

# Accounting Programs

## Accounting AAS Degree

### Standard Length of Program

6 Quarters Day College  
10 Quarters Evening College

### Employment Goals

- Accountant
- Office Manager
- Accounting Manager
- Small Business 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 COMPASS placement exam or by successful completion of B097, B098, and/or B099.

### BUSINESS EDUCATION COURSES

Number	Course	Credits
A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A169	Income Tax	4
A170	Cost Accounting I	4
A171	Cost Accounting II	4
A172	Intermediate Accounting I	4
A173	Intermediate Accounting II	4
A177	Payroll Accounting	4
B136	Introduction to Business	4
B138	Management & Supervision	4
B140	Sales Techniques	4
B193	Business Ethics	4
B219	Customer Service	4
D177	Computer Accounting Applications	4
D178	Computer Integrated Accounting	3
D181	Excel	3
D183	Access	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
S222	Business Document Processing I	3

### GENERAL EDUCATION COURSES

A minimum of 30 credits in general education course work is required. Students must meet the following credit distributions. If coursework is completed at Rasmussen College, this will total 32 credits. Students must exceed the two class minimum in at least one of the first three discipline areas.

#### Math & Natural Sciences (a minimum of 2 courses must be completed)

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4

#### Social Sciences (a minimum of 2 courses must be completed)

G122	World Geography	4
G123	Principles of Economics	4
G127	Law & Society	4
G136	History: Popular Culture & Social Change in America – Post World War II	4

#### Humanities (a minimum of 2 courses must be completed)

G125	Humanities	4
G126	Speech	4
G135	Survey of American Literature (Mid 19th Century to Present)	4

#### English Composition

G124	English Composition	4
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## Accounting AAS Degree Credits

113\*

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

# Accounting Programs

## FOUNDATION COURSES

Number	Course	Credits	
B097	Foundations of English I	4	<i>Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.</i>
B098	Foundations of English II	4	
B099	Foundations of Math	4	

## Accounting Certificate

### Standard Length of Program

3 Quarters Day College

4 Quarters Evening College

### Employment Goals

- Accounting Clerk
- Payroll Clerk
- Bookkeeper
- Accounting Assistant
- Bank Account Representative

Number	Course	Credits	Number	Course	Credits
A151	Accounting I	4	D181	Excel	3
A152	Accounting II	4	D184	Microcomputers	3
A153	Accounting III	4	E141	Career Skills	2
A169	Income Tax	4	E150	Success Strategies	4
A177	Payroll Accounting	4	S222	Business Document Processing I	3
B219	Customer Service	4			
D178	Computer Integrated Accounting	3			
<b>Accounting Certificate Credits</b>					<b>42 *</b>

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

## Accounting Diploma

### Standard Length of Program

5 Quarters Day College

8 Quarters Evening College

### Employment Goals

- Accounts Payable/Receivable Clerk
- Accounting Office Assistant
- Accountant

*In addition to all courses listed above:*

Number	Course	Credits	Number	Course	Credits
A170	Cost Accounting I	4	D183	Microsoft Access	3
A171	Cost Accounting II	4	G124	English Composition	4
A172	Intermediate Accounting I	4	G134	Intro to College Algebra	4
A173	Intermediate Accounting II	4	Gxxx	Select one elective course from the following: G122, G123, G125, G126, G135, or G 136	4
B136	Introduction to Business	4			
B138	Management & Supervision	4			
B193	Business Ethics	4			
D177	Computer Accounting Applications	4			
<b>Accounting Diploma Credits</b>					<b>89*</b>

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

# Business Management Programs

## Business Management AAS Degree

### Standard Length of Program

- 6 Quarters Day College
- 11 Quarters Evening College

### Employment Goals

- Management Trainee
- Restaurant Manager
- Small Business Manager
- Administrative Assistant
- Office Administrator
- Marketing Assistant
- Destinations Manager
- Legal Secretary

**Emphasis Degree Requirements:** Students must complete one of the eight Business Program occupational emphasis areas listed on pages 15-16.

### 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 COMPASS placement exam or by successful completion of B097, B098, and/or B099.

### BUSINESS EDUCATION COURSES

Number	Course	Credits
A151	Accounting I	4
B136	Introduction to Business	4
B138	Management & Supervision	4
B139	Marketing	4
B140	Sales Techniques	4
B193	Business Ethics	4
B219	Customer Service	4
B230	Principles of Finance	4
D181	Excel	3
D182	PowerPoint	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
S222	Business Document Processing I	3

### GENERAL EDUCATION COURSES

A minimum of 30 credits in general education course work is required. Students must meet the following credit distributions. If coursework is completed at Rasmussen College, this will total 32 credits. Students must exceed the two class minimum in at least one of the first three discipline areas.

