MINNESOTA CAMPUS LOCATIONS

Brooklyn Park
8201 93rd Avenue North
Brooklyn Park, MN 55445-1512
877-495-4500 • 763-493-4500

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

Eden Prairie
7905 Golden Triangle Drive, Suite 100
Eden Prairie, MN 55346-7220
800-852-0839 • 952-947-2500

Lake Elmo
8565 Eagle Point Circle
Lake Elmo, MN 55042-8637
888-813-2358 • 651-290-6600

Mankato
501 Holly Lane, Suite 100
Mankato, MN 56001-6803
800-657-6767 • 507-625-6600

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

HASSON DAKOTA CAMPUS LOCATIONS

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

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

WISCONSIN CAMPUS LOCATION

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

RASMUSSEN ONLINE

www.rasmussen.edu
888-5-RASMUSSEN
Mission

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

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

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

Purposes

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

1. **Educational Excellence**: Rasmussen College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.

2. **Learning Environment**: Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and life-long learning.

3. **Professional Development**: The institutional culture of Rasmussen College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.

4. **Modern Technology**: Rasmussen College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.

5. **Service to Communities**: Rasmussen College creates and maintains a collaborative community where students, employees, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.

6. **Assessment and Planning**: Rasmussen College students, both residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the Institution.

Over a century of leadership and innovation.

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

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

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

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

Rasmussen College is an innovative provider to include fully online programs and provide the support and expertise needed by businesses.

Board of Directors

- Henry S. Bienen  
  – President, Northwestern University, Evanston, Illinois

- John A. Canning, Jr.  
  – Chairman and CEO, Madison Dearborn Partners, LLC

- James E. Cowie  
  – Managing Director, Frontenac Company

- Therese A. Fitzpatrick, RN, PhDc  
  – Partner, Winston & Strawn

- Bernard Goldstein  
  – Founder, Broadview International

- Robert E. King  
  – Chairman, Rasmussen College, Inc.

- J. Michael Locke  
  – President & CEO, Rasmussen College, Inc.

- Thurston E. Manning  
  – Formerly Executive Director of the Commission on Institutions of Higher Education of the North Central Association

- Kristi A. Waite  
  – President, Rasmussen College

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

Minnesota

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

What does CHIPS mean for you, our student?

It means a personal, service-oriented, quality education that’s designed to help you succeed — in the classroom and beyond. Here are some questions to ask when selecting a college, so that you can make the best decision regarding your future career.

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

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

INTEGRITY
- Are you accredited?
- Is your accreditation national or regional?
- Do you allow students to participate in evaluation of their instructors and overall educational experience?
- How do you decide which new programs to offer? Who helps you develop them?
- Do you help graduates develop a portfolio of work samples that can be used to demonstrate career competencies to potential employers?

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

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

Campus and Classroom Life

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

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

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

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

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

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

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

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

Career Advice and Assistance

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

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

Career Services Program
Rasmussen graduates have the benefit of an extensive career services program. Our dedicated and professional staff teaches you how to write a professional resume, create a personal portfolio, and conduct a polished interview.

Your instructors can offer valuable advice on getting a good job, as many have developed long-term relationships with many of the area’s leading employers.

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

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

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

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

Regional Accreditation

Accreditation means that a college meets the needs of its students, as well as the criteria and requirements set by the accrediting organization. Rasmussen College made the transition from national to regional accreditation in 2001 to ensure the highest quality education for its students. Regional accreditation places significant requirements on the receiving institution, but it enables students to transition more easily from one accredited school to another. During this time the College added four more degrees to its campuses, and faculty members with master’s degrees or higher jumped from 50% to 70%. For students exploring the nursing field, the Practical Nursing program at Rasmussen College is state-licensed by the Minnesota Board of Nursing. Also, the Health Information Technician program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) of the American Health Information Management Association (AHIMA).

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

Benefits of Regional Accreditation

A major benefit to students who graduate from a regionally accredited institution is that when considering the transfer of credits, other institutions often use accreditation status as part of the transfer decision. In other words, you should decide to pursue your education further after graduating from Rasmussen, credits may be much easier to transfer to the college of your choice. In addition, many employee tuition reimbursement plans require that a student attend a regionally accredited school for full reimbursement. These plans can help significantly with the costs of going back to school.

Articulation and Consortium Agreements

Rasmussen College has developed articulation and consortium agreements to maximize the transferability of college credit between institutions, thereby meeting the educational goals of students in a timely manner. The College’s status as a regionally accredited institution of the Higher Learning Commission greatly increases the likelihood of credit transfer from Rasmussen to other academic institutions. Specific agreements detailed in transfer guides are available to assist students as they determine their course of study.

100 Years of Excellence

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

Enrollment Procedures

You’ve already taken the first big step by scheduling your campus visit and meeting your admissions representative. Our admissions professionals can now help you explore the various options that best meet your goals, interests, educational needs, and work or activities schedule.

Your team will help you find the learning program, location, and coursework that are right for you. When you’ve chosen the option that best meets your needs, you can apply for admission by submitting the following:

Application Form
(Apply early for best class choices and scholarship opportunities.)

$60 fee for entire program or $20 per course

An attestation of high school graduation or equivalency

College placement exam results

Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computerbased, plus first quarter tuition.

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

Picking a Start Date

2007-2008 Academic Calendar

• 2007 Fall Quarter
October 1 through December 16

• 2008 Winter Quarter
January 7 through March 23

• 2008 Spring Quarter
April 7 through June 22

• 2008 Summer Quarter
July 7 through September 21

• 2008 Early Fall Quarter
August 11 through September 21

College Holidays

• New Year’s Day
• Martin Luther King, Jr. Day
• Memorial Day
• Independence Day
• Friday prior to Labor Day
• Labor Day
• Veterans Day
• Thanksgiving Day
and the following Friday
• Christmas Day

Rasmussen College Online

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

Flexible Scheduling

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

Innovative Programs

The progressive programs offered through Rasmussen College Online are the same as those offered on campus. Online students have access to the same level of student services offered to on-campus students, including the 247 Personal Support Center, tutoring, and job placement assistance. Online students complete assignments and activities using chat, email, message boards, and interactive web sites.

Certified Faculty

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

Online Support Services

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

Student Services Coordinator

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

Career Services Advisor

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

Financial Aid Representative

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

Technical Solution Team

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

Library Services

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

Tutoring

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

Consistent Learning Platform

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

Rasmussen College Online
Primary sources of Financial Aid and how to apply.

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

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

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

Tuition rates are as follows:

- New starts and re-entering students as of October 2, 2006
- All courses except those designated “CC” “N” “NM” or “W” – $315 per credit
- “CC” designated courses – $250 per credit
- “N” “NM” or “W” designated courses – $425 per credit
- Some courses designated with “CC”, “PN”, or “PT” require lab fees
- *See Policies section for complete information.

Grade Point Achievement Scholarships

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

Tuition rates are as follows:

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

Non-Resident Grant

Students who are not eligible for the Minnesota State Grant program due to state residency requirements, but meet all other criteria, may receive a Non-Resident Matching Grant. This grant is awarded based upon financial need. Determination of award is calculated using Minnesota State Grant Guidelines. Students may receive an award amount from $0 to $6,435 during any nine month period. Amounts are designated for tuition only. The grant is distributed following Minnesota State Grant disbursement guidelines. Recipients are notified in writing of grant amounts.

