PROGRAMS

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

G126A   English Composition 2 (4 credits)
G141   Introduction to Communication (4 credits)
G227   Oral Communication (4 credits)

In the Computer Science BS and Software Application Development AS programs (see pages 27 and 28), lower division general education "English Composition" and "Communication" requirements should be listed as follows:

English Composition (required course)   ***4***
G124   English Composition
Communication (**Required course, Select 1 additional course*)   ***8***
G126A   English Composition 2*
G141   Introduction to Communication
G227   Oral Communication

Lower Level General Education Mathematics Courses
In all programs *except for* Medical Laboratory Technician AAS, all Nursing programs, Computer Science BS, and Software Application Development AS, the lower division general education "Math" requirement should be listed as follows:

Math (Select 1 course)   ***4***
G180   General Education Mathematics
G233   College Algebra

Medical Office Assistant Diploma and AAS Degree.
Throughout catalog, change references to 'Medical Assisting' Diploma and AAS programs to 'Medical Office Assistant' Diploma and AAS programs.

Business Management AAS Degree – Child Development Specialization (pg. 10) Delete the statement "This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin."

Healthcare Management BS Degree (pg. 11) Beneath the Program name, delete "Moorhead Campus Only."

Early Childhood Education Certificate (pg. 12)
Add note below program: Students enrolling in the Early Childhood Education Certificate program must currently be working in the Early Childhood Education field and have an externship site approved by the college by the end of the first week of the quarter. Please see a Program Manager for more details.

Health Information Management BS Degree (pg. 13)
Beneath the Program name, delete "Moorhead Campus Only."

Health Information Management BS Degree (pg. 13)
Remove the course HI440 Health Information Management Capstone, 2 credits, and insert HI435 Health Data Management, 2 credits.

Health Information Technician AAS Degree (pg. 14) Delete the previous accreditation statement and insert:
The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora and Rockford Campuses in Illinois – the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Medical Office Assistant Diploma and AAS Degree (pg. 16) Add the following statement immediately following the existing accreditation statement on this page: The Medical Assisting Diploma and AAS/AS Degree programs at the Appleton, Aurora, Fort Myers, New Port Richey, Ocala, Romeoville, Rockford and Wausau campuses are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Medical Laboratory Technician AAS Degree (pg. 17)
Delete Foundations Courses section for this program.

Law Enforcement AAS Degree (pg. 22) Delete the Law Enforcement AAS Degree program in its entirety.

Paralegal AAS Degree and Paralegal Certificate (pg. 24-25) Course number and name for PL219 Law Office Technology is changed to PL226 Law Office Technology: Cyberspace and the Paralegal Profession.

Computer Science BS Degree (pg. 27) Delete previous note in its entirety and insert: **Entrance requirements for Computer Science Bachelor's, Software Application Development Associate's, and Software Application Development Certificate Programs.** Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

Computer Science BS Degree (pg. 27) Beneath the Program name, delete "Moorhead Campus Only."

Software Application Development AS Degree (pg. 28) Delete previous note in its entirety and insert: **Entrance requirements for Computer Science Bachelor's, Software Application Development Associate's, and Software Application Development Certificate Programs.** Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference

and a 750-word essay. Please speak with a Program Manager for details.

Beneath the Program name, delete "Moorhead Campus Only."

Digital Design and Animation BS Degree (pg. 29) Beneath the Program name, delete "Moorhead Campus Only."

Game and Simulation Programming BS Degree (pg. 30) Beneath the Program name, delete "Moorhead Campus Only."

Business Diploma – Child Development Specialization (pg. 36) Delete the statement "This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin."
Add the statement "The Business Diploma, Child Development Specialization is offered at the Moorhead site but not the Bismarck or Fargo campuses."

Medical Billing and Coding Certificate (pg. 37) Add note below program: In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

Medical Billing and Coding Diploma (pg. 37) Add note below program: In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

Criminal Justice Certificate and Diploma (pg. 38) Students may not currently enroll in the Criminal Justice Certificate or Diploma.

Software Application Development Certificate (pg. 39) Delete previous note in its entirety and insert: **Entrance requirements for Computer Science Bachelor's, Software Application Development Associate's, and Software Application Development Certificate Programs.** Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

Beneath the Program name, delete "Moorhead Campus Only."