#### Math & Natural Sciences (a minimum of 2 courses must be completed)

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4

#### Social Sciences (a minimum of 2 courses must be completed)

G122	World Geography	4
G123	Principles of Economics	4
G127	Law & Society	4
G136	History: Popular Culture & Social Change in America – Post World War II	4

#### Humanities (a minimum of 2 courses must be completed)

G125	Humanities	4
G126	Speech	4
G135	Survey of American Literature (Mid 19th Century to Present)	4

#### English Composition

G124	English Composition	4
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## Business Management AAS Degree Credits 112\*

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

# Business Management Programs

## Sales & Marketing Emphasis • AAS Degree

Select 30 credits in addition to all courses listed on page 14:

Number	Course	Credits	Number	Course	Credits
A152	Accounting II	4	D183	Access	3
B141	Sales Applications	4	E139	Desktop Publishing	4
B148	Human Resource Management	4	R100	Principles of Retailing	4
B163	Principles of Advertising	4	R104	Entrepreneurship	4
			S220	Word for Windows	3

## Business Administration Emphasis • AAS Degree

Select 30 credits in addition to all courses listed on page 14:

Number	Course	Credits	Number	Course	Credits
A177	Payroll Accounting	4	D177	Computer Accounting Applications	4
B141	Sales Applications	4	D183	Access	3
B148	Human Resource Management	4	E139	Desktop Publishing	4
B163	Principles of Advertising	4	R100	Principles of Retailing	4
			R104	Entrepreneurship	4

## Accounting Emphasis • AAS Degree

Select 30 credits in addition to all courses listed on page 14:

Number	Course	Credits	Number	Course	Credits
A152	Accounting II	4	A177	Payroll Accounting	4
A153	Accounting III	4	D177	Computer Accounting Applications	4
A169	Income Tax	4	D178	Computer Integrated Accounting	4
A170	Cost Accounting I	4	D183	Access	3
A171	Cost Accounting II	4			
A172	Intermediate Accounting I	4			
A173	Intermediate Accounting II	4			

## Office Administration Emphasis • AAS Degree

Select 30 credits in addition to all courses listed on page 14:

Number	Course	Credits	Number	Course	Credits
A152	Accounting II	4	S223	Business Document Processing II	3
A177	Payroll Accounting	4	S224	Business Document Processing III	3
B163	Principles of Advertising	4	S201	Office Procedures	4
D178	Computer Integrated Accounting	4	S204	Machine Transcription I	3
D183	Access	3	S205	Machine Transcription II	3
E139	Desktop Publishing	4	S225	Speed Building	2
			S220	Word for Windows	3

## Legal Administrative Emphasis • AAS Degree

Select 30 credits in addition to all courses listed on page 14:

Number	Course	Credits	Number	Course	Credits
D183	Access	3	S201	Office Procedures	4
E139	Desktop Publishing	4	S204	Machine Transcription I	3
J100	Introduction to Criminal Justice	4	S225	Speed building	2
S172	Legal Terminology	4	S218	Legal Document Processing	3
S178	Legal Machine Transcription III	3	S220	Word for Windows	3
S223	Business Document Processing II	3			
S224	Business Document Processing III	3			

# Business Management Programs

## Child Care Specialist Emphasis • AAS Degree

Select 30 credits in addition to all courses listed on page 14:

Number	Course	Credits	Number	Course	Credits
CC151	Guiding Children's Development	4	CC156	Implementing Curriculum in the Early Childhood Classroom	10
CC152	Early Childhood Education Curriculum and Instruction	4			
CC153	Creating a Developmentally Appropriate Environment	4			
CC154	Observing and Promoting Development in the Early Childhood Classroom	10			
CC155	Creating a Learning Environment	10			

## Medical Administrative Emphasis • AAS Degree

Select 30 credits in addition to all courses listed on page 14:

Number	Course	Credits	Number	Course	Credits
D183	Access	3	S223	Business Document Processing II	3
M200	Medical Office Procedures	4	S224	Business Document Processing III	3
M203	Medical Terminology I	4	S201	Office Procedures	4
M204	Medical Terminology II	4	S204	Machine Transcription I	3
M205	Medical Transcription I	4	S205	Machine Transcription II	3
M206	Medical Transcription II	4	S225	Speed Building	2
M208	Introduction to Health Information Management	4	S220	Word for Windows	3