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

If your cumulative Grade Point Average upon graduation is:

- Between 2.00 – 2.75
  - Success Award
    - Associates $1,000
    - Bachelor’s $2,000
- Between 2.76 – 2.99
  - Achievement Award
    - Associates $1,500
    - Bachelor’s $3,000
- Between 3.00 – 3.24
  - Silver Circle Award
    - Associates $2,000
    - Bachelor’s $4,000
- Between 3.25 – 3.49
  - Gold Circle Award
    - Associates $2,500
    - Bachelor’s $5,000
- Between 3.50 – 3.74
  - Platinum Circle Award
    - Associates $3,000
    - Bachelor’s $6,000
- 3.75 – 3.99
  - Dancer’s Award
    - Associates $4,000
    - Bachelor’s $8,000
- 4.00
  - President’s Award
    - Associates $5,000
    - Bachelor’s $10,000

Dollars for Scholars

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

Early Start Program

Students enrolled in an online program are not eligible for the Non-Resident Grant.
Objective. Graduates of this degree program learn theory and practical massage therapy application. They will be able to perform various massage techniques that are prevalent in the field of massage therapy. In addition, students will learn techniques that are used for people in various stages of life. Students will understand the correct medical massage language for insurance billing. They will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). They will value professionalism, integrity, ethical decisions, and the appreciation of other massage therapists in the industry.

**MASSAGE THERAPY DIPLOMA**

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The Massage Therapy Diploma program is also offered online.

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

**MEDICAL CODING DIPLOMA**

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

**HEALTH INFORMATION TECHNICIAN AAS DEGREE**

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**SCHOOL OF ALLIED HEALTH**

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**Objectives.** Graduates of this degree program understand the healthcare system and communicate with the healthcare team. Students learn to perform a wide variety of entry-level tasks within a health-information department, to perform medical coding, analyze data, manage file room, and release medical information, and to combine technical knowledge with the ability to think critically and make informed decisions. They know medical terminology, medical coding, and the principles of quality management. Students value ethical and professional behavior in the workplace, and the confidentiality of patient information.
Objective. Graduates of this degree program acquire skills and knowledge valuable to a medical office in a variety of healthcare settings. Students learn to perform a wide variety of tasks including medical-office management, patient scheduling, medical transcription, medical coding, medical billing, medical-record organization, and other medical-office procedures. They know medical terminology and basic anatomy and disease processes. Students value ethical and professional behavior in the workplace, and the confidentiality of patient information.

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

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

### Minnesota School of Allied Health

#### MEDICAL ADMINISTRATION AAS DEGREE

**Standard Length of Program:** 6 Quarters Full-Time

- Major and Core Courses
- Electives

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B001</td>
<td>4</td>
</tr>
<tr>
<td>B002</td>
<td>4</td>
</tr>
<tr>
<td>B003</td>
<td>4</td>
</tr>
<tr>
<td>B005</td>
<td>4</td>
</tr>
<tr>
<td>B007</td>
<td>4</td>
</tr>
</tbody>
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**General Education Courses**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>G111</td>
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</tr>
<tr>
<td>G112</td>
<td>4</td>
</tr>
<tr>
<td>G113</td>
<td>4</td>
</tr>
<tr>
<td>G114</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Degree Credits:** 96

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#### MEDICAL ASSISTING AAS DEGREE

**Standard Length of Program:** 6 Quarters Full-Time

- Major and Core Courses
- Electives

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>B097</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>4</td>
</tr>
<tr>
<td>B101</td>
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</tr>
<tr>
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**Total Degree Credits:** 92

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#### PHARMACY TECHNICIAN AAS DEGREE

**Standard Length of Program:** 6 Quarters Full-Time

- Major and Core Courses
- Electives

**Foundation Courses**

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<tbody>
<tr>
<td>B103</td>
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<tr>
<td>B104</td>
<td>4</td>
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<tr>
<td>B105</td>
<td>4</td>
</tr>
<tr>
<td>B106</td>
<td>4</td>
</tr>
<tr>
<td>B107</td>
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### Rasmussen College• Minnesota

#### Rasmussen College• Minnesota

- **Foundation Courses**
  - B097: Foundations of English I 4
  - B098: Foundations of English II 4
  - B099: Foundations of Math 4
  - G111: Computer Information Systems 4
  - G112: Communication 4
  - G113: Introduction to Literature 4
  - G114: Introduction to Film 4
  - G115: English Composition 4
  - G116: English Composition 4
  - G117: World Geography 4
  - G118: Introduction to Sociology 4

- **General Education Courses**
  - G111: Computer Information Systems 4
  - G112: Communication 4
  - G113: Introduction to Literature 4
  - G114: Introduction to Film 4
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  - G116: English Composition 4
  - G117: World Geography 4

- **Electives**
  - Select 1 course from:
    - Humanities (2 required courses)
    - Social Sciences (2 required courses)

- **Total Degree Credits:** 96*

---

#### Rasmussen College• Minnesota

- **Foundation Courses**
  - B103: Foundations of English I 4
  - B104: Foundations of English II 4
  - B105: Foundations of Math 4
  - G111: Computer Information Systems 4
  - G112: Communication 4
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  - G116: English Composition 4
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  - G114: Introduction to Film 4
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  - G116: English Composition 4
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- **Total Degree Credits:** 96*

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#### Rasmussen College• Minnesota

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- **Total Degree Credits:** 96*

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### Rasmussen College• Minnesota

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    - Social Sciences (2 required courses)

- **Total Degree Credits:** 96*

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### Rasmussen College• Minnesota

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- **General Education Courses**
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### Rasmussen College• Minnesota

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- **General Education Courses**
  - G111: Computer Information Systems 4
  - G112: Communication 4
  - G113: Introduction to Literature 4
  - G114: Introduction to Film 4
  - G115: English Composition 4
  - G116: English Composition 4
  - G117: World Geography 4

- **Electives**
  - Select 1 course from:
    - Humanities (2 required courses)
    - Social Sciences (2 required courses)

- **Total Degree Credits:** 96*
**Objectives.**

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

**MEDICAL TRANSCRIPTIONIST AAS DEGREE**

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

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B097 Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098 Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B099 Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

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

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td></td>
</tr>
<tr>
<td>G200 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G204 Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>Math/ Natural Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>G223 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G229 Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245 Introduction to Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Social Sciences (Select 2 courses) | 8       |
| G233 Introduction to Psychology | 4       |
| G243 Introduction to Sociology | 4       |

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>M201 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M202 Medical Transcription I</td>
<td>4</td>
</tr>
<tr>
<td>M203 Medical Transcription II</td>
<td>4</td>
</tr>
<tr>
<td>M204 Medical Transcription III</td>
<td>4</td>
</tr>
<tr>
<td>M224 Pathology II</td>
<td>4</td>
</tr>
<tr>
<td>M223 Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M231 Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M230 Medical Transcription Capstone</td>
<td>3</td>
</tr>
<tr>
<td>S116 Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>S120 Word for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Degree Credits:** 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.

**Surgical Technician AAS Degree**

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

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B037 Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B038 Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>B039 Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either achieve mastery of the subject matter in Foundation Courses through a STEP placement exam or by satisfactory completion of B037, B038, and/or B039.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>G124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G131 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G132 World Geography</td>
<td>4</td>
</tr>
<tr>
<td>G201 Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>G203 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G204 Introduction to Literature</td>
<td>3</td>
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</table>

**Math/ Natural Sciences (Required course) | 4       |
| G223 Human Anatomy and Physiology I | 5       |
| G224 Human Anatomy and Physiology II | 5       |

**Social Sciences (Select 1 course) | 4       |
| G125 Contemporary U.S. Government | 4       |
| G127 Principles of Economics | 4       |

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>G121 Introduction to Communication</td>
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<td>G320 Medical Transcription Capstone</td>
<td>3</td>
</tr>
<tr>
<td>S116 Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>S120 Word for Windows</td>
<td>3</td>
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</tbody>
</table>

**Total Degree Credits:** 72

*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.

