

## ACCOUNTING AAS Degree

### Total Credits for AAS Degree

<b>Financial Accounting</b>	<b>96*</b>
<b>Human Resource Accounting</b>	<b>93*</b>

### Standard Length of Program

- 6 Quarters Day College
- 9 Quarters Evening College

### Employment Goals

- Accountant
- Office Manager
- Benefits 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.

### General Education Courses\*\*

#### English Composition (Required Course)

G124	English Composition	4
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#### Communication (Select a minimum of 1 course)

G126	Speech	4
G141	Introduction to Communication	4

#### Humanities (Select a minimum of 2 courses)

G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4

#### Math/Natural Sciences (Select a minimum of 2 courses)

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4

#### Social Sciences (Select a minimum of 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	4

### Major and Core Courses

A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A169	Income Tax	4
A177	Payroll Accounting	4
A280	Accounting Capstone	2
B136	Introduction to Business	4
B171	Professional Communication	4
D177	Computer Accounting Applications	3
D181	Excel	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

### SELECT ONE EMPHASIS AREA

#### Financial Accounting Emphasis

A170	Cost Accounting I	4
A172	Intermediate Accounting I	4
B193	Business Ethics	4
B219	Customer Service	4
D183	Access	3

**Total Degree Credits 96\***

#### Human Resource Emphasis

B148	Human Resource Management	4
B149	Risk Management and Insurance	4
B167	Employment Law	4
B168	Compensation and Benefits Management	4

**Total Degree Credits 93\***

\* 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

## ACCOUNTING Certificate

### Total Credits

<b>Accounting Certificate</b>	<b>43*</b>
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### Standard Length of Program

- 3 Quarters Day College
- 4 Quarters Evening College

### Employment Goals

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

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A169	Income Tax	4
A177	Payroll Accounting	4
B171	Professional Communication	4
B219	Customer Service	4
D177	Computer Accounting Applications	3
D181	Excel	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

**Total Accounting Certificate 43\***

\* 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.

**ADMINISTRATIVE PROFESSIONS Diploma**

**Total Credits**  
**Administrative Specialist Diploma 79\***

**Standard Length of Program**  
 • 4 Quarters Day College • 8 Quarters Evening College

**Employment Goals**  
 • Office Manager • Executive Assistant  
 • Senior Secretary

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4
Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.		
A151	Accounting I	4
A177	Payroll Accounting	4
B136	Introduction to Business	4
B148	Human Resource Management	4
B171	Professional Communication	4
B219	Customer Service	4
D181	Excel	3
D182	PowerPoint	3
D183	Access	3
D184	Microcomputers	3
E141	Career Skills	2
E143	Desktop Publishing	3
E150	Success Strategies	4
G124	English Composition	4
G134	Introduction to College Algebra	4
Gxxx	General Education Elective	4
S101	Keyboarding	1
S201	Office Procedures	4
S204	Machine Transcription I	3
S220	Word for Windows	3
S222	Business Document Processing I	3
S223	Business Document Processing II	3
S224	Business Document Processing III	3
S226	Speed Building I	1
S227	Speed Building II	1
<b>Total Administrative Specialist Diploma</b>		<b>79*</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.



**ADMINISTRATIVE PROFESSIONS Certificate**

**Total Credits**  
**Legal Office Certificate 42\***

**Standard Length of Program**  
 • 3 Quarters Day College • 4 Quarters Evening College

**Employment Goals**  
 • Legal Secretary • Secretary

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4
Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097, B098, and/or B099.		
B171	Professional Communication	4
B193	Business Ethics	4
D184	Microcomputers	3
E141	Career Skills	2
S101	Keyboarding	1
S172	Legal Terminology	4
S178	Legal Machine Transcription	3
S201	Office Procedures	4
S218	Legal Document Processing	3
S220	Word for Windows	3
S222	Business Document Processing I	3
S223	Business Document Processing II	3
S224	Business Document Processing III	3
S226	Speed Building I	1
S227	Speed Building II	1
<b>Total Legal Office Certificate</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.