Lower Division General Education Communication Course Selections (pg. 42) In the tables captioned **"General Education Course Selections: All BS and AAS Degree Programs (Except Computer Science BS, Software Application Development AS and all Nursing Programs)"**

and **"General Education Course Selections: Nursing Degree Programs,"** lower division "Communication" course selections should be listed as follows:

Communication

G126A	English Composition 2	4
G141	Introduction to Communication	4
G227	Oral Communication	4

In the table captioned **"General Education Course Selections: Computer Science BS Degree and Software Application Development AS Degree,"** lower division "English Composition" and "Communication" course selections should be listed as follows:

English Composition

G124	English Composition*	4

Communication

G126A	English Composition 2*	4
G141	Introduction to Communication	4
G227	Oral Communication	4

General Education Mathematics Course Selections (pg. 42) In the table captioned **"General Education Course Selections: All BS and AAS Degree Programs (Except Computer Science BS, Software Application Development AS and all Nursing Programs),"** lower division "Mathematics" course selections should be listed as follows:

Mathematics

G180	General Education Mathematics	4
G233	College Algebra	4

Human Resources and Organizational Leadership AAS Degree See page 15 of this addendum for program details.

Human Resources and Organizational Leadership Diploma See page 16 of this addendum for program details.

Marketing AAS Degree See page 17 of this addendum for program details.

Marketing Diploma See page 18 of this addendum for program details.

Public Accounting BS Degree See page 19 of this addendum for program details.

Cyber Security BS Degree See page 20 of this addendum for program details.

Information Technology Management BS Degree See page 21 of this addendum for program details.

COURSE DESCRIPTIONS

CEC080 College Experience Course (pg. 43) Add the following after the "Program Length" section:
CEC080 College Experience Course, 0 credits
The College Experience Course is an instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build a student's confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.
Prerequisite: none

Add A315 Governmental and Not-for-Profit Accounting
40 hours, 4 credits This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.
Prerequisite: Financial Accounting II

Add A400 CPA Exam Preparation
40 hours, 2 credits The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.
Prerequisite: This is the last course students take in the program

Add A402 Advanced Auditing II
40 hours, 4 credits The study in greater depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing.
Prerequisite: Advanced Auditing Concepts and Standards

Add A415 Financial Statement Analysis
40 hours, 4 credits This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.
Prerequisite: Financial Accounting II

Add A432 Accounting Fraud Investigation
40 hours, 4 credits This course is a study of the internal audit principles, practices, and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.
Prerequisite: Advanced Auditing Concepts and Standards

Add A440 Accounting Research Methods and Techniques
40 hours, 4 credits In this course students learn accounting research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems.
Prerequisites: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting III

Add B235 Introduction to Organizational Leadership, 40 hours, 4 credits This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders.
Prerequisite: none

Add B310 International Marketing, 40 hours, 4 credits
This course is a study of concepts in international marketing dealing with the uniqueness of cross-cultural market challenges of global businesses. The focus will be placed on diversity encountered on the various target markets in the world. The notion of sensitivity and cultural dynamics dealing with the various world cultures is addressed as well as political and legal challenges, economic and educational issues, conducting research internationally, and many other topics dealing with promoting company and products abroad.
Prerequisite: Principles of Marketing

Add B351 Management of Information Systems, 40 hours, 4 credits Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Business

Add G180 General Education Mathematics, 40 Hours, 4 credits This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by placement test score

G246 Advanced Algebra, 50 hours, 5 credits (pg. 48)
Change prerequisite to read: Satisfactory score on placement exam

H320 Financial Management of Healthcare Organizations, 40 hours, 4 credits (pg. 49) Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

H330 Quality Improvement in Healthcare, 40 hours, 4 credits (pg. 49) Prerequisite: Introduction to Healthcare Administration or Health Information Management

H420 Advanced Healthcare Law and Ethics, 40 hours, 4 credits, (pg. 49) Prerequisite: Medical Law and Ethics or Health Information Law and Ethics

HI410 Applied Research in Health Information Management, 40 hours, 4 credits (pg. 50) Prerequisite: Healthcare Statistics

HI420 Health Information Management Professional Practice Experience, 120 hours, 4 credits (pg. 50) Delete course description and replace with: A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student's final quarter

Add HI435 Health Data Management, 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today's healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEDIS, UHDDS, OASIS including the history, purpose, and uses of each.
Prerequisites: Structure and Function of the Human Body; Medical Terminology

HI440 Health Information Management Capstone, 20 hours, 2 credits (pg. 50) Delete this course description.