# Sales Programs

## Sales & Marketing Administration Certificate

Standard Length of Program

3 Quarters Day College

4 Quarters Evening College

Employment Goals

- Customer Service Representative
- Sales Representative
- Management Trainee

Number	Course	Credits	Number	Course	Credits
B136	Introduction to Business	4	D184	Microcomputers	3
B138	Management & Supervision	4	E141	Career Skills	2
B139	Marketing	4	E150	Success Strategies	4
B140	Sales Techniques	4	S222	Business Document Processing I	3
B141	Sales Applications	4			
B163	Principles of Advertising	4			
B230	Principles of Finance	4			
D182	PowerPoint	3			
<b>Sales &amp; Marketing Administration Certificate Credits</b>					<b>43*</b>

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

## Sales & Business Administration Diploma

Standard Length of Program

4 Quarters Day College

7 Quarters Evening College

Employment Goals

In addition to those listed above

- Sales Associate
- Account Executive
- Retail Sales
- Small Business Management

In addition to all courses listed above:

Number	Course	Credits	Number	Course	Credits
A151	Accounting I	4	R100	Principles of Retailing	4
B148	Human Resource Management	4	R104	Entrepreneurship	4
B193	Business Ethics	4			
D181	Excel	3			
E139	Desktop Publishing	4			
G124	English Composition	4			
G134	Introduction to College Algebra (replaces B230 from certificate)	4			
Gxxx	Select one elective from G122, G123, G125, G126, G127, G135, G136	4			
<b>Sales &amp; Business Administration Diploma Credits</b>					<b>82*</b>

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

# Business Management Programs

## FOUNDATION COURSES

Number	Course	Credits	
B097	Foundations of English I	4	<i>Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.</i>
B098	Foundations of English II	4	
B099	Foundations of Math	4	

## Business Administration Certificate

### Standard Length of Program

3 Quarters Day College

4 Quarters Evening College

### Employment Goals

- Management Trainee
- Assistant Manager

Number	Course	Credits	Number	Course	Credits
A151	Accounting I	4	D184	Microcomputers	3
B136	Introduction to Business	4	E141	Career Skills	2
B138	Management & Supervision	4	E150	Success Strategies	4
B148	Human Resource Management	4	G127	Law & Society	4
B193	Business Ethics	4	<b>Business Administration Certificate Credits</b>		<b>43**</b>
B230	Principles of Finance	4	* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.		
D181	Excel	3			
D183	Access	3			

## Administrative Specialist Diploma

### Standard Length of Program

5 Quarters Day College

9 Quarters Evening College

### Employment Goals

- Executive Secretary
- Office Manager
- Executive Assistant
- Senior Secretary

Number	Course	Credits	Number	Course	Credits
A151	Accounting I	4	S222	Business Document Processing I	3
A177	Payroll Accounting	4	S223	Business Document Processing II	3
B136	Introduction to Business	4	S224	Business Document Processing III (55 net w.p.m. minimum, three 5-minute timings)	3
B148	Human Resource Management	4	S201	Office Procedures	4
B219	Customer Service	4	S204	Machine Transcription I	3
D181	Excel	3	S205	Machine Transcription II	3
D182	PowerPoint	3	S225	Speed Building	2
D183	Access	3	S220	Word for Windows	3
D184	Microcomputers	3	<b>Administrative Specialist Diploma Credits 78**</b>		
E139	Desktop Publishing	4	* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.		
E141	Career Skills	2			
E150	Success Strategies	4			
G124	English Composition	4			
G134	Introduction to College Algebra	4			
Gxxx	Select one elective course from the following: G122, G123, G125, G126, G127, G135, or G136	4			

# Child Care Programs

## Child Development AAS Degree

Standard Length of Program  
8 Quarters

Employment Goal

- Early Childhood Instructor
- Child Care Center Director

- Early Childhood Para-Professional
- Child Care Administrator

### 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 COMPASS placement exam or by successful completion of B097, B098, and/or B099.

### BUSINESS EDUCATION COURSES

Number	Course	Credits
B136	Introduction to Business	4
B138	Management and Supervision	4
B139	Marketing	4
B148	Human Resource Management	4
B219	Customer Service	4
CC151	Guiding Children's Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154	Observing and Promoting Development in the Early Childhood Classroom	10
CC155	Creating a Learning Environment	10
CC156	Implementing Curriculum in the Early Childhood Classroom	10
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

### GENERAL EDUCATION COURSES

A minimum of 30 credits in general education course work is required. Students must meet the following credit distributions. If coursework is completed at Rasmussen College, this will total 32 credits. Students must exceed the two class minimum in at least one of the first three discipline areas.