## BUSINESS MANAGEMENT AAS Degree

### Total Credits for AAS Degree

<b>Office Administration</b>	<b>97*</b>
<b>Legal Administrative</b>	<b>95*</b>
<b>Medical Administrative</b>	<b>94*</b>
<b>Child Care (Option A or B)</b>	<b>100/102*</b>
<b>Accounting</b>	<b>96*</b>
<b>Sales and Marketing</b>	<b>94*</b>
<b>Business Administration</b>	<b>95*</b>
<b>Human Resource</b>	<b>94*</b>
<b>Banking and Finance</b>	<b>97*</b>

### Standard Length of Program

• 6 Quarters Day College • 9 Quarters Evening College

### Employment Goals

- Management Trainee
- Small Business Manager
- Sales Representative
- Legal Secretary
- Accounting Clerk
- Office Administrator
- Medical Office Supervisor
- Administrative Assistant
- Marketing Assistant

### Foundation Courses

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

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

### Major and Core Courses

A151	Accounting I	4
B136	Introduction to Business	4
B138	Management and Supervision	4
B171	Professional Communication	4
B193	Business Ethics	4
B280	Business Capstone	2
D182	PowerPoint	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

### General Education Courses\*\*

#### English Composition (Required Course)

G124	English Composition	4
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#### Communication (Select a minimum of 1 course)

G126	Speech	4
G141	Introduction to Communication	4

#### Humanities (Select a minimum of 2 courses)

G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4

#### Math/Natural Sciences (Select a minimum of 2 courses)

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4

#### Social Sciences (Select a minimum of 2 courses)

G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

### BUSINESS MANAGEMENT AAS DEGREE EMPHASIS AREAS

#### Accounting Emphasis

A152	Accounting II	4
A153	Accounting III	4
A169	Income Tax	4
A172	Intermediate Accounting I	4
A177	Payroll Accounting	4
B230	Principles of Finance	4
D177	Computer Accounting Applications	3
D181	Excel	3
<b>Total Degree Credits</b>		<b>96*</b>

#### Banking and Finance Emphasis

B139	Marketing	4
B230	Principles of Finance	4
D181	Excel	3
F111	Introduction to Banking	4
F112	Fundamentals of Consumer Lending	4
F113	Introduction to Mortgage Lending	4
F114	Marketing of Financial Products	4
F115	Principles of Banking Law	4
<b>Total Degree Credits</b>		<b>97*</b>

#### Sales & Marketing Emphasis

B139	Marketing	4
B140	Sales Techniques	4
B141	Sales Applications	4
B163	Principles of Advertising	4
B219	Customer Service	4
R100	Principles of Retailing	4
R104	Entrepreneurship	4
<b>Total Degree Credits</b>		<b>94*</b>

#### Business Administration Emphasis

A152	Accounting II	4
A177	Payroll Accounting	4
B148	Human Resource Management	4
B219	Customer Service	4
B230	Principles of Finance	4
D177	Computer Accounting Applications	3
D181	Excel	3
S220	Word for Windows	3
<b>Total Degree Credits</b>		<b>95*</b>

#### Human Resource Management Emphasis

B148	Human Resource Management	4
B149	Risk Management and Insurance	4
B150	Training and Development	4
B167	Employment Law	4
B168	Compensation and Benefits Management	4
B169	Occupational Safety, Health, & Security	4
B219	Customer Service	4
<b>Total Degree Credits</b>		<b>94*</b>

#### Medical Administrative Emphasis

D181	Excel	3
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance Billing	3
S101	Keyboarding	1
S220	Word for Windows	3
S222	Business Document Processing I	3
<b>Total Degree Credits</b>		<b>94*</b>

**BUSINESS MANAGEMENT AAS DEGREE EMPHASIS AREAS**

**Office Administration Emphasis**

D181	Excel	3
D183	Access	3
E143	Desktop Publishing	3
S101	Keyboarding	1
S201	Office Procedures	4
S204	Machine Transcription I	3
S220	Word for Windows	3
S222	Business Document Processing I	3
S223	Business Document Processing II	3
S224	Business Document Processing III	3
S226	Speed Building I	1
S227	Speed Building II	1
<b>Total Degree Credits</b>		<b>97*</b>

**Legal Administrative Emphasis**

D183	Access	3
S101	Keyboarding	1
S172	Legal Terminology	4
S178	Legal Machine Transcription	3
S201	Office Procedures	4
S218	Legal Document Processing	3
S220	Word for Windows	3
S222	Business Document Processing I	3
S223	Business Document Processing II	3
S226	Speed Building I	1
S227	Speed Building II	1
<b>Total Degree Credits</b>		<b>95*</b>