HI450 Health Information Management Alternative Facility Professional Practice Experience, 30 hours, 1 credit (pg. 50) Delete course description and replace with: This course is a 30-hour practical experience that will focus on a non-hospital environment of the student's choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student's final quarter

M140 Basic ICD-9-CM Coding, 40 hours, 4 credits (pg. 53)
Prerequisite: Medical Terminology; Pre- or Co-requisite: Pathophysiology

M211 Quality Analysis and Management, 40 hours, 4 credits (pg. 53) Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

M243 Health Information Law and Ethics, 40 hours, 4 credits (pg. 53) Prerequisite: none

M251 Medical Coding Practicum, 30 hours, 1 credit (pg. 53) Pre- or co-requisite: Ambulatory Care Coding

MA265A Medical Assistant Externship, 240 hours, 8 credits (pg. 54) Course name is Medical Office Assistant Externship.

Add N306 Advanced Network Security, 50 hours, 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing; Networking Security

Add N312 Advanced Networking, 50 hours, 4 credits This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and QoS.
Prerequisite: Virtualization

Add N313 Introduction to Information Systems Security, 40 hours, 3 credits This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.
Prerequisite: none

Add N323 Asset Management, 30 hours, 3 credits This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Planning and Documentation

Add N324 Portfolio, Package and Publish 40 hours, 4 credits This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: Multiplayer Game Programming

Add N326 Legal and Security Issues, 40 hours, 4 credits This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/internet site and potentials for misuse.
Prerequisite: none

Add N331 Infrastructure Hardware, 50 hours, 4 credits This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fiber channel, iSCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate fault tolerance and capacity for anticipated growth.
Prerequisite: Networking Fundamentals

Add N332 Managing Risk for Information Systems, 40 hours, 4 credits This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.
Prerequisite: none

Add N342 Scripting, 50 hours, 4 credits This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

Add N343 Security Policies and Implementation, 40 hours, 4 credits This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: none

N358 Database Systems Design, 50 hours, 4 credits (pg. 57) Prerequisite: Relational Databases

Add N359 Support Management, 40 hours, 4 credits This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

Add N362 Technical Writing, 20 hours, 2 credits This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

Add N363 Security Strategies for Web Apps and Social Networking, 40 hours, 3 credits This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: none

Add N370 Virtualization, 50 hours, 4 credits This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for

virtualization of servers, clients and applications. Topics include vSwitch, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (SBC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Networking Fundamentals

Add N404 Cloud Computing, 40 hours, 4 credits This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC's) and WAN optimization controllers (WOC's), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.
Prerequisite: Virtualization

Add N409 Auditing Information Technology Infrastructure, 40 hours, 4 credits This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).
Prerequisite: none

Add N411 Disaster Recovery, 50 hours, 4 credits This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/warm/cold site strategies, and documentation and testing of recovery procedures.
Prerequisite: Service Management

Add N416 Access Controls, Authentication, and PKI, 40 hours, 4 credits This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered.
Prerequisite: none

Add N422 Enterprise Application Support, 40 hours, 4 credits This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisites: Advanced Networking; Disaster Recovery

Add N423 Windows Security Strategies, 40 hours, 4 credits This course discusses security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications.
Prerequisite: none

Add N430 Computer Forensics, 40 hours, 3 credits This course examines computer literacy and criminal investigation legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.
Prerequisite: Computer Applications and Business Systems Concepts

Add N432 Information Technology Management Capstone, 20 hours, 2 credits This course summarizes key learning throughout the student's program. Students apply what they've learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.
Prerequisite: Advanced Networking; must be completed in the student's final quarter

Add N437 Linux Security Strategies, 40 hours, 4 credits This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods.
Prerequisite: none

Add N442 Hacker Techniques, Tools, and Applications, 40 hours, 4 credits This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.
Prerequisite: none