#### Math & Natural Sciences (a minimum of 2 courses must be completed)

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4

#### Social Sciences (a minimum of 2 courses must be completed)

G122	World Geography	4
G123	Principles of Economics	4
G127	Law & Society	4
G136	History: Popular Culture & Social Change in America – Post World War II	4

#### Humanities (a minimum of 2 courses must be completed)

G125	Humanities	4
G126	Speech	4
G135	Survey of American Literature (Mid 19th Century to Present)	4

#### English Composition

G124	English Composition	4
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## Child Development AAS Degree Credits

103\*

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

# Child Care Programs



## 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 COMPASS placement exam or by successful completion of B097, B098, and/or B099.

## Child Care Specialist Certificate

### Standard Length of Program

3 Quarters

### Employment Goals

- Early Childhood Teacher
- Infant or Toddler Teacher
- Preschool Teacher
- Nanny
- Child Care Administrator
- Lead Teacher

Number	Course	Credits	Number	Course	Credits
CC151	Guiding Children's Development	4	CC155	Creating a Learning Environment	10
CC152	Early Childhood Education Curriculum and Instruction	4	CC156	Implementing Curriculum in the Early Childhood Classroom	10
CC153	Creating a Developmentally Appropriate Environment	4	E141	Career Skills	2
CC154	Observing and Promoting Development in the Early Childhood Classroom	10	<b>Child Care Certificate Credits</b>		<b>44 *</b>

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

An applicant background study is required in the State of Minnesota. The externship site submits all required documentation.

The Child Care Specialist and Child Development Programs meet the educational requirements of teacher qualifications for child care under the Minnesota Department of Human Services licensing rules.

# Criminal Justice/Legal Programs

## Criminal Justice AAS Degree

### Standard Length of Program

- 6 Quarters Day College
- 8 Quarters Evening College

### Employment Goal

- Corrections Officer
- Court Clerk
- Juvenile Specialist
- Probation Support Specialist
- Security Professional
- Animal Control Officer

### 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 COMPASS placement exam or by successful completion of B097, B098, and/or B099.

### CRIMINAL JUSTICE CORE COURSES

Number	Course	Credits
B136	Introduction to Business	4
B219	Customer Service	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G127	Law & Society	4
J100	Introduction to Criminal Justice	4
J105	Criminal Law	4
J110	Criminal Procedures	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J210	Private Security	4
J215	Ethics in Criminal Justice	4
J220	Contemporary Issues in Criminal Justice	4
S172	Legal Terminology	4

### GENERAL EDUCATION COURSES

A minimum of 30 credits in general education course work is required. Students must meet the following credit distributions. If coursework is completed at Rasmussen College, this will total 32 credits. Students must exceed the two class minimum in at least one of the first three discipline areas.

#### Math & Natural Sciences (a minimum of 2 courses must be completed)

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4

#### Social Sciences (a minimum of 2 courses must be completed)

G122	World Geography	4
G123	Principles of Economics	4
G136	History: Popular Culture & Social Change in America – Post World War II	4

#### Humanities (a minimum of 2 courses must be completed)

G125	Humanities	4
G126	Speech	4
G135	Survey of American Literature (Mid 19th Century to Present)	4

#### English Composition

G124	English Composition	4
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## Criminal Justice AAS Degree Credits

97\*

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

This program is not intended to meet the requirements of the Minnesota POST Board for licensing as a law enforcement officer or police officer.

# Criminal Justice/Legal Programs



## FOUNDATION COURSES

Number	Course	Credits	<i>Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.</i>
B097	Foundations of English I	4	
B098	Foundations of English II	4	
B099	Foundations of Math	4	

## Legal Office Certificate

### Standard Length of Program

- 3 Quarters Day College
- 4 Quarters Evening College

### Employment Goals

- Legal Secretary
- Secretary

*Not offered during the evening at the St. Cloud Campus.*

Number	Course	Credits	Number	Course	Credits
B193	Business Ethics	4	S224	Business Document Processing III (60 net w.p.m. minimum, three 5 minute timings)	3
D184	Microcomputers	3	S201	Office Procedures	4
E141	Career Skills	2	S204	Machine Transcription I	3
G124	English Composition	4	S218	Legal Document Processing	3
S172	Legal Terminology	4	S220	Word for Windows	3
S178	Legal Machine Transcription	3		<b>Legal Office Certificate Credits</b>	<b>42*</b>
S222	Business Document Processing I	3			
S223	Business Document Processing II	3			

