	Criminal Evidence	4
J430	Forensic Psychology	4

Total Degree Credits 183*

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

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)		
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
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*

* 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 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
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)		
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
Total Degree Credits		94*

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
W120	Word for Windows	3
W108	Introduction to Website Design	3
Total Degree Credits		93*

Elective Courses for Computer Information Technology

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

Group I - Information Technician Elective Group

Number	Course	Credits
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

Number	Course	Credits
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.



Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

Satisfactory Academic Progress is defined as progression through an academic program within a prescribed time frame. Lack of satisfactory progress may jeopardize the students' ability to complete their program. Rasmussen College expects students to progress through programs based on the satisfactory progression standards listed here.

Credit Information

A full-time student must be enrolled for and successfully complete a minimum of 12 credit hours per quarter of attendance. A three-quarter time student must be enrolled for and successfully complete a minimum of 9, 10, or 11 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance. The exception to this is that as of July 1, 1992, the Minnesota State Grant Program adopted the policy whereby 15 credit hours per quarter constitutes full-time attendance. There are nine additional levels of eligibility below that, to a minimum of 3 credit hours per quarter.

Definition of an Academic Year is a Minimum Of:

- 36 Quarter Credits
- 30 Weeks

Standards of Academic Progress

Mid-quarter and final grade reports are distributed to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly. All grades relate to credits successfully completed with the exception of the "W/WD" and "U/UN" which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. Courses which have been transferred from other institutions will be listed on the student's transcript with a "TR" designation. Courses for which a student has received credit by examination will be listed as "TO" (Test-Out) on the student's transcript. However, grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average and will not be counted as credits attempted or earned for determining Satisfactory Progress.

All students must comply with the following components, which are used to measure a student's Satisfactory Progress (SAP) towards the completion of a degree, diploma or certificate. The components are:

1. A Cumulative Grade Point Average (CGPA) consistent with graduation requirements.
2. Cumulative Completion Rate (CCR)
3. Duration of eligibility, which is up to 150% of the program.

A Cumulative Grade Point Average (CGPA) equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

A Cumulative Completion Rate (CCR) of 25% is required at the end of a student's first quarter. A Cumulative Completion Rate (CCR) of 50% is required at the end of a student's second quarter. A Cumulative Completion Rate (CCR) of 67% is required at the end of a student's third quarter and every quarter thereafter.

The CCR is determined as follows: Cumulative credits earned / cumulative credits attempted in a program.

The following will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the maximum number of credit hours attempted or successfully completed toward completion of the degree when assessing satisfactory progress.

The maximum time frame for program completion, or duration of eligibility, is a period equal to 1.5 times the number of credits required for program completion. Total credits are indicated by each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination will be deducted from the total credits required for purposes of determining the maximum program time frame and will not be calculated in the credits attempted / credits earned percentage.

A student cannot exceed one and one-half times the standard time frame. Students who fail a class are allowed to repeat the class. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student's financial aid award.

If a student's CGPA falls below a 2.00 or they fail to meet the CCR, (the necessary percentage of attempted/earned credits) or duration of eligibility requirements, the student is placed on academic warning during the subsequent quarter. After counseling, the student signs an agreement to the conditions of the warning period. During the academic warning period, eligibility for financial aid continues.

A student who does not meet the 2.00 CGPA, CCR, (the necessary percentage of attempted/earned credits), or duration of eligibility at the end of the academic warning period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period a student must meet the 2.0 CGPA and required percentage of attempted / earned credits, or duration of eligibility. Students who fail to meet the terms of probation will be terminated from the college.

Mitigating Circumstances: Termination from college, due to probationary status, may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on upon within five business days.

Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student's CGPA and CCR. Students who withdraw from the institution and later re-enter the College in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal.

Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student's new program; in such cases a CCR of 25% is required at the end of a student's first quarter after re-entry into a new program, a CCR of 50% at the end of the student's second quarter after re-entry into a new program, and a CCR of 67% is required at the end of that student's third quarter and every quarter thereafter.

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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

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Eden Prairie, MN 55344-7220
800-852-0929 • 952-545-2000

Lake Elmo

8565 Eagle Point Circle
Lake Elmo, MN 55042-8637
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226 Park Avenue South
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800-852-0460 • 320-251-5600

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Bismarck

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

Fargo

4012 19th Avenue SW
Fargo, ND 58103-7196
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