Add N443 Service Management, 40 hours, 4 credits This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.
Prerequisite: Support Management

Add N458 Systems Monitoring, 50 hours, 4 credits This course is designed to teach students to identify performance bottlenecks, benchmark performance and

implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting. Prerequisite: Advanced Networking

Add N459 ISS Capstone, 40 hours, 3 credits This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.
Prerequisite: This course is designed to be taken at the end of the program

Add N466 Unified Communications and Mobile Computing, 50 hours, 4 credits This course teaches students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business

today. Topics include simplifying communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools. Prerequisite: Advanced Networking

N471 Engineering Virtual Worlds, 40 hours, 4 credits (pg. 58) Course is 50 hours, 4 credits

PL219 Law Office Technology, 40 hours, 4 credits (pg. 59) Course number and name for PL219 Law Office Technology is changed to PL226 Law Office Technology: Cyberspace and the Paralegal Profession. Course description is unchanged.

ST105 Introduction to Surgical Technology, 70 hours, 3 credits (pg. 61), should be 40 hours, 3 credits.

W109 Relational Databases, 40 hours, 3 credits (pg. 61) Prerequisite: Fundamentals of Programming

COLLEGE INFORMATION AND POLICIES

Board of Directors (pg. 3) Delete entire section and replace with:
BOARD OF DIRECTORS
 Henry S. Bienen
  Chairman, Rasmussen College, Inc.
  President Emeritus, Northwestern University,
   Evanston, Illinois
Herman Bulls
  CEO, Public Institutions, Jones Lang LaSalle
James E. Cowie
  Managing Director, Frontenac Company
Therese A. Fitzpatrick
  Executive Vice President and Chief Operating
   Officer, Assay Healthcare Solutions
Robert E. King
  Chairman, Deltak edu, Inc.
  Chairman, Salt Creek Ventures
J. Michael Locke
  Chairman, Rasmussen, Inc.
  Vice Chairman, Rasmussen College, Inc.
Thurston E. Manning
  Formerly Executive Director of the Commission on
   Institutions of Higher Education of the North
   Central Association
Thomas M. Slagle
  CEO, Rasmussen College, Inc.
Kristi A. Waite
  President, Rasmussen College, Inc.

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

Corporate Discount (pg. 6) Delete entire section and replace with the following:
Corporate Discount
Some companies receive a tuition discount or grant from Rasmussen College for eligible employees. Contact your campus for details.

Restrictions (pg. 6) Delete entire section and replace with the following:
Restrictions
Students are eligible for only one of the following scholarship and grant programs at a time:
- Grade Point Achievement Scholarship
- Early Honors Program
- 10% Military Discount
- Corporate Discount
- Community Business Success Grant
- AcceleratED Partner Success Grant

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

Assessment (pg. 62) Delete last paragraph beginning with "The purpose of the non-credit…" and replace with:
"The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments compiled in the seminar courses are the components of the Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

College Acceptance or Rejection of Application for Admission (pg. 62) Under 9th bullet, delete second dash that begins, "TOEFL test score of…" and insert: "TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based."

College Acceptance or Rejection of Application for Admission (pg. 62) Add the following as the 10th bullet point in this section: Students who are unable to prove graduation from an international high school are eligible for provisional acceptance to Rasmussen College. Federal regulations require these students to complete at least 6 credit hours before they are eligible for federal student aid. In their first quarter, these students are required to take exactly two courses for a minimum total credit load of 6 credits. During this first quarter, the students will be responsible for paying a $100 course fee per course and Rasmussen College will provide an institutional grant for the tuition cost. Should the student successfully complete both classes with a grade of C or higher in their first quarter, they will gain full acceptance to the College and be eligible for federal student aid in subsequent quarters. Should the student fail to complete both classes with a grade of C or higher in their first quarter, they will be removed from the College. Regional Vice President approval is required for provisional acceptance. Provisional acceptance will no longer be available beginning with Summer 2012 term.

Background Checks (pg. 62) Add Medical Billing and Coding to list of programs requiring a background check.

These Programs May Also Be Offered Online (pg. 63) Delete the Criminal Justice Diploma and the Criminal Justice Certificate.