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

## Legal Administrative Specialist Diploma

### Standard Length of Program

- 4 Quarters Day College
- 7 Quarters Evening College

### Employment Goals

*In addition to those listed above*

- Legal Information Processing Secretary
- Legal Transcriptionist
- Legal Receptionist/Secretary
- Legal Administrative Assistant

*Not offered during the evening at the St. Cloud Campus.*

*In addition to all courses listed above:*

Number	Course	Credits	Number	Course	Credits
A151	Accounting I	4	M203	Medical Terminology I	4
D181	Excel	3	S225	Speed Building (65 net w.p.m. minimum, three 5 minute timings)	2
D182	PowerPoint	3		<b>Legal Administrative Specialist Diploma Credits</b>	<b>73*</b>
D183	Access	3			
E150	Success Strategies	4			
G134	College Algebra	4			
Gxxx	Select one of the following: G122, G123, G125, G126, G127 G135, or G136	4			

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

# Medical/Allied Health Programs

## Health Information Technician AAS Degree

### Standard Length of Program

6 Quarters Day College  
11 Quarters Evening College

### Employment Goals

- Accredited Record Technician
- Health Records Manager
- Clinical Data Specialist
- Data Quality Manager
- Medical Coder
- Medical Record Abstractor
- Medical Record Technician
- Patient Information Coordinator

### 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 COMPASS placement exam or by successful completion of B097, B098, and/or B099.

### BUSINESS EDUCATION COURSES

Number	Course	Credits
D181	Excel	3
D183	Access	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M203	Medical Terminology I	4
M204	Medical Terminology II	4
M208	Introduction to Health Information Management	4
M210	Health Information Systems	4
M211	Quality Analysis and Management	4
M212	Legal/Ethical Use of Health Information	4
M218	Management of Health Information Services	4
M223	Pathology I	4
M224	Pathology II	4
M226B	Medical Coding Practicum B	1
M226C	Health Information Practicum	2
M234	Medical Coding I	4
M235	Medical Coding II	4
M236	Medical Coding III	4
M237	Advanced Coding and Reimbursement Issues	4
S222	Business Document Processing I	3

### GENERAL EDUCATION COURSES

A minimum of 30 credits in general education course work is required. Students must meet the following credit distributions. If coursework is completed at Rasmussen College, this will total 32 credits. Students must exceed the two class minimum in at least one of the first three discipline areas.

#### Math & Natural Sciences (a minimum of 2 courses must be completed)

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4

#### Social Sciences (a minimum of 2 courses must be completed)

G122	World Geography	4
G123	Principles of Economics	4
G127	Law & Society	4
G136	History: Popular Culture & Social Change in America – Post World War II	4

#### Humanities (a minimum of 2 courses must be completed)

G125	Humanities	4
G126	Speech	4
G135	Survey of American Literature (Mid 19th Century to Present)	4

#### English Composition

G124	English Composition	4
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## Health Information Technician AAS Degree Credits 109\*

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

# Medical/Allied Health Programs

## FOUNDATION COURSES

Number	Course	Credits	
B097	Foundations of English I	4	<i>Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.</i>
B098	Foundations of English II	4	
B099	Foundations of Math	4	

## Medical Coding Specialist Certificate

### Standard Length of Program

4 Quarters Day College

4 Quarters Evening College

### Employment Goals

- Medical Coder

Number	Course	Credits	Number	Course	Credits
D184	Microcomputers	3	M234	Medical Coding I	4
E141	Career Skills	2	M235	Medical Coding II	4
G133	Anatomy and Physiology	4	M236	Medical Coding III	4
M203	Medical Terminology I	4	M226A	Medical Coding Practicum A	1
M204	Medical Terminology II	4	<b>Medical Coding Specialist Certificate Credits</b>		<b>42*</b>
M208	Introduction to Health Information Management	4	<i>* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.</i>		
M223	Pathology I	4			
M224	Pathology II	4			

## Medical Coding Specialist Diploma

### Standard Length of Program

5 Quarters Day College

6 Quarters Evening College

### Employment Goals

- Coding Analyst
- Coding Specialist
- Coding and Billing Specialist

*In addition to all courses listed above:*

Number	Course	Credits	Number	Course	Credits
E150	Success Strategies	4	M212	Legal and Ethical Uses of Health Information	4
G124	English Composition	4	M226B	Medical Coding Practicum B	1
G134	Introduction to College Algebra	4	M237	Advanced Coding and Reimbursement	4
Gxxx	Select one elective course from the following: G122, G123, G125, G126, G127, G135, or G136	4	<b>Medical Coding Specialist Diploma Credits</b>		<b>66*</b>

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



# Medical/Allied Health Programs

## Medical Transcriptionist AAS Degree

### Standard Length of Program

6 Quarters Day College  
11 Quarters Evening College

### Employment Goals

- Medical Transcriptionist
- Medical Secretary
- Supervisor/Director of Medical Transcriptionists
- Owner of Medical Transcription Service

### 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 COMPASS placement exam or by successful completion of B097, B098, and/or B099.