**SURGICAL TECHNOLOGIST AAS DEGREE**

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

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**SURGICAL TECHNOLOGIST AAS DEGREE**

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**Total Degree Credits:** 72

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**OBJECTIVE.**

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

Foundation Courses
- English Composition (Required course)
- General Education Courses
- Math/Natural Sciences
- Social Sciences

Major and Core Courses
- Accounting I
- Accounting II
- Financial Accounting
- Taxation

Financial Accounting Emphasis
- Financial Accounting Emphasis

Financial Investigation Emphasis
- Forensic Accounting

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

BUSINESS MANAGEMENT BS DEGREE
Business Management • Internet Marketing

Foundation Courses
- English Composition (Required course)
- General Education Courses
- Humanities

Major and Core Courses
- Accounting I
- Accounting II

Major and Core Courses

Internet Marketing Emphasis
- Internet Marketing Emphasis

Total lower-division emphasis credits 12
Total upper-division emphasis credits 28
Total lower-division major/core credits 40
Total upper-division major/core credits 57
Part-Time

Total lower-division general education credits 32
Total upper-division general education credits 18
Total lower-division major/core credits 40
Total upper-division major/core credits 57
Part-Time

Total lower-division general education credits 32
Total upper-division general education credits 18
Total lower-division major/core credits 40
Total upper-division major/core credits 57
Part-Time

Total lower-division general education credits 32
Total upper-division general education credits 18
Total lower-division major/core credits 40
Total upper-division major/core credits 57
Part-Time
OBJECTIVE.
Graduates of this degree program know and understand major concepts in management, human resources, marketing, and customer service. They are able to interpret financial data and have a general knowledge of accounting. They develop an appreciation for general education and are able to relate it to business situations. Students acquire skills in word processing, spreadsheet creation, database management, and presentation software. They develop communication, problem-solving, and decision-making skills that are necessary in business. They understand the importance of conducting business ethically and appreciate the importance of diversity in the workplace. They value honesty, creativity, respect for coworkers, and the importance of lifelong learning.

BUSINESS MANAGEMENT AAS DEGREE
Business Administration • Call Center Management • Child Development • Human Resource • Internet Marketing • Sales Standard Length of Program • 6 Quarters Full-Time • 9 Quarters Part-Time

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

Foundation Courses
Number Course Title Credits
Accounting 4
A122 Accounting I 4
A177 Payroll Accounting 4
A179 Customer Service 4
B111 Introduction to Business 4
B200 Principles of Finance 4
B201 Principles of Marketing 4
B203 Business Ethics 4
D282 Excel 3
D279 Computer Fundamentals 3

Total Degree Credits
52* This Degree Program is also offered online.

Call Center Management Emphasis
Number Course Title Credits
B276 Call Center Strategic Leadership 4
B277 Call Center Customer Service Skills 4
B278 Call Center Labor Force Management 4
B279 Call Center Bottleneck Management 4
B281 Business Ethics 3

Total Degree Credits
52* This Degree Program is offered only if selected.

Child Development Emphasis
Number Course Title Credits
G171 Introduction to Child Development 4
G172 Early Childhood Education 4
G173 Curriculum and Instruction 4
G174 Child Development 4
G175 Child Development Violence & Abuse** 4
G176 Child Development Allied Professions** 4

Total Degree Credits
52* This Degree Program is also offered online.

Human Resource Emphasis
Number Course Title Credits
B164 Introduction to Human Resource Management 4
B202 Risk Management and Insurance 4
B250 Training and Development 4
B253 Employment Law 4
B254 Compensation and Benefits Management 4
B255 Business Ethics 3

Total Degree Credits
52* This Degree Program is offered only if selected.

Internet Marketing Emphasis
Number Course Title Credits
E218 E-Commerce 4
E231 Internet Consumer Behavior 4
E242 Marketing Ethics 4
E244 Search Engine Marketing 4
E249 Target Audience Messaging 4
E251 White Page Marketing 4

Total Degree Credits
52* This Degree Program is also offered online.

Marketing and Sales Emphasis
Number Course Title Credits
B111 Customer Service 4
B140 Sales Techniques 4
B218 E-Commerce 4
B232 Principles of Marketing 4
B250 Principles of Advertising 4
B252 Principles of Selling 4
B254 Entrepreneurship 4

Total Degree Credits
52* This Degree Program is also offered online.

OFFICE MANAGEMENT AAS DEGREE
Corporate Management • Government • Legal/Criminal Justice • Medical • Small Business Management Standard Length of Program • 6 Quarters Full-Time • 9 Quarters Part-Time

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

Foundation Courses
Number Course Title Credits
A153 Accounting I 4
A177 Payroll Accounting 4
A179 Customer Service 4
B111 Introduction to Business 4
B233 Principles of Management 4
B237 Computer Fundamentals 3
D281 Access 3
D283 Excel 3
S201 Office Procedures 4

Total Degree Credits
90* This Degree Program is also offered online.

Medical Emphasis
Number Course Title Credits
G150 Structure and Function of the Human Body** 4
M200 Medical Office Procedures 4
M201 Medical Terminology 4
M205 Medical Transcription I 3
M208 Medical Law and Ethics 3

Total Degree Credits
90* This Degree Program is also offered online.

Small Business Management Emphasis
Number Course Title Credits
A153 Accounting I 4
A177 Payroll Accounting 4
A179 Customer Service 4
B111 Introduction to Business 4
B233 Principles of Management 4
B237 Computer Fundamentals 3
D283 Excel 3
D281 Access 3
S201 Office Procedures 4

Total Degree Credits
90* This Degree Program is also offered online.

*credit totals do not include foundations of English I or II. Foundation courses may be required of some students based upon placement evaluations.
** These courses are offered at the Mankato location.

RASMUSSEN COLLEGE • MINNESOTA

18

SCHOOL OF BUSINESS

RASMUSSEN COLLEGE • MINNESOTA

19

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

**CRIMINAL JUSTICE AAS DEGREE**

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

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

**Foundation Courses**

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</tr>
<tr>
<td>J226</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>245</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 2 courses)</td>
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</tr>
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<tbody>
<tr>
<td>S131</td>
<td>Introduction to Criminal Justice Capstone</td>
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</tbody>
</table>

**Total Degree Credits:** 42

The Degree Program is also offered online.

- *Credit must not be included in the completion of 48 credits of English or Foundations of Math. These courses may be required of some students based upon placement exams.*
- **These courses are not offered at the Mankato location.*

**Objective.**

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

**CRIMINAL JUSTICE AAS DEGREE**

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

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

**Foundation Courses**

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The Degree Program is also offered online.

- *Credit must not be included in the completion of 48 credits of English or Foundations of Math. These courses may be required of some students based upon placement exams.*
- **These courses are not offered at the Mankato location.*

**Objective.**

Graduates of this Paralegal degree program learn to provide services in all phases of the legal system including courts, law firms, and government agencies, under the supervision of an attorney. Paralegals examine specialty courses such as legal research and writing, torts and corporate law, litigation, criminal law, family law, and real estate in the AAS degree. Students value the ability to think critically about the issues related to the law and paralegal field.
Objective.

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

Objective.

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

PRACTICAL NURSING AAS DEGREE

Standard Length of Program: 6 Quarters Full-Time

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

Foundation Courses

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<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>G262</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition**</td>
<td>4</td>
</tr>
<tr>
<td>G157</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication**</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology**</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra**</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G130</td>
<td>Math Applications</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>PN110</td>
<td>Nutrition I</td>
<td>5</td>
</tr>
<tr>
<td>PN105</td>
<td>Nutrition &amp; Diet Therapy</td>
<td>4</td>
</tr>
<tr>
<td>PN110</td>
<td>Introduction to Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>PN115</td>
<td>Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>PN120</td>
<td>Psychosocial Nursing</td>
<td>4</td>
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<tr>
<td>PN125</td>
<td>Nursing II</td>
<td>6</td>
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<tr>
<td>PN130</td>
<td>Maternal – Child Nursing</td>
<td>4</td>
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<tr>
<td>PN135</td>
<td>Nursing III</td>
<td>4</td>
</tr>
<tr>
<td>PN140</td>
<td>Gynecological Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PN145</td>
<td>Geriatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PN149</td>
<td>Preventive Care</td>
<td>4</td>
</tr>
<tr>
<td>PN120</td>
<td>Prevention &amp; Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 96*

* 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.

** Students must complete three general-education classes listed as required to graduate in this program. G124, G157, G141, G142, MA241, MA242, and MA243 are transfer in the equivalent. Alternatively, the following courses may be completed instead of the general-education classes listed above: G125, G138, G201, and G230 or (G124, G137, G141, G142, G233, MA241, and MA242) or transfer in the equivalent. Credits accepted in transfer must meet the Institution’s guidelines for transfer.