Applying to the Medical Laboratory Technician and Surgical Technologist Programs (pg. 63) Delete sixth paragraph that begins, "Students accepted into their program will…", and replace with:

"Students accepted into their program will receive a letter from the College in the mail."

Entrance Requirements for Software Application Development Associate's and Computer Science Bachelor's Programs (pg. 63) Delete entire section and replace with: **Entrance requirements for Computer Science Bachelor's, Software Application Development Associate's, and Software Application Development Certificate Programs.** Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

Point Scale Alphabetical Grading System (pg. 64)
Add the following:

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

Revise the following:

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

Repeating Failed Courses (pg. 64) Delete entire section and replace with the following *(note the name change to the section)*: **Repeating Courses Policy**
Students who are meeting Satisfactory Academic Progress may retake courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an "F/FA". A third attempt at a failed course will not be eligible for any financial aid. If a student elects to repeat a course for which a grade above "F/FA" was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses along with the credits from prior attempts will be included in credits attempted for the purposes of determining satisfactory academic progress. The highest grade earned from a repeated course will be used in the calculation of the student's cumulative GPA. The student's GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

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

College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, the "TR" replaces one "F/FA" grade for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student's Cumulative Completion Rate (CCR).

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

Transfer of Previously Earned College Credit and Prior Learning Assessments (pg. 65) Add under heading, the heading "General Transfer Credit Policy".

General Transfer Credit Policy (pg. 65) Delete 8th bullet that begins: "Students in the Medical Assisting, Medical Laboratory Technician,…" and insert:
"Students in the Medical Office Assistant, Medical Laboratory Technician, Surgical Technologist, and Associate's Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means with the exception of "block transfer" candidates for the Surgical Technologist and Medical Office Assistant Associate's degree programs."

Course By Course Transfer (pg. 65) Delete last bullet point and replace with: For students in MN who enroll in the Law Enforcement Associate's, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

Course By Course Transfer Policy (pg. 65)
Delete 10th bullet that begins 'Transfer of credit for Medical Laboratory Technician and Surgical Technologist…" and replace with:
"Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed

similar course work that exceeds the one (1) year limit can test out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability."

2 + 2 Matriculation for Baccalaureate Candidates (pgs. 65 & 66) Delete entire section and replace with the following:

2+2 Matriculation for Baccalaureate Candidates

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

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

• A block of 90 quarter credits for graduates from outside institutions will be awarded.

• If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.

• If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.

• Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.

• For the Bachelor in Computer Science, the 2 year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.

• For the Bachelor in Health Information Management, qualifying associate degrees have to be from a CAHIIM accredited program and earned within the past 5 years. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.

• For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below:

1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

2) Business Programs:

a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.

b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.

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

Medical Office Assistant Associate Degree Completer Block Transfer Policy (pg. 66) Delete paragraph that begins "Students may seek a course-by-course . . . " and replace with: Students may seek a course-by-course transfer of credits or course waiver for MA250 (Radiography Skills) only if they have a limited scope x-ray operators certificate. Students will need to complete or may seek a course-by-course transfer of credits for 32 general education credits and E242. For Medical Office Assistant students entering the College utilizing the block transfer process, only 67% of the total program credits may be transferred into the program.

RN to Bachelor of Science Nursing (RN to BSN) Policy (pg. 66) Delete entire section and replace with the following:

For students who have an unencumbered Registered Nurse license and have successfully completed an Associate's degree in field, they will receive a block transfer of 113 credits.

• Students will receive a block of 32 lower division General Education classes plus a block of 81 lower division core classes.

• Students who have the RN license alone will receive a block transfer of 81 lower division core credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from a college transcript.

• Upper division core classes are not transferrable.

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

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

Credit by Examination (pg. 66) delete entire section and replace with the following:

Credit by Examination

- Enrolled students may request credit by examination for courses if an exam has been developed.
- An examination score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial-aid eligibility.
- A credit by examination may be taken only once for each course.
- If a student has already attempted the course, as indicated by a posted W/WD or F/FA grade, no test-out attempt will be allowed.
- The following are not available for credit by examination: Program specific Massage Therapy, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Graduation Requirements (pg. 67) Delete entire section and replace with:

Graduation Requirements

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement. Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Attendance (pg. 67) Delete entire section and replace with:

Attendance Policy

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

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

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

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

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

Practicums/Externships in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above.

Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Tuition Rates table (pg. 67) Delete the third bullet under the table that reads "Students who maintain four courses per quarter through the entire program will not be subject to tuition increases." and insert the following:

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

Exit Interviews (pg. 69) Delete the first paragraph of this section and replace with:
Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed.

Non Federal Refund Distribution Policy (pg. 70) Delete the entire section and replace with:
Moorhead students only: Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid applied to institutional charges) less:
Amount of institutional charges that the school can retain per our state mandated refund policy less:
Amount of Institutional Share of the Title IV Refund

=

Remaining refund due to the State Aid Programs
Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

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

Bismarck and Fargo students only: If the disbursement is made of the ND State grant while the student is enrolled at a full-time status at 12 or more credits, no refund will be due. If the disbursement is made while the student is no longer in attendance or enrolled below 12 credits, a full refund to the ND State grant program is due.

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

Grievance Procedure (pg. 73) Add the following address above the address for The Higher Learning Commission:

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

Statement of Ownership (pg. 73) Delete entire section and replace with: **Statement of Ownership**
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Minnesota, North Dakota, and Wisconsin.

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

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

Accreditation (pg. 74) Delete the second and third paragraphs and insert the following:
The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora and Rockford Campuses in Illinois – the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited

by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Accreditation (pg. 73) Add the following below the entry for the Medical Assisting Accreditation (MAERB):
The Medical Assisting Program at the Aurora, Rockford, and Romeoville/Joliet campuses in Illinois – the Fort Myers, New Port Richey, and Ocala campuses in Florida – and the Appleton and Wausau campuses in Wisconsin is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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

Rasmussen College Standards of Satisfactory Academic Progress (SAP) (pg. 76) Delete entire section and replace with:

Rasmussen College Standards of Satisfactory Academic Progress (SAP)

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

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

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

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

2. **Pace/Cumulative Completion Rate (CCR)**. This is the pace at which a student progresses through a program.

CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (*e.g.,* 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

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

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

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

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

Financial Aid Warning: If a student's CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

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

Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to

the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

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

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

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student's new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.

Campus Locations (back cover) Add the following in the "Florida" section, immediately after the Ocala location:
Ocala School of Nursing
2100 SW 22nd Place
Ocala, FL 34471
352-291-8560

SCHOOL OF BUSINESS

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
AAS DEGREE

OBJECTIVE:

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

Foundation Courses

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

General Education Courses

	Credits
English Composition (Required course)	**4**
G124 English Composition	
Communication (Select 1 course)	**4**
Humanities (Select 2 courses)	**8**
Math (Select 1 course)	**4**
Natural Sciences (Select 1 course)	**4**
Social Sciences (Required courses)	**8**
G203 Macroeconomics	
G204 Microeconomics	
Total general education credits	**32**

Major and Core Courses

Number	Course	Credits
A140	Financial Accounting I	4
A141	Financial Accounting II	4
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B230	Principles of Finance	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B234	Business Law	4
B235	Introduction to Organizational Leadership	4
B250	Training and Development	4
B267	Employment Law	4
B271	Professional Communication	4
B280	Business Capstone	2
B293	Business Ethics	4
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2

Total Degree Credits   91*

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

● Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree Program.

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

SCHOOL OF BUSINESS

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
DIPLOMA

OBJECTIVE:

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

Foundation Courses

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

Diploma Courses

Number	Course	Credits
A140	Financial Accounting I	4
A141	Financial Accounting II	4
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B234	Business Law	4
B235	Introduction to Organizational Leadership	4
B250	Training and Development	4
B267	Employment Law	4
B271	Professional Communication	4
B293	Business Ethics	4
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
G124	English Composition	4
Math (Select 1 course)		**4**
G180	General Education Mathematics	
G233	College Algebra	

Total Degree Credits   61*

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

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

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

SCHOOL OF BUSINESS

MARKETING
AAS DEGREE

Career Opportunities:
- Marketing Coordinator
- Marketing Specialist
- Electronic Commerce Specialist

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

Foundation Courses

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

General Education Courses

	Credits
English Composition (Required course)	**4**
G124 English Composition	
Communication (Select 1 course)	**4**
Humanities (Select 2 courses)	**8**
Math (Select 1 course)	**4**
Natural Sciences (Select 1 course)	**4**
Social Sciences (Required courses)	**8**
G203 Macroeconomics	
G204 Microeconomics	
Total general education credits	**32**

See page 42 for General Education Course Selections.