### BUSINESS EDUCATION COURSES

Number	Course	Credits
A151	Accounting I	4
B136	Introduction to Business	4
B138	Management and Supervision	4
B139	Marketing	4
B140	Sales Techniques	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy & Physiology	4
M200	Medical Office Procedures	4
M203	Medical Terminology I	4
M204	Medical Terminology II	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M208	Introduction to Health Information Management	4
M212	Legal/Ethical Use of Health Information	4
M223	Pathology I	4
M224	Pathology II	4
M227	Medical Transcriptionist Internship	3
S222	Business Document Processing I	3
S223	Business Document Processing II	3
S224	Business Document Processing III	3
(60 net w.p.m. minimum, three 5 minute timings)		
S220	Word for Windows	3

### GENERAL EDUCATION COURSES

A minimum of 30 credits in general education course work is required. Students must meet the following credit distributions. If coursework is completed at Rasmussen College, this will total 32 credits. Students must exceed the two class minimum in at least one of the first three discipline areas.

#### Math & Natural Sciences (a minimum of 2 courses must be completed)

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4

#### Social Sciences (a minimum of 2 courses must be completed)

G122	World Geography	4
G123	Principles of Economics	4
G127	Law & Society	4
G136	History: Popular Culture & Social Change in America – Post World War II	4

#### Humanities (a minimum of 2 courses must be completed)

G125	Humanities	4
G126	Speech	4
G135	Survey of American Literature (Mid 19th Century to Present)	4

#### English Composition

G124	English Composition	4
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### Medical Transcriptionist AAS Degree Credits 117\*

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

# Medical/Allied Health Programs

## FOUNDATION COURSES

Number	Course	Credits	
B097	Foundations of English I	4	<i>Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.</i>
B098	Foundations of English II	4	
B099	Foundations of Math	4	

## Medical Administrative Specialist Diploma

### Standard Length of Program

4 Quarters Day College

7 Quarters Evening College

### Employment Goals

- Ward Clerk
- Medical Receptionist/Secretary
- Station Secretary
- Health Unit Coordinator

Number	Course	Credits	Number	Course	Credits
A151	Accounting I	4	M206	Medical Transcription II	3
D183	Access	3	M208	Introduction to Health Information Management	4
D184	Microcomputers	3	M225	Medical Office Internship	3
E141	Career Skills	2	S222	Business Document Processing I	3
E150	Success Strategies	4	S223	Business Document Processing II	3
G124	English Composition	4	S224	Business Document Processing III	3
G134	Introduction to College Algebra	4	S225	Speed Building	2
Gxxx	Select one elective course from the following: G122, G123, G125, G126, G127, G135, or G136	4	S220	Word for Windows	3
M200	Medical Office Procedures	4			
M203	Medical Terminology I	4			
M204	Medical Terminology II	4			
M205	Medical Transcription I	3			

### Medical Administrative Specialist Credits 67\*

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

## Medical Transcriptionist Diploma

### Standard Length of Program

4 Quarters Day College

8 Quarters Evening College

### Employment Goals

- Medical Transcriptionist
- Medical Secretary
- Supervisor/Director of Medical Transcriptionists

Number	Course	Credits	Number	Course	Credits
D184	Microcomputers	3	M223	Pathology I	4
E141	Career Skills	2	M224	Pathology II	4
E150	Success Strategies	4	M227	Medical Transcriptionist Internship	3
G124	English Composition	4	S222	Business Document Processing I	3
G133	Anatomy & Physiology	4	S223	Business Document Processing II	3
G134	Introduction to College Algebra	4	S224	Business Document Processing III	3
Gxxx	Select one elective course from the following: G122, G123, G125, G126, G127, G135, or G136	4	S220	Word for Windows	3
M203	Medical Terminology I	4			
M204	Medical Terminology II	4			
M205	Medical Transcription I	3			
M206	Medical Transcription II	3			
M207	Medical Transcription III	3			
M208	Introduction to Health Information Management	4			

### Medical Transcriptionist Diploma Credits 69\*

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

# Information Systems Programs

## Information Systems Management AAS Degree

### Standard Length of Program

6 Quarters Day College  
10 Quarters Evening College

### Emphasis Degrees

- Network Support Specialist
- Wide Area Networking Specialist
- Desktop Application Support
- Internet Developer