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

- Completion of a minimum of 80 hours in clinical settings accredited by the National League for Nursing Accrediting Commission (NLNAC). These courses may be required of some students based upon placement examinations.
- Completion of successful completion of all classroom and laboratory courses with an earned grade of “C” or better. Students will meet course prerequisites and complete all pre-requisite requirements prior to admission to the program. Students will complete the required courses listed below in order to meet the requirements for the Nursing Program.

Students must either demonstrate mastery of the subject matter in Foundation Courses through a TST placement exam or in successful completion of English, Math, and/or History.

Nursing and Career Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN100</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>PN105</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
<tr>
<td>PN105</td>
<td>Foundations of Math</td>
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Nursing and Career Courses

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Nursing and Career Courses

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Students must either demonstrate mastery of the subject matter in Foundation Courses through a TST placement exam or in successful completion of English, Math, and/or History.
OBJECTIVE

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

INFORMATION SYSTEMS MANAGEMENT AAS DEGREE

Network Administration • Web Programming • Database Administration

Computer Information Technology • Networking Security & Forensics

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

Career Opportunities: • Computer Support Specialist • Help Desk Technician • Web Developer • Internet Specialist • PC Specialist

Foundation Courses

Number Course Credits
B108 Foundations of English I 4
B109 Foundations of English II 4
B110 Foundations of Math 4

Students must refer to the transfer matrix of the subject matter courses in Business Administration, through course equivalency, for successful completion of BS, BBA, and/or MBA

General Education Courses

Number Course Credits
E150 Success Strategies 4
G137 Introduction to Psychology 4
G123 Principles of Economics 4
G245 Introduction to Geology 4
H120 Introduction to Social Science 4

Major and Core Courses

Number Course Credits
B108 Foundations of English I 4
B109 Foundations of English II 4
B110 Foundations of Math 4

Students must refer to the transfer matrix of the subject matter courses in Business Administration, through course equivalency, for successful completion of BS, BBA, and/or MBA

Network Administration Emphasis

Number Course Credits
W108 Introduction to Web Design 3
N271 SQL Server 2005 Administration 3
N272 SQL Server 2005 Development 3
N273 SQL Server 2005 Support 3
N274 SQL Server 2005 Management 3

Total Degree Credits 32*

Database Administration Emphasis

Number Course Credits
W122 Introduction to Visual Basic 2005 3
W220 Project Planning and Documentation 3
W221 Access 3
W222 Visual Basic 2005 Advanced 3
W226 Windows Active Directory 3
W228 Microsoft Windows Server 3
W229 Microsoft Exchange Server 3
W235 Cisco Networking Fundamentals and Routing 3

Total Degree Credits 32*

Networking Security and Forensics Emphasis

Number Course Credits
W220 Project Planning and Documentation 3
W221 Access 3
W222 Visual Basic 2005 Advanced 3
W226 Windows Active Directory 3
W228 Microsoft Windows Server 3
W235 Cisco Networking Fundamentals and Routing 3
W236 Windows Server 3
W237 Windows Forensics Fundamentals 3
W238 Windows Forensics 3
W239 Windows Forensics 3
W240 Windows Forensics 3

Total Degree Credits 32*

Web Programming Emphasis

Number Course Credits
M5272 Multimedia Technologies 3
M5274 Professional Writing 3
W111 Introduction to HTML 3
W112 Introduction to Web Design 3
W113 Introduction to PHP 3
W114 Introduction to Visual Basic 2005 3
W121 Web Graphic Arts 3
W123 Windows Forensics 3

Total Degree Credits 24*

Computer Information Technology Emphasis

Number Course Credits
B121 E-Commerce 3
B122 E-Customer 3
B123 Professional Presentations 3
B127 Professional Communication 3
N127 Microsoft Windows Workstations 3
N130 Networking Fundamentals 3
N200 Information Technology Capstone 2
N210 Web Engines Technology 3
W108 Introduction to Web Design 3

Total Degree Credits 32*

Elective Courses for Computer Information Technology Emphasis (Select the following elective groups for 3-6 credits)

Group I - Information Technician Elective Group
N112 PC Hardware and Software + (A+) 3
N113 PC Hardware and Software + (A+) 3
N116 Microsoft Windows Workstations 3
N210 Web Engines Technology 3

Total Degree Credits 32*

Group II - Multimedia Web Elective Group
M5271 Introduction to Computer Graphics 3
M5272 Multimedia Technologies 3
W200 Multimedia Portfolio Development 2

Total Degree Credits 32*

Database Administration Emphasis

Number Course Credits
W122 Introduction to Visual Basic 2005 3
W220 Project Planning and Documentation 3
W221 Access 3
W222 Visual Basic 2005 Advanced 3
W226 Windows Active Directory 3
W228 Microsoft Windows Server 3
W229 Microsoft Exchange Server 3
W235 Cisco Networking Fundamentals and Routing 3
W236 Windows Server 3
W237 Windows Forensics Fundamentals 3
W238 Windows Forensics 3
W239 Windows Forensics 3
W240 Windows Forensics 3

Total Degree Credits 32*

IP Telephony Emphasis

Number Course Credits
B230 Project Planning and Documentation 3
N112 PC Hardware and Software + (A+) 3
N113 PC Hardware and Software + (A+) 3
N116 Microsoft Windows Workstations 3
N118 Cisco Networking Fundamentals 3
N119 Cisco Networking Fundamentals + (A+) 3
N228 Microsoft Windows Server 3
N236 Cisco Networking Fundamentals and Routing 3
N238 IP Telephony 3
N239 Quality of Service (QoS) 3
N240 Information Technology Capstone 3

Total Degree Credits 36*

Networking Security & Forensics Emphasis

Number Course Credits
B230 Project Planning and Documentation 3
N112 PC Hardware and Software + (A+) 3
N113 PC Hardware and Software + (A+) 3
N116 Microsoft Windows Workstations 3
N118 Cisco Networking Fundamentals 3
N119 Cisco Networking Fundamentals + (A+) 3
N228 Microsoft Windows Server 3
N236 Cisco Networking Fundamentals and Routing 3
N238 IP Telephony 3
N239 Quality of Service (QoS) 3
N240 Information Technology Capstone 3

Total Degree Credits 36*

Total Degree Credits 92*

Objective.

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

MULTIMEDIA TECHNOLOGIES AAS DEGREE

Digital Design and Animation • Web Design

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

Career Opportunities: • 2D Graphic Design • Print & Digital Advertising • Video Game Art • Interactive Multimedia Specialist • Website Design and Creation

Foundation Courses

Number Course Credits
B108 Foundations of English I 4
B109 Foundations of English II 4
B110 Foundations of Math 4

Students must refer to the transfer matrix of the subject matter courses in Business Administration, through course equivalency, for successful completion of BS, BBA, and/or MBA

General Education Courses

Number Course Credits
G123 Principles of Economics 4
G245 Introduction to Geology 4
G137 Introduction to Psychology 4
G123 Principles of Economics 4
G137 Introduction to Psychology 4
G245 Introduction to Geology 4

Total Degree Credits 92*

Foundation Courses

Number Course Credits
B108 Foundations of English I 4
B109 Foundations of English II 4
B110 Foundations of Math 4

Students must refer to the transfer matrix of the subject matter courses in Business Administration, through course equivalency, for successful completion of BS, BBA, and/or MBA

Major and Core Courses

Number Course Credits
B136 Introduction to Business 4
B220 Project Planning and Documentation 4
B221 Professional Communication 4
B223 Introduction to Astronomy 4
B224 Introduction to Anthropology 4
B225 Introduction to Psychology 4
N228 Microsoft Windows Server 4
N229 Microsoft Windows Workstations 4
N235 Cisco Networking Fundamentals and Routing 4
N236 Cisco Networking Fundamentals and Routing 4
N237 Microsoft Windows Workstations 4
N238 Microsoft Windows Workstations 4
N239 Microsoft Windows Workstations 4
N240 Information Technology Capstone 4

Total Degree Credits 94*

Digital Design and Animation Emphasis (Select course)

Number Course Credits
M115 Drawing Design and Art Theory 3
M224 2D Animation and Composition 3
M240 3-Dimensional Animation 3

Total Degree Credits 35*

Web Design Emphasis (Select course)

Number Course Credits
M115 Networking and Internet Technologies 3
M220 Server Side Scripting 3

Total Degree Credits 35*

This Degree Program is also offered online.