Major and Core Courses

Number	Course	Credits
A140	Financial Accounting I	4
A141	Financial Accounting II	4
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B230	Principles of Finance	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B234	Business Law	4
B245	Online Multimedia Marketing	4
B271	Professional Communication	4
B273	Internet Business Models and E-Commerce	4
B280	Business Capstone	2
B281	Public Relations and Advertising	4
B293	Business Ethics	4
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2

Total Degree Credits   91*

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

●**Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree Program.**

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

SCHOOL OF BUSINESS

MARKETING
DIPLOMA

OBJECTIVE:

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

Foundation Courses

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

Diploma Courses

Number	Course	Credits
A140	Financial Accounting I	4
A141	Financial Accounting II	4
B136	Introduction to Business	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B234	Business Law	4
B245	Online Multimedia Marketing	4
B271	Professional Communication	4
B273	Internet Business Models and E-Commerce	4
B281	Public Relations and Advertising	4
B293	Business Ethics	4
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
G124	English Composition	4
Math (Select 1 course)		**4**
G180	General Education Mathematics	
G233	College Algebra	

Total Degree Credits   57*

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

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

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

SCHOOL OF BUSINESS

PUBLIC ACCOUNTING
BS DEGREE
Moorhead Campus Only

Career Opportunities:

- Certified Public Accountant
- Public Accountant
- Management Accountant
- Government Accountant
- Internal Auditor

O B J E C T I V E :

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

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

General Education Courses

Lower Division
English Composition (Required course)	**4**
G124 English Composition	
Communication (Select 1 course)	**4**
Humanities (Select 2 courses)	**8**
Math (Select 1 course)	**4**
Natural Sciences (Select 1 course)	**4**
Social Sciences (Required courses)	**8**
G203 Macroeconomics	
G204 Microeconomics	

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

See page 39 for General Education Course Selections.

Unrestricted Elective Credits	**20**

Lower Division Major/ Core Courses
A140 Financial Accounting I	4
A141 Financial Accounting II	4
B136 Introduction to Business	4
B232 Principles of Marketing	4
B233 Principles of Management	4
B234 Business Law	4
B271 Professional Communication	4
B293 Business Ethics	4
D132 Computer Applications and Business Systems Concepts	3
D181 Excel	3
E242 Career Development	2

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

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

Upper Division Major/Core Courses
A330 Managerial Accounting Theory and Practice	4
A340 Advanced Auditing Concepts and Standards	4
A360 Taxation of Individuals	4
A370 Intermediate Financial Reporting I	4
A375 Intermediate Financial Reporting II	4
A380 Intermediate Financial Reporting III	4
A406 Cost Accounting Principles & Applications	4
A416 Advanced Financial Accounting	4
A420 Accounting Information Systems	4
A430 International Accounting	4
A490 Accounting Capstone II	4
B330 Advanced Principles of Financial Management	4
B343 Business Law II	4
B351 Management of Information Systems	4
B444 Statistics for Managers	4
B460 Strategic Management	4

CPA Courses
A315 Government and Not-for-profit Accounting	4
A322 Risk Management for Accountants	4
A400 CPA Exam Preparation	2
A402 Advanced Auditing II	4
A410 Advanced Federal Tax Theory	4
A415 Financial Statement Analysis	4
A432 Accounting Fraud Investigation	4
A440 Accounting Research Methods and Techniques	4
B333 Principles of Management II	4
B360 Operations Management	4
B370 Organizational Behavior Analysis	4
B420 Organizational Development	4
B492 Contemporary Leadership Challenges	4

Total Degree Credit Hours
Total Lower Division Major and Core Credits	**40**
Total Upper Division Major and Core Credits	**64**
Total Unrestricted elective credits	**20**
CPA Course Credits	**50**
Total general education credits	**56**

TOTAL BS DEGREE CREDITS	**230 ***

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

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

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

SCHOOL OF TECHNOLOGY AND DESIGN

CYBER SECURITY
BS DEGREE

Career Opportunities:

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

O B J E C T I V E :

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

Foundation Courses

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

General Education Courses

Lower Division
English Composition (Required course)	**4**
G124 English Composition	
Communication (Select 1 course)	**4**
Humanities (Select 2 courses)	**8**
Math (Select 1 course)	**4**
Natural Sciences (Select 1 course)	**4**
Social Sciences (Select 2 courses)	**8**

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

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

See page 42 for General Education Course Selections.