**Child Care Emphasis (Option A)**

CC151	Guiding Children's Development	4
CC152	Early Childhood Educational Curriculum & Instruction	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC158	Infant and Toddler Curriculum	4
CC159	Dynamics of the Family	4
CC160	Children with Special Needs	4
CC161	Appreciation of Children's Literature	4
<b>Total Degree Credits</b>		<b>102*</b>

**Child Care Emphasis (Option B)**

CC151	Guiding Children's Development	4
CC152	Early Childhood Educational Curriculum	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC155	Creating a Learning Environment	10
<b>Select one of the following:</b>		
CC158	Infant and Toddler Curriculum	4
CC159	Dynamics of the Family	4
CC160	Children with Special Needs	4
CC161	Appreciation of Children's Literature	4
<b>Total Degree Credits</b>		<b>100*</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 ADMINISTRATION Certificate**

**Total Credits**  
**Business Administration Certificate 43\***

**Standard Length of Program**  
 • 3 Quarters Day College • 4 Quarters Evening College

**Employment Goals**  
 • Management Trainee • Assistant 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.

A151	Accounting I	4
B136	Introduction to Business	4
B138	Management and Supervision	4
B148	Human Resource Management	4
B171	Professional Communication	4
B193	Business Ethics	4
B230	Principles of Finance	4
D181	Excel	3
D183	Access	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
<b>Total Business Administration Certificate</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 & MARKETING ADMINISTRATION Certificate**

**Total Credits**  
**Sales & Marketing Administration Certificate 44\***

**Standard Length of Program**  
 • 3 Quarters Day College • 4 Quarters Evening College

**Employment Goals**  
 • Customer Service Representative  
 • Sales Representative • Management Trainee

**Foundation Courses**

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

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

B136	Introduction to Business	4
B138	Management and Supervision	4
B139	Marketing	4
B140	Sales Techniques	4
B141	Sales Applications	4
B163	Principles of Advertising	4
B171	Professional Communication	4
B219	Customer Service	4
D182	PowerPoint	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
<b>Total Sales and Marketing Administration Certificate</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.

**CHILD CARE AAS Degree****Total Credits for AAS Degree****Child Development 97\*****Standard Length of Program**

• 8 Quarters Day College • 8 Quarters Evening College

**Employment Goals**

- Early Childhood Instructor
- Early Childhood Para-Professional
- Child Care Center Director • 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.

**Major and Core Courses**

CC151	Guiding Children's Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC155	Creating a Learning Environment	10
CC156	Implementing Curriculum in the Early Childhood Classroom	10
CC158	Infant and Toddler Curriculum	4
CC159	Dynamics of the Family	4
CC160	Children with Special Needs	4
CC161	Appreciation of Children's Literature	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

**General Education Courses\*\*****English Composition (Required Course)**

G124	English Composition	4
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**Communication (Select a minimum of 1 course)**

G126	Speech	4
G141	Introduction to Communication	4

**Humanities (Select a minimum of 2 courses)**

G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4

**Math/Natural Sciences (Select a minimum of 2 courses)**

G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4

**Social Sciences (Select a minimum of 2 courses)**

G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

**CHILD CARE Certificate****Total Credits****Child Care Specialist Certificate 44\*****Standard Length of Program**

• 3 Quarters Day College • 3 Quarters Evening College

**Employment Goals**

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

**Foundation Courses**

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

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

CC151	Guiding Children's Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153	Creating a Developmentally Appropriate Environment	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC155	Creating a Learning Environment	10
CC156	Implementing Curriculum in the Early Childhood Classroom	10
E150	Success Strategies	4

**Total Child Care Specialist Certificate 44\***

\* 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.





## CRIMINAL JUSTICE AAS Degree

**Total Credits for AAS Degree**  
**Criminal Justice 97\***

**Standard Length of Program**  
 • 6 Quarters Day College • 8 Quarters Evening College

**Employment Goals**

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

### 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.

### Major and Core Courses

B171	Professional Communication	4
B219	Customer Service	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G137	Introduction to Psychology	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\*\*

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits.