*Emphasis Degree Requirements: Students must complete one of the four IS Program occupational emphasis areas listed on page 27.*

### 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 COMPASS placement exam or by successful completion of B097, B098, and/or B099.*

### BUSINESS EDUCATION COURSES

Number	Course	Credits
A151	Accounting I	4
B136	Introduction to Business	4
B138	Management & Supervision	4
B193	Business Ethics	4
B219	Customer Service	4
B220	Project Planning & Documentation	4
B221	Introduction to E-Commerce	4
B230	Principles of Finance	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
N111	Internet Browsing & Publishing	3

### GENERAL EDUCATION COURSES

*A minimum of 30 credits in general education course work is required. Students must meet the following credit distributions. If coursework is completed at Rasmussen College, this will total 32 credits. Students must exceed the two class minimum in at least one of the first three discipline areas.*

#### Math & Natural Sciences (a minimum of 2 courses must be completed)

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4

#### Social Sciences (a minimum of 2 courses must be completed)

G122	World Geography	4
G123	Principles of Economics	4
G127	Law & Society	4
G136	History: Popular Culture & Social Change in America – Post World War II	4

#### Humanities (a minimum of 2 courses must be completed)

G125	Humanities	4
G126	Speech	4
G135	Survey of American Literature (Mid 19th Century to Present)	4

#### English Composition

G124	English Composition	4
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# Information Systems Programs

## Network Support Specialist Emphasis • AAS Degree

In addition to all courses listed on page 26:

Number	Course	Credits	Number	Course	Credits	
N107	Novell NetWare**	3	N120	Microsoft Windows 2000 Server**	3	
N108	Linux Administration	3	N122	Network Topologies and Infrastructure**	3	
N112	PC Hardware and Software I	3	N123	Windows Networking Infrastructure**	3	
N113	PC Hardware and Software II**	3	N126	Windows Active Directory	3	
N119	Microsoft Windows 2000 Professional**	3	<b>Network Support Specialist Emphasis Credits</b>		<b>27</b>	
					<b>Network Support Specialist AAS Degree Credits</b>	<b>103**</b>

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

\*\* These courses help prepare students to take the Microsoft, Novell or CompTIA Certification Exam.

## Desktop Application Support Emphasis • AAS Degree

In addition to all courses listed on page 26:

Number	Course	Credits	Number	Course	Credits
D181	Excel**	3	S222	Business Document Processing I	3
D182	PowerPoint**	3	S220	Word for Windows**	3
D183	Access**	3	<b>Desktop Application Support Technician Emphasis Credits</b>		<b>21</b>
E139	Desktop Publishing	3	<b>Desktop Application Support Technician AAS Degree Credits</b>		<b>97**</b>
N119	Microsoft Windows 2000 Professional**	3			

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

\*\* These courses help prepare students to take the Microsoft, Novell or CompTIA certification exams.

## Internet Developer Emphasis • AAS Degree

In addition to all courses listed on page 26:

Number	Course	Credits	Number	Course	Credits
B222	Internet Advertising and Marketing	4	N121	Microsoft Windows and Internet Information Server	3
N108	Linux Administration	3	N124	Advanced Web Graphics	3
N114	Advanced Web Site Management for Linux and MS IIS	3	N125	Introduction to Web Design Software	3
N115	Principles of Web Design	3	<b>Internet Developer Emphasis Credits</b>		<b>28</b>
N116	Advanced Web Design and Delivery	3	<b>Internet Developer AAS Degree Credits</b>		<b>104**</b>
N117	Dynamic Web Site Programming and Maintenance	3			

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

\*\* These courses help prepare students to take the Microsoft, Novell or CompTIA certification exams.

## Wide Area Networking Specialist Emphasis • AAS Degree

In addition to all courses listed on page 26:

Number	Course	Credits	Number	Course	Credits
N108	Linux Administration	3	N161	Internetworking Router Technology	3
N112	PC Hardware and Software I	3	N162	Internetworking Advanced Router Technology	3
N113	PC Hardware and Software II**	3	N163	Internetworking Advanced Applications**	3
N119	Microsoft Windows 2000 Professional**	3	<b>Wide Area Networking Specialist Emphasis Credits</b>		<b>30</b>
N120	Microsoft Windows 2000 Server**	3	<b>Wide Area Networking Specialist AAS Degree Credits</b>		<b>106**</b>
N126	Windows Active Directory	3			
N160	Internetworking Fundamentals	3			

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

\*\* These courses help prepare students to take the Microsoft, Novell, Cisco or CompTIA certification exams.