Major and Core Courses
Lower Division
B119 Customer Service	4
B136 Introduction to Business	4
B220 Project Planning and Documentation	4
B271 Professional Communication	4
B293 Business Ethics	4
D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
N127 Microsoft Windows Workstations	3
N133 Networking Fundamentals	3
N140 Logic and Troubleshooting	4
N141 Networking Security	3
N145 Fundamentals of PC Hardware and Software	4
N150 Technology's Role in the 21st Century	2
N226 Windows Active Directory	3
N228 Microsoft Windows Server	3
N235 Cisco Networking Fundamentals and Routing	3
N253 Managing Information Security	3
N290 Information Technology Capstone	2

Upper Division
J320 Criminal Investigations	4
J325 Criminal Evidence	4
J326 Criminal Behavior: Profiling Violent Offenders	4
J331 Constitutional Law	4
J440 Special Offenders: Sex Offenders	4
N313 Introduction to Information Systems Security	3
N326 Legal and Security Issues	4
N332 Managing Risk for Information Systems	4
N343 Security Policies and Implementation	4
N363 Security Strategies for Web Apps and Social Networking	3
N409 Auditing Information Technology Infrastructure	4
N416 Access Controls, Authentication, and PKI	4
N420 Network Security and Cryptography	3
N423 Windows Security Strategies	4
N430 Computer Forensics	3
N437 Linux Security Strategies	4
N442 Hacker Techniques, Tools, and Applications	4
N459 ISS Capstone	3

Total Degree Credit Hours

Total general education credits	**56**
Total Lower Division Major/Core Credits	**58**
Total Upper Division Major/Core Credits	**67**

TOTAL BS DEGREE CREDITS   181 *

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

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

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

SCHOOL OF TECHNOLOGY AND DESIGN

INFORMATION TECHNOLOGY MANAGEMENT
BS DEGREE

Career Opportunities:
- *Network Administrator*
- *Network Analyst*
- *Information Technology Manager*

OBJECTIVE:

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

Foundation Courses

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

General Education Courses

Lower Division
English Composition (Required course)	**4**
G124 English Composition	
Communication (Select 1 course)	**4**
Humanities (Select 2 courses)	**8**
Math (Select 1 course)	**4**
Natural Sciences (Select 1 course)	**4**
Social Sciences (Select 2 courses)	**8**

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

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

See page 42 for General Education Course Selections.

Major and Core Courses
Lower Division
B119 Customer Service	4
B136 Introduction to Business	4
B220 Project Planning and Documentation	4
B271 Professional Communication	4
B293 Business Ethics	4
D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
N127 Microsoft Windows Workstations	3
N133 Networking Fundamentals	3
N140 Logic and Troubleshooting	4
N141 Networking Security	3
N145 Fundamentals of PC Hardware and Software	4
N150 Technology's Role in the 21st Century	2
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
N290 Information Technology Capstone	2

Upper Division
B351 Management of Information Systems	4
B370 Organizational Behavior Analysis	4
N141 Networking Security	3
N306 Advanced Network Security	4
N312 Advanced Networking	4
N323 Asset Management	3
N331 Infrastructure Hardware	4
N342 Scripting	4
N359 Support Management	4
N362 Technical Writing	2
N370 Virtualization	4
N404 Cloud Computing	4
N411 Disaster Recovery	4
N422 Enterprise Application Support	4
N432 Information Technology Management Capstone	2
N443 Service Management	4
N458 Systems Monitoring	4
N466 Unified Communications and Mobile Computing	4

Total Degree Credit Hours

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

TOTAL BS DEGREE CREDITS   180 *

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

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

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