* Credits may be based on foundations of English I or foundations of Math. These courses may be required of some students based upon placement examinations.

Digital Design and Animation Emphasis (Select course)

Number Course Credits
M115 Drawing Design and Art Theory 3
M224 2D Animation and Composition 3
M240 3-Dimensional Animation 3

Total Degree Credits 35*

Web Design Emphasis (Select course)

Number Course Credits
M115 Networking and Internet Technologies 3
M220 Server Side Scripting 3

Total Degree Credits 35*

This Degree Program is also offered online.

* Credits may be based on foundations of English I or foundations of Math. These courses may be required of some students based upon placement examinations.

Digital Design and Animation Emphasis (Select course)

Number Course Credits
M115 Drawing Design and Art Theory 3
M224 2D Animation and Composition 3
M240 3-Dimensional Animation 3

Total Degree Credits 35*

Web Design Emphasis (Select course)

Number Course Credits
M115 Networking and Internet Technologies 3
M220 Server Side Scripting 3

Total Degree Credits 35*

This Degree Program is also offered online.

* Credits may be based on foundations of English I or foundations of Math. These courses may be required of some students based upon placement examinations.
**Course Descriptions**

**A151 Accounting I**

**40 hours, 4 credits**

This course introduces accounting students to the nature and scope of financial accounting and its relationship to the business world. The student will learn to use the basic accounting principles that underlie the accounting profession. Course objectives include learning the basic concepts of the equation, preparing and understanding financial statements, and understanding and analyzing financial statements. This course is equivalent to coursework in a four-year institution.

**A152 Accounting II**

**40 hours, 4 credits**

This course continues the study of accounting principles with an emphasis on intermediate accounting concepts and techniques. This course explores the accounting principles of financial accounting and reporting, including current and long-term assets, liabilities, equity, revenues, and expenses. This course is equivalent to coursework in a four-year institution.

**A170 Management Accounting**

**40 hours, 4 credits**

This course provides an introduction to management accounting concepts, including cost behavior, cost-volume-profit analysis, and pricing decisions. The course also covers the use of management accounting information in decision making and control.

**A224 Marketing Ethics**

**40 hours, 4 credits**

This course provides an introduction to the principles of business ethics and social responsibility. The focus is on the ethical, legal, and social implications of business decisions and actions.

**A249 Income Taxation**

**40 hours, 4 credits**

This course is designed to provide a comprehensive study of federal income taxation, with an emphasis on the individual taxpayer. The course covers the basic concepts of income, deductions, credits, and taxes, as well as the application of these concepts to specific situations.

**A250 Business Law**

**40 hours, 4 credits**

This course covers the basic principles of business law, including contracts, agreements, and the use of legal concepts in business transactions.

**A251 Organizational Behavior**

**40 hours, 4 credits**

This course covers the principles of organizational behavior, including motivation, leadership, group dynamics, and communication. The course emphasizes the application of these principles to real-world situations.

**A252 Business Ethics**

**40 hours, 4 credits**

This course provides an introduction to the principles of business ethics and social responsibility. The focus is on the ethical, legal, and social implications of business decisions and actions.

**A253 Principles of Management**

**40 hours, 4 credits**

This course provides an introduction to the principles of management, including planning, organizing, leading, and controlling. The course emphasizes the application of these principles to real-world situations.

**A270 Introduction to Global Business**

**40 hours, 4 credits**

This course provides an introduction to the principles of international business, including the dynamics of global markets and the role of the multinational firm.

**A272 Intermediate Accounting I**

**40 hours, 4 credits**

This course is an introduction to the principles and practices of intermediate accounting, with an emphasis on the preparation of financial statements and the use of accounting information in decision making.

**A273 Intermediate Accounting II**

**40 hours, 4 credits**

This course continues the study of intermediate accounting concepts and techniques, with an emphasis on the preparation of financial statements and the use of accounting information in decision making.

**A274 Intermediate Accounting III**

**40 hours, 4 credits**

This course continues the study of intermediate accounting concepts and techniques, with an emphasis on the preparation of financial statements and the use of accounting information in decision making.

**A301 Principles of Accounting**

**40 hours, 4 credits**

This course provides a comprehensive study of accounting principles, with an emphasis on the preparation of financial statements and the use of accounting information in decision making.

**A302 Principles of Accounting**

**40 hours, 4 credits**

This course provides a comprehensive study of accounting principles, with an emphasis on the preparation of financial statements and the use of accounting information in decision making.

**A303 Principles of Accounting**

**40 hours, 4 credits**

This course provides a comprehensive study of accounting principles, with an emphasis on the preparation of financial statements and the use of accounting information in decision making.

**A304 Principles of Accounting**

**40 hours, 4 credits**

This course provides a comprehensive study of accounting principles, with an emphasis on the preparation of financial statements and the use of accounting information in decision making.
B340 Applied Internet Marketing 40 hours, 4 credits
This course introduces students to the operation of financial systems, the payment system, and banking.
**Course Descriptions**

**G322 College Algebra**
40 hours, 4 credits
This course provides students with the skills to solve a variety of algebraic equations and inequalities, including

**G323 Visual Communication**
40 hours, 4 credits
This course examines how people understand the world through visual means. Students will gain skills in critical thinking,

**G340 Gender in Math and Science**
40 hours, 4 credits
This course examines the personal and professional achievements, careers paths, and the challenges faced by women in the fields of mathematics and science.

**G354 Literature of American Minorities**
4 credits
This course introduces students to a variety of works so-called “American minority authors” from the mid-19th Century to the present. The central focus of the course will be on how literature responds to social, political and economic challenges facing these authors. Emphasis will be placed on the role of personal identity, community, region, and nation.

**G365 American Religious History**
4 credits
In this course students will be presented with an understanding of the religious identity and social context of American cultural contexts. Students will be exposed to a variety of religious beliefs and practices and how they have been expressed in American society and contemporary and emerging religious movements.

**G380 World Literature**
1900 to the Present
40 hours, 4 credits
This course explores how authors from around the world have engaged with important themes and sociopolitical issues. In doing this, teaching these works will not only develop students’ language and literary skills but also as a way of expanding students’ critical discussion in cinema and society, as well as the representation and perpetuation of historical tropes, actors, etc.

**G383 Gender and Social Change**
40 hours, 4 credits
This course examines the role of social and behavioral variables in the study of crime as a social process. Students will critically analyze various social theories and techniques for measuring the amount, causes, and consequences of crime.

**G390 Criminology**
40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons will be covered. This course will also address basic concepts of alternative treatment options, and recent developments in forensic counseling.

**G410 Policing in America**
40 hours, 4 credits
This course will allow students to explore the role of police in modern society. It will also cover the development of different police departments and their role in solving crimes.

**G415 Criminal and Juvenile Law**
40 hours, 4 credits
This course is an examination of the field of criminal law. The course will be taught by an attorney and will include case studies of specific crimes.

**G420 Drugs and Crime**
40 hours, 4 credits
This course provides an introduction to the study of drugs and crime. Topics will include the effects of drugs on society, drug laws and the criminal justice system, and the impact of drug use on individuals.

**G430 Health Information Management**
3 credits
This course is an introduction to the field of health information management. It will cover topics such as medical coding, medical record keeping, and health information systems.

**G440 Ethics in Criminal Justice**
40 hours, 4 credits
This course will cover the principles of ethics in the criminal justice system. Students will be introduced to various theories and ethical dilemmas in the field of criminal justice.