# Information Systems Programs

## FOUNDATION COURSES

Number	Course	Credits	
B097	Foundations of English I	4	<i>Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.</i>
B098	Foundations of English II	4	
B099	Foundations of Math	4	

## Network Support Technician Certificate

### Standard Length of Program

6 Quarters Evening College

### Employment Goals

- Network Support Specialist
- Network Technician
- Network Control Operator

Number	Course	Credits
B220	Project Planning and Documentation	4
D184	Microcomputers	3
E141	Career Skills	2
N107	Novell NetWare**	3
N108	Linux Administration	3
N111	Internet Browsing and Publishing	3
N112	PC Hardware and Software I	3
N113	PC Hardware and Software II**	3
N119	Microsoft Windows 2000 Professional**	3
N120	Microsoft Windows 2000 Server**	3
N122	Network Topologies and Infrastructure**	3
N123	Windows Networking Infrastructure**	3
N126	Windows Active Directory	3
<b>Network Support Technician Certificate Credits</b>		<b>39*</b>

\* Credit totals do not include Foundations of English I/II or Foundations of Math.

These courses may be required of some students based upon placement examinations.

\*\* These courses help prepare students to take the Microsoft, Novell or CompTIA certification exams.

## Desktop Application Support Certificate

### Standard Length of Program

4 Quarters Day College

4 Quarters Evening College

### Employment Goals

- Helpdesk Technician
- Helpdesk Analyst
- Customer Support
- User Support Technician

Number	Course	Credits
B219	Customer Service	4
D181	Excel**	3
D182	PowerPoint**	3
D183	Access**	3
D184	Microcomputers	3
E139	Desktop Publishing	3
E141	Career Skills	2
E150	Success Strategies	4
N111	Internet Browsing and Publishing	3
N119	Microsoft Windows 2000 Professional**	3
S220	Word for Windows**	3
S222	Business Document Processing I	3
<b>Desktop Application Support Certificate Credits</b>		<b>37*</b>

\* Credit totals do not include Foundations of English I/II or Foundations of Math.

These courses may be required of some students based upon placement examinations.

\*\* These courses help prepare students to take the Microsoft, Novell or CompTIA certification exams.

# Information Systems Programs

## FOUNDATION COURSES

Number	Course	Credits	
B097	Foundations of English I	4	<i>Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.</i>
B098	Foundations of English II	4	
B099	Foundations of Math	4	

## Internet Developer Certificate

Standard Length of Program

6 Quarters Evening College

Employment Goals

- Internet Application Technician
- ISP Support Staff
- Internet Assistant
- Web Architect
- E-Advertising Support Technician

Number	Course	Credits
B220	Project Planning and Documentation	4
B221	Introduction to E-Commerce	4
B222	Internet Advertising and Marketing	4
D184	Microcomputers	3
E141	Career Skills	2
N108	Linux Administration	3
N111	Internet Browsing & Publishing	3
N114	Advanced Web Site Management for Linux and MS IIS	3
N115	Principles of Web Design	3
N116	Advanced Web Design and Delivery	3
N117	Dynamic Web Site Programming & Maintenance	3
N121	Windows 2000 & Internet Information Server	3
N124	Advanced Web Graphics	3
N125	Intro to Web Design Software	3
<b>Internet Developer Certificate Credits</b>		<b>44*</b>

\* Credit totals do not include Foundations of English I/II or Foundations of Math.

These courses may be required of some students based upon placement examinations.

\*\* These courses help prepare students to take the Microsoft, Novell or CompTIA certification exams.

## Wide Area Networking Technician Certificate

Standard Length of Program

6 Quarters Evening College

Employment Goals

- Cisco Network Technician
- Computer Systems Specialist
- Wide Area Networking Specialist

Number	Course	Credits
B220	Project Planning and Documentation	4
D184	Microcomputers	3
E141	Career Skills	2
N108	Linux Administration	3
N112	PC Hardware and Software I	3
N113	PC Hardware and Software II**	3
N119	Microsoft Windows 2000 Professional**	3
N120	Microsoft Windows 2000 Server**	3
N126	Windows Active Directory	3
N160	Internetworking Fundamentals	3
N161	Internetworking Router Technology	3
N162	Internetworking Advanced Router Technology	3
N163	Internetworking Advanced Applications**	3
<b>Wide Area Networking Technician Certificate Credits</b>		<b>39*</b>

\* Credit totals do not include Foundations of English I/II or Foundations of Math.

These courses may be required of some students based upon placement examinations.

\*\* These courses help prepare students to take the Microsoft, Novell, Cisco or CompTIA certification exams.