**MEDICAL•ALLIED HEALTH AAS Degree**

**Total Credits for AAS Degree**  
**Health Information Technician 94\***

**Standard Length of Program**  
 • 6 Quarters **Day** College • 9 Quarters **Evening** College

**Employment Goals**

- Health Information Technician
- Health Records Manager
- Patient Information Coordinator
- Medical Record Abstractor
- Medical Coder
- Data Quality 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.

**Major and Core Courses**

B171	Professional Communication	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M141	Ambulatory Care Coding	3
M208	Introduction to Health Information Management	4
M211	Quality Analysis and Management	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
M228	Medical Legal and Ethical Issues	4
M229	Healthcare Information Technologies	4
M237A	Advanced Coding and Reimbursement Issues	3

**General Education Courses\*\***

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**MEDICAL•ALLIED HEALTH AAS Degree**

**Total Credits for AAS Degree**  
**Pharmacy Technician 92\***

**Standard Length of Program**  
 • 6 Quarters **Day** College • 8 Quarters **Evening** College

**Employment Goals**

- Retail Pharmacy
- Clinic Pharmacy
- Hospitals and Health Care Facilities

**Foundation Courses**

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

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

**Major and Core Courses**

B171	Professional Communication	4
B219	Customer Service	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
PT105	Introduction to Pharmacy	4
PT110	Pharmacology	4
PT115	Pharmacy Law and Ethics	4
PT120	Pharmacy Math and Dosages	4
PT125	Pharmacy Software/Automation/Insurance Billing	3
PT130	Unit Dose/IV Lab	3
PT135	Pharmacy Technician Practicum I	3
PT136	Pharmacy Technician Practicum II	3
PT137	Pharmacy Technician Practicum III	3
S101	Keyboarding	1
S222	Business Document Processing I	3

**General Education Courses\*\***

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**MEDICAL • ALLIED HEALTH AAS Degree**

**Total Credits for AAS Degree**  
**Health Unit Coordinator 92\***

**Standard Length of Program**  
 • 6 Quarters Day College • 8 Quarters Evening College

**Employment Goals**

- Health Unit Coordinator
- Health Unit Supervisor
- Ward Supervisor
- Ward Clerk

**MEDICAL • ALLIED HEALTH Diploma**

**Total Credits**  
**Health Unit Coordinator Diploma 62\***

**Standard Length of Program**  
 • 4 Quarters Day College • 7 Quarters Evening College

**Employment Goals**

- Health Unit Coordinator
- Ward Clerk
- Ward Supervisor

**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.

**Major and Core Courses**

D181	Excel	3
D183	Access	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
H110	Health Unit Coordinator Fundamentals	4
H111	Health Unit Coordinator Lab	2
H112	Health Unit Coordinator Practicum	3
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M208	Introduction to Health Information Management	4
M211	Quality Analysis and Management	4
M223	Pathology I	4
M224	Pathology II	4
M228	Medical Legal and Ethical Issues	4
S101	Keyboarding	1
S222	Business Document Processing I	3

**General Education Courses\*\***

<b>English Composition (Required Course)</b>		
G124	English Composition	4
<b>Communication (Select a minimum of 1 course)</b>		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities (Select a minimum of 2 courses)</b>		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences (Select a minimum of 2 courses)</b>		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences (Select a minimum of 2 courses)</b>		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**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.		
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G124	English Composition	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
H110	Health Unit Coordinator Fundamentals	4
H111	Health Unit Coordinator Lab	2
H112	Health Unit Coordinator Practicum	3
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M208	Introduction to Health Information Management	4
M211	Quality Analysis and Management	4
M223	Pathology I	4
M224	Pathology II	4
M228	Medical Legal and Ethical Issues	4
S101	Keyboarding	1
S222	Business Document Processing I	3
<b>Total Health Unit Coordinator Diploma</b>		<b>62*</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 AAS Degree**

**Total Credits for AAS Degree**  
**Massage Therapy 90\***

**Standard Length of Program**  
 • 6 Quarters Day College • 8 Quarters Evening College

**Employment Goals**

- Private Practice
- Health Clubs
- Clinics and Chiropractic Offices
- Spas and Resorts
- Wellness Centers