**G450 International Criminal Justice**
40 hours, 4 credits
This course will explore the international legal frameworks that govern the conduct of individuals and organizations in the field of international criminal justice.

**G460 Juvenile Justice**
40 hours, 4 credits
This course will introduce students to the juvenile justice system and its role in the criminal justice system.

**G470 Medical Transcription**
40 hours, 4 credit
This course is designed to prepare students with a foundation in the basics of medical transcription. Topics covered will include medical terminology, transcription principles, and professional practice.

**G480 Medical Transcription II**
40 hours, 4 credits
This course is a continuation of Medical Transcription I, introducing students to additional medical transcription skills.

**G490 Information Technology and Security**
40 hours, 4 credits
This course examines the role of technology and information security in modern society. Topics may include networking, cybersecurity, and data privacy.

**G500 Information Systems Management**
40 hours, 4 credits
This course is an introduction to the field of information systems management. It will cover topics such as system design, implementation, and maintenance.

**G510 Information Systems Technology**
40 hours, 4 credits
This course is an introduction to the field of information systems technology. It will cover topics such as programming, database management, and software development.

**G520 Information Systems Security**
40 hours, 4 credits
This course is an introduction to the field of information systems security. It will cover topics such as network security, cryptography, and ethical issues in the field.

**G530 Information Systems Management**
40 hours, 4 credits
This course is an introduction to the field of information systems management. It will cover topics such as system design, implementation, and maintenance.

**G540 Information Systems Technology**
40 hours, 4 credits
This course is an introduction to the field of information systems technology. It will cover topics such as programming, database management, and software development.

**G550 Information Systems Security**
40 hours, 4 credits
This course is an introduction to the field of information systems security. It will cover topics such as network security, cryptography, and ethical issues in the field.

**G560 Information Systems Management**
40 hours, 4 credits
This course is an introduction to the field of information systems management. It will cover topics such as system design, implementation, and maintenance.

**G570 Information Systems Technology**
40 hours, 4 credits
This course is an introduction to the field of information systems technology. It will cover topics such as programming, database management, and software development.

**G580 Information Systems Security**
40 hours, 4 credits
This course is an introduction to the field of information systems security. It will cover topics such as network security, cryptography, and ethical issues in the field.

**G590 Information Systems Management**
40 hours, 4 credits
This course is an introduction to the field of information systems management. It will cover topics such as system design, implementation, and maintenance.

**G600 Information Systems Technology**
40 hours, 4 credits
This course is an introduction to the field of information systems technology. It will cover topics such as programming, database management, and software development.

**G610 Information Systems Security**
40 hours, 4 credits
This course is an introduction to the field of information systems security. It will cover topics such as network security, cryptography, and ethical issues in the field.

**G620 Information Systems Management**
40 hours, 4 credits
This course is an introduction to the field of information systems management. It will cover topics such as system design, implementation, and maintenance.
Anatomy and Physiology I

Prerequisites: Medical Terminology, Human Anatomy and Physiology I

This course is designed to introduce to the student the theory and practical applications of human anatomy and physiology. Students will be able to distinguish between normal and abnormal systems and understand the relationship between normal and abnormal body functions. Students will have the knowledge of cardiovascular and respiratory anatomy and physiology. They will understand the fundamentals of the cardiovascular and respiratory systems.

Principles: Human Anatomy and Physiology I

104/105 Medical Assistants in the Medical Office

This course provides introduction to the student to a detailed examination of the role of the medical assistant. Students will be able to define the roles and responsibilities of the medical assistant. Students will learn the knowledge and skills necessary to perform tasks as related to the medical office environment.

Principles: Medical Assisting: Office Environment and Medical Terminology

106 Medical Assisting: Patient Care I

This course introduces the structure and function of the organs of the body as they relate to the integumentary, circulatory, respiratory, nervous, immune, muscular, and skeletal systems and how they work together to maintain homeostasis. The laboratory component will familiarize students with basic anatomy terms, gross anatomical structures, and appropriate medical terminology. The course will reinforce the course materials. Further, the course helps prepare students to take the National Certification Exam from the National Commission on Certification of Massage Therapists and Bodywork (NCBTMB).

Principles: Medical Assisting: Patient Care I

141 Pharmacology for the Allied Health Professional

This course is designed for a variety of allied health professionals. Pharmacology is presented in a way to provide the student with the specific information needed in their field of study or medical-specialty area.

Principles: Medical Pharmacology

151 Clinical Skills II

This course is a continuation of PC Hardware and Software I. This course will focus on the knowledge and skills necessary to install and configure Windows 7. The student will be able to explain the fundamentals of networking. The course covers the basic building blocks of networking and introduces student to the network topics such as network attacks and how to safeguard against them. The knowledge and skills gained in this course will be applied in deploying communications in this way. Further, this course helps prepare students to take the Microsoft Certification Exam #70-647: Windows 7 Professional.

Principles: Windows 7 Professional

152 Networking Security Advanced

This course will cover the design, installation, and maintenance of a network addressing the security and related compliance requirements of a large-scale organization. The course will cover the covering the design and implementation of network and security architectures. The student will prepare to take the CISSP Certification Exam.

Principles: Windows 7 Professional

160 Intro to Digital Forensics

This course introduces the theory and practical applications of human anatomy and physiology. Students will be able to distinguish between normal and abnormal systems and understand the relationship between normal and abnormal body functions. Students will have the knowledge of cardiovascular and respiratory anatomy and physiology. They will understand the fundamentals of the cardiovascular and respiratory systems.

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Nursing Information Technology 40 hours, 3 credits
This course prepares students for programming in the health care environment. Students learn to code using SQL and other tools in a live environment through the use of real-world projects. The course is designed for students who have completed at least three (3) significant writing projects, to develop critical thinking skills. The course is open to students who have completed Nursing Information Technology at Rasmussen College or an equivalent course elsewhere.

Nursing, Nutrition and Diet Therapy 40 hours, 4 credits
This course builds on the foundation of Nursing II and is comprised of both a theory and clinical component. Students learn about the scientific basis for nutrition therapy and how to develop comprehensive meal plans that can be tailored to meet the needs of special populations. The course also covers the principles of nutrition and diet therapy as they apply to the care of patients with psychiatric disorders. Content is designed to facilitate transition into the professional role of a nutrition and diet therapist.

PN106 Nutrition and Diet Therapy 40 hours, 4 credits
This course examines the role of nutrition in promoting health and preventing disease. Students learn about the scientific basis for nutrition therapy and how to develop comprehensive meal plans that can be tailored to meet the needs of special populations. The course also covers the principles of nutrition and diet therapy as they apply to the care of patients with psychiatric disorders. Content is designed to facilitate transition into the professional role of a nutrition and diet therapist.

PL121 Civil Litigation and Procedure I 40 hours, 4 credits
This course presents an overview of the legal system, including the structure and practice of federal and state courts. Students learn about the basics of torts and their relevancy to the paralegal. Each week students have the opportunity to apply what they have learned through case studies and discussions. The course also explores the legal process in the context of the paralegal's role and the ethical considerations involved. The course is open to students who have completed Nursing Information Technology at Rasmussen College or an equivalent course elsewhere.

PN111 Internship 1 40 hours, 4 credits
This course is an introduction to the legal system, including the structure and practice of federal and state courts. Students learn about the basics of torts and their relevancy to the paralegal. Each week students have the opportunity to apply what they have learned through case studies and discussions. The course also explores the legal process in the context of the paralegal's role and the ethical considerations involved. The course is open to students who have completed Nursing Information Technology at Rasmussen College or an equivalent course elsewhere.

PN112 Internship 2 40 hours, 4 credits
This course is an introduction to the legal system, including the structure and practice of federal and state courts. Students learn about the basics of torts and their relevancy to the paralegal. Each week students have the opportunity to apply what they have learned through case studies and discussions. The course also explores the legal process in the context of the paralegal's role and the ethical considerations involved. The course is open to students who have completed Nursing Information Technology at Rasmussen College or an equivalent course elsewhere.

PN215 Nutrition I 120 hours, 6 credits
This course introduces nutrition and diet therapy to all students, regardless of their chosen career path. This course is designed to provide a comprehensive understanding of the role of nutrition in promoting health and preventing disease. Students learn about the scientific basis for nutrition therapy and how to develop comprehensive meal plans that can be tailored to meet the needs of special populations. The course also covers the principles of nutrition and diet therapy as they apply to the care of patients with psychiatric disorders. Content is designed to facilitate transition into the professional role of a nutrition and diet therapist.

PN215 Nutrition I 120 hours, 6 credits
This course introduces nutrition and diet therapy to all students, regardless of their chosen career path. This course is designed to provide a comprehensive understanding of the role of nutrition in promoting health and preventing disease. Students learn about the scientific basis for nutrition therapy and how to develop comprehensive meal plans that can be tailored to meet the needs of special populations. The course also covers the principles of nutrition and diet therapy as they apply to the care of patients with psychiatric disorders. Content is designed to facilitate transition into the professional role of a nutrition and diet therapist.

PL122 Civil Litigation and Procedure II 40 hours, 4 credits
This course presents an overview of the legal system, including the structure and practice of federal and state courts. Students learn about the basics of torts and their relevancy to the paralegal. Each week students have the opportunity to apply what they have learned through case studies and discussions. The course also explores the legal process in the context of the paralegal's role and the ethical considerations involved. The course is open to students who have completed Nursing Information Technology at Rasmussen College or an equivalent course elsewhere.

PL219 Law Office Technology 40 hours, 4 credits
This course introduces students to the fundamental legal research tools and processes. Students will gain an understanding of the legal research process and will be introduced to legal research software. Students will also learn how to use online resources to conduct research and will be introduced to the legal research process.

PL225 Torts 40 hours, 4 credits
This course introduces students to the fundamentals of tort law and its application to the paralegal profession. Students learn about the basic concepts of tort law, including negligence, strict liability, and comparative negligence. The course also covers the legal process and legal process-oriented research. The course is open to students who have completed Nursing Information Technology at Rasmussen College or an equivalent course elsewhere.

PL290 Paralegal Internship 80 hours, 4 credits
This course is an introduction to the legal system, including the structure and practice of federal and state courts. Students learn about the basics of torts and their relevancy to the paralegal. Each week students have the opportunity to apply what they have learned through case studies and discussions. The course also explores the legal process in the context of the paralegal's role and the ethical considerations involved. The course is open to students who have completed Nursing Information Technology at Rasmussen College or an equivalent course elsewhere.

PL290 Paralegal Internship 80 hours, 4 credits
This course is an introduction to the legal system, including the structure and practice of federal and state courts. Students learn about the basics of torts and their relevancy to the paralegal. Each week students have the opportunity to apply what they have learned through case studies and discussions. The course also explores the legal process in the context of the paralegal's role and the ethical considerations involved. The course is open to students who have completed Nursing Information Technology at Rasmussen College or an equivalent course elsewhere.

PN100 Nutrition Foundations 40 hours, 2 credits
This course introduces students to the role of nutrition in promoting health and preventing disease. Students learn about the scientific basis for nutrition therapy and how to develop comprehensive meal plans that can be tailored to meet the needs of special populations. The course also covers the principles of nutrition and diet therapy as they apply to the care of patients with psychiatric disorders. Content is designed to facilitate transition into the professional role of a nutrition and diet therapist.

PN101 Nutrition and Diet Therapy 40 hours, 4 credits
This course introduces students to the role of nutrition in promoting health and preventing disease. Students learn about the scientific basis for nutrition therapy and how to develop comprehensive meal plans that can be tailored to meet the needs of special populations. The course also covers the principles of nutrition and diet therapy as they apply to the care of patients with psychiatric disorders. Content is designed to facilitate transition into the professional role of a nutrition and diet therapist.
**Course Descriptions**

**Course Title:** Pharmacy Technician Practicum - Outpatient Unit 100

**Course Code:** PT120

**Course Credits:** 40 hours, 3 credits

This course is designed to familiarize the student with the appropriate administration, financial, and other general pharmacy practice skills and techniques. It will provide the student with experience in the approval of medications, concurrently managing patient medications, and the importance of record keeping. This course will include the instruction of and practical experience under the supervision of a certified pharmacy technician in the actual pharmacy setting and will include the required assessment of the student.

**Course Title:** Pharmacology 110

**Course Code:** PT110

**Course Credits:** 40 hours, 4 credits

The student will identify commonly used drugs, drug interactions, and adverse effects. Students will also apply pharmacokinetic principles, including absorption, distribution, metabolism, and excretion. Students will also complete an oral presentation, and submit a literature review paper. Students will also complete a 300-hour internship in an accredited pharmacy setting.

**Course Title:** Pharmacy Technician Capstone 236

**Course Code:** PT236

**Course Credits:** 40 hours, 4 credits

This course is designed to familiarize students with the principles of pharmacy practice, including the development and implementation of patient care programs. The course will include the following topics: patient assessment, pharmaceutical care, medication therapy management, and the role of the pharmacist. Students will also complete a 300-hour internship in an accredited pharmacy setting.

**Course Title:** Introduction to Web Design 237

**Course Code:** PT237

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of web design and development. Students will learn about the basics of HTML, CSS, and JavaScript, as well as more advanced topics such as responsive design and SEO. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Fundamentals of Programming 238

**Course Code:** PT238

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of programming. Students will learn about the basics of programming languages, such as Python, Java, and C++, as well as more advanced topics such as data structures and algorithms. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Database Design and SQL 239

**Course Code:** PT239

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of database design and SQL. Students will learn about the basics of SQL, as well as more advanced topics such as database normalization and query optimization. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Accounting and Financial Management 240

**Course Code:** PT240

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of accounting and financial management. Students will learn about the basics of accounting principles, as well as more advanced topics such as financial statement analysis and tax law. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Medical Terminology 241

**Course Code:** PT241

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of medical terminology. Students will learn about the basics of medical terminology, as well as more advanced topics such as anatomic and physiologic terminology. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Introduction to Surgical Technology 242

**Course Code:** PT242

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of surgical technology. Students will learn about the basics of surgical technology, as well as more advanced topics such as sterile technique and surgical equipment. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Introduction to Website Design 243

**Course Code:** PT243

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of website design. Students will learn about the basics of HTML, CSS, and JavaScript, as well as more advanced topics such as responsive design and SEO. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Fundamentals of Programming 244

**Course Code:** PT244

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of programming. Students will learn about the basics of programming languages, such as Python, Java, and C++, as well as more advanced topics such as data structures and algorithms. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Database Design and SQL 245

**Course Code:** PT245

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of database design and SQL. Students will learn about the basics of SQL, as well as more advanced topics such as database normalization and query optimization. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Accounting and Financial Management 246

**Course Code:** PT246

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of accounting and financial management. Students will learn about the basics of accounting principles, as well as more advanced topics such as financial statement analysis and tax law. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Medical Terminology 247

**Course Code:** PT247

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of medical terminology. Students will learn about the basics of medical terminology, as well as more advanced topics such as anatomic and physiologic terminology. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Introduction to Surgical Technology 248

**Course Code:** PT248

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of surgical technology. Students will learn about the basics of surgical technology, as well as more advanced topics such as sterile technique and surgical equipment. Students will also complete a project to demonstrate their understanding of the course material.

**Course Title:** Introduction to Website Design 249

**Course Code:** PT249

**Course Credits:** 40 hours, 4 credits

This course is designed to introduce students to the principles of website design. Students will learn about the basics of HTML, CSS, and JavaScript, as well as more advanced topics such as responsive design and SEO. Students will also complete a project to demonstrate their understanding of the course material.


**Academic Information**

**Credit by Examination**

Examinations are available for an examination fee. To determine examination fees or to schedule an examination, contact the Academic Services office. Students who complete a course with a grade of B or above may request credit by examination. Students who complete a course with a grade of B- or below may request credit by examination if a minimum score of 85% is obtained on the examination.