**Foundation Courses**

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

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

**Major and Core Courses**

Number	Course	Credits
B136	Introduction to Business	4
B139	Marketing	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M223	Pathology I	4
MT100	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT110	Human Movement and Physical Structure	4
MT115	Sports Massage	3
MT120	Techniques for Special Clients	3
MT125	Alternative Modalities	3
MT130	Trigger Point Therapy	3
MT135	Clinical I	2
MT136	Clinical II	2
MT280	Wellness Education	3

**General Education Courses\*\***

Number	Course	Credits
<b>English Composition (Required Course)</b>		
G124	English Composition	4
<b>Communication (Select a minimum of 1 course)</b>		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities (Select a minimum of 2 courses)</b>		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences (Select a minimum of 2 courses)</b>		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences (Select a minimum of 2 courses)</b>		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**MEDICAL•ALLIED HEALTH Certificate**

**Total Credits**  
**Massage Therapy Certificate 43\***

**Standard Length of Program**  
 • 5 Quarters Day College • 5 Quarters Evening College

**Employment Goals**

- Private Practice
- Spas and Resorts
- Clinics and Chiropractic Offices
- Health Clubs
- Wellness Centers

**Foundation Courses**

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

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

Number	Course	Credits
E141	Career Skills	2
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M223	Pathology I	4
MT100	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT110	Human Movement and Physical Structure	4
MT115	Sports Massage	3
MT120	Techniques for Special Clients	3
MT125	Alternative Modalities	3
MT130	Trigger Point Therapy	3
MT135	Clinical I	2
MT136	Clinical II	2
MT280	Wellness Education	3
<b>Total Massage Therapy Certificate</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.

**MEDICAL • ALLIED HEALTH AAS Degree**

**Total Credits for AAS Degree**  
**Medical Transcriptionist 90\***

**Standard Length of Program**  
 • 6 Quarters Day College • 9 Quarters Evening College

- Employment Goals**
- Medical Transcriptionist
  - Medical Secretary
  - Owner of Transcription Service
  - Director of Transcription
  - Supervisor of Medical Transcription

**MEDICAL • ALLIED HEALTH Diploma**

**Total Credits**  
**Medical Transcriptionist Diploma 62\***

**Standard Length of Program**  
 • 4 Quarters Day College • 8 Quarters Evening College

- Employment Goals**
- Medical Transcriptionist
  - Medical Secretary
  - Supervisor/Director of Medical Transcriptionists

**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.

**Major and Core Courses**

B171	Professional Communication	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M208	Introduction to Health Information Management	4
M223	Pathology I	4
M224	Pathology II	4
M280	Medical Transcription Capstone	3
S101	Keyboarding	1
S220	Word for Windows	3
S222	Business Document Processing I	3
S226	Speed Building I	1
S227	Speed Building II	1

**General Education Courses\*\***

**English Composition (Required Course)**  
 G124 English Composition 4

**Communication (Select a minimum of 1 course)**  
 G126 Speech 4  
 G141 Introduction to Communication 4

**Humanities (Select a minimum of 2 courses)**  
 G125 Humanities 4  
 G135 Survey of American Literature 4  
 G138 Introduction to Film 4

**Math/Natural Sciences (Select a minimum of 2 courses)**  
 G121 Introduction to Statistics 4  
 G128 Human Uses of the Environment 4  
 G134 Introduction to College Algebra 4  
 G139 Introduction to Astronomy 4

**Social Sciences (Select a minimum of 2 courses)**  
 G122 World Geography 4  
 G123 Principles of Economics 4  
 G136 History of Popular Culture & Social Change in America 4  
 G137 Introduction to Psychology 4  
 G142 Introduction to Sociology 4  
 G143 Contemporary US Government 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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**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.

D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G124	English Composition	4
G133	Anatomy and Physiology	4
Gxxx	General Education Elective	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M208	Introduction to Health Information Management	4
M223	Pathology I	4
M224	Pathology II	4
M280	Medical Transcription Capstone	3
S101	Keyboarding	1
S220	Word for Windows	3
S222	Business Document Processing I	3
S226	Speed Building I	1
S227	Speed Building II	1

**Total Medical Transcriptionist Diploma 62\***

\* 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 Diploma****Total Credits****Medical Administrative Specialist Diploma 61\*****Standard Length of Program**