**Independent Study Policy**

The credits for all courses in which the last date of recorded attendance is the last day of the course must be completed within two weeks of the start of the subsequent term. The maximum number of credits that may be transferred from Independent Study courses is 6 credits. The student must be an Rasmussen College student at the time of enrollment and must complete the independent study course within the specified time frame before the start of the subsequent term.

**Course Waivers**

Course waivers are available for the following courses:

1. The student completes an appeal form, which is reviewed by the Academic Dean.
2. The student completes the studies in the Rasmussen College catalog. In addition, these courses must meet the following requirements:
   a. The course is currently offered off-campus.
   b. The course is currently offered off-campus.
   c. The course is currently offered off-campus.
   d. The course is currently offered off-campus.

**Credit Transfer**

Credit transfer is available for all credits earned at other institutions, including credits earned at other colleges, universities, or technical or vocational schools. Credit transfer is available for courses that are comparable in content from other institutions.

**Academic Dean**

The Academic Dean is responsible for the overall academic programs and services at Rasmussen College. The Academic Dean oversees the following academic units:

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Academic Information

Consortium Agreement

Rasmussen College’s consortia agreements provide students the opportunity to receive college credits from other institutions and to have those credits transferred to Rasmussen College. This includes: (i) per the academic catalog, credits earned through consortium courses will be counted as cumulative credits; (ii) the Academic Dean, Campus Director, or Associate Campus Director will authorize the transfer of credits; and (iii) each institution from which credits are transferred will be required to sign the consortium agreement.

Credit Restrictions

Individual credits in certain courses or areas of study may be applied to only one degree program. For example, Rasmussen College does not allow a student to apply credits in the same course to both the Bachelor of Science in Criminal Justice and the Bachelor of Arts in Criminal Justice. Students interested in the same course or area of study should check with the Academic Dean, Campus Director, or Associate Campus Director to see if credits are applicable to the student’s specific degree program.

Credit Duplicates

Course duplicates result when two courses are taught under different course titles or as the result of two offerings of the same course at Rasmussen College. Students may be required to take a different course, only one of which will count toward graduation. So if a student takes both courses, only one course will count toward graduation.

Credit toward a Bachelor’s Degree

Accredited programs

Rasmussen College is regionally accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, which accredits educational programs at the associate, baccalaureate and/or graduate level. Rasmussen College is also approved by the State of Illinois Department of Education to participate in the Federal Student Aid programs and maintains the necessary credentials to participate in the Federal Student Aid programs.

Rasmussen College maintains a relationship with the National Student Clearinghouse to ensure that students are not required to re-register for services already established.


Academic Information

Rasmussen College Early Start Program

The Rasmussen College Early Start Program is an ongoing educational initiative designed to provide students the opportunity to take college courses while still enrolled in high school. The Early Start Program is a great way for high school students to pursue college coursework to obtain college credits while still enrolled in high school, explore a possible future career or simply earn some extra cash. The Early Start Program is available to Rasmussen College students who wish to participate in the Rasmussen College Early Start Program.

Course work through the Early Start Program

Students must have prior approval from a parent or legal guardian and high school official before being admitted to the program established by the Early Start Program. Students must complete an application and Form W-4. Forms must be completed and submitted for Admission to Rasmussen College Early Start Program.

Students cannot participate in the Early Start Program if they wish to withdraw from a class are still charged for the class. The student's grade point average will not be affected, the credits will be recorded as cumulative credits attempted, and the credits will be recorded as cumulative credits earned.

Students may take up to 16 credits per quarter without a tuition charge with a maximum of 24 credits per student earned through the Early Start Program.

Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software. Students must have access to these services online for all courses unless there is a specific request for printed course materials.

The college will provide information on hardware requirements, software requirements, technology purchasing programs and technology requirements. Application forms are available to students online or at the nearest campus.

The administration of Rasmussen College may waive the application fee in cases of hardship, on a case-by-case basis, for reasonable cause, if applicable. Rasmussen College follows the college's guidelines regarding major changes.

Online Courses

Online courses provide students the ability to be a student in online courses. Online courses are delivered on a computer network environment. Online courses are offered in full-term and mid-term starts. The courses listed in this catalog are intended to provide students the opportunity to participate in the Rasmussen College Early Start Program.

Enrollment in online courses

Students who enroll in an online course shall be charged a $345 per credit for a Mid-term Start, $370 per credit up to eight (8) credits, $395 per credit for nine (9) to thirteen (13) credits, and $445 per credit for fourteen (14) or more credits. The mid-term start begins on 10/1/2017 and the full-term start begins on 1/17/2018. The online courses require prior college admission. Students who enroll in an online course shall be charged for the course. The courses listed in this catalog are intended to provide students the opportunity to participate in the Rasmussen College Early Start Program.

Academic Misconduct Policy

Rasmussen College’s Academic Misconduct Policy is as follows:

Conduct/Dismissal policy is as follows:

Academic Misconduct Policy

Rasmussen College has signed consortium agreements with many area colleges and universities. The courses accepted to any student or other person who may attend Rasmussen College are transferable to other schools to which the student may transfer. The student must meet the prerequisites as listed in the catalog. Although this catalog was prepared on the basis of information (including the academic calendar, course descriptions, online courses, degree requirements, and graduation standards) available as of 10-1-2007, the information is subject to change without notice or requirement to notify students of such changes. Students are strongly encouraged to refer to a copy of a schedule of classes for information about course specifics including prerequisites as listed in the catalog.

Tuition Structure

Tuition rates are as follows:

Full-quarter drop/add period:

When a student notifies the College that they wish to withdraw from a class are still charged for the class. The student's grade point average will not be affected, the credits will be recorded as cumulative credits attempted, and the credits will be recorded as cumulative credits earned.

Students may take up to 16 credits per quarter without a tuition charge with a maximum of 24 credits per student earned through the Early Start Program.

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It is a violation of policy for any member of the Rasmussen College community to commit sexual harassment and it is a violation of policy for any member of the Rasmussen College community to engage in gender-based action against an individual for expressing sexual harassment.

In the event of a sexual harassment complaint, the College will make record of the complaint in the same manner that it makes record of complaints of other forms of discrimination. The complaint will be considered on a case-by-case basis and is not considered to be harassment, including sexual harassment.

Non-Confrontational Resolution

The College has the authority to impose sanctions for any conduct deemed inappropriate on the basis of sexual harassment. The College will provide training to employees and students on the College’s Sexual Harassment Policy. The Training will provide employees and students with information on the College’s Sexual Harassment Policy and how to report sexual harassment.

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In compliance with the law, this institution will, on a nondiscriminatory basis, drug and alcohol-free education and workplace, and will establish and maintain a drug-free workplace and drug-free education policy. Upon reasonable suspicion, the institution, its agents, or employees may conduct a search of the employee or candidate's personal items, bags, or backpacks upon entry to or within the workplace or educational environment. The policy will not be a basis for denial of employment, admission to education programs, or continuation in the educational environment. This policy is available to the public upon request and is prominently displayed in all on-campus locations.

The College recognizes that the presence of drugs and alcohol is injurious to the person and can cause harmful consequences for students and others. Drugs and alcohol use among students is a concern that is of concern to the institution. The institution maintains a drug and alcohol-free workplace and drug-free educational environment in order to provide an environment that is conducive to learning. The College has policies that prohibit the use of drugs and alcohol by employees and students. The policies are available to the public upon request and are prominently displayed in all on-campus locations.

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Internship/Externship/Practicum Sites

Health Information Technician Practicum Sites

Allina Hospitals and Clinics

St. Joseph's Health System

Children's Health Care

Northland Development & Community Health Services

Mankato Health Network

Minnesota Private Assistants

College Administration

College Faculty

School of Allied Health

Bradley Moon, RN, Director of Allied Health

Eden Prairie

Chad Carpenter, CMT

Brooklyn Park