• 4 Quarters Day College • 7 Quarters Evening College

**Employment Goals**

- Ward Clerk
- Medical Receptionist/Secretary
- Station Secretary

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4
<small>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.</small>		
A151	Accounting I	4
D183	Access	3
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G124	English Composition	4
G134	Introduction to College Algebra	4
Gxxx	General Education Elective	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance Billing	3
M225	Medical Office Internship	3
S101	Keyboarding	1
S220	Word for Windows	3
S222	Business Document Processing I	3
S226	Speed Building I	1
S227	Speed Building II	1
<b>Total Medical Administrative Specialist Diploma 61*</b>		

**MEDICAL•ALLIED HEALTH Certificate****Total Credits****Medical Coding Specialist Certificate 44\*****Standard Length of Program**

• 4 Quarters Day College • 4 Quarters Evening College

**Employment Goals**

- Medical Coder

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4
<small>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.</small>		
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M141	Ambulatory Care Coding	3
M208	Introduction to Health Information Management	4
M223	Pathology I	4
M224	Pathology II	4
M226A	Medical Coding Practicum A	1
M228	Medical Legal and Ethical Issues	4
M237A	Advanced Coding and Reimbursement	3
<b>Total Medical Coding Specialist Certificate 44*</b>		

**INFORMATION SYSTEMS AAS Degree**

**Total Credits for AAS Degree**  
**Network Support Specialist 91\***

**Standard Length of Program**  
 • 6 Quarters Day College • 9 Quarters Evening College

- Employment Goals**
- Network Support Specialist
  - Helpdesk Technician
  - Internet Application Technician
  - Cisco Network Technician
  - Network Control Operator
  - Wide Area Networking Specialist

**General Education Courses\*\***

<b>English Composition</b> (Required Course)		
G124	English Composition	4
<b>Communication</b> (Select a minimum of 1 course)		
G126	Speech	4
G141	Introduction to Communication	4
<b>Humanities</b> (Select a minimum of 2 courses)		
G125	Humanities	4
G135	Survey of American Literature	4
G138	Introduction to Film	4
<b>Math/Natural Sciences</b> (Select a minimum of 2 courses)		
G121	Introduction to Statistics	4
G128	Human Uses of the Environment	4
G133	Anatomy and Physiology	4
G134	Introduction to College Algebra	4
G139	Introduction to Astronomy	4
<b>Social Sciences</b> (Select a minimum of 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G136	History of Popular Culture & Social Change in America	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G143	Contemporary US Government	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.

\*\* A minimum of 30 credits of general education coursework is required. If coursework is completed at Rasmussen College as required the total will be 32 credits

**INFORMATION SYSTEMS MANAGEMENT  
 AAS DEGREE EMPHASIS AREAS  
 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.

**Major and Core Courses**

B136	Introduction to Business	4
B171	Professional Communication	4
B193	Business Ethics	4
B219	Customer Service	4
D184	Microcomputers	3
E141	Career Skills	2
E150	Success Strategies	4

**Network Support Specialist Emphasis**

B220	Project Planning and Documentation	4
N108	Linux Administration	3
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)***	3
N122	Network Topologies and Infrastructure ***	3
N123	Windows Networking Infrastructure ***	3
N126	Windows Active Directory ***	3
N127	Microsoft Windows Workstations ***	3
N128	Microsoft Windows Servers ***	3
N134	Microsoft Exchange Server ***	3
N135	CISCO Networking Fundamentals and Routing	3

**Total Degree Credits 91\***

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

**INFORMATION SYSTEMS Certificate**

**Total Credits**  
**Network Support Technician Certificate 43\***

**Standard Length of Program**  
 • 6 Quarters Evening College

- Employment Goals**
- Network Support Specialist
  - Network Technician
  - Network Control Operator

**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.

B171	Professional Communication	4
B220	Project Planning and Documentation	4
D184	Microcomputers	3
E141	Career Skills	2
N108	Linux Administration	3
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)***	3
N122	Network Topologies and Infrastructure ***	3
N123	Windows Networking Infrastructure ***	3
N126	Windows Active Directory ***	3
N127	Microsoft Windows Workstations ***	3
N128	Microsoft Windows Servers ***	3
N134	Microsoft Exchange Server ***	3
N135	Cisco Networking Fundamentals and Routing	3

**Total Network Support Technician Certificate 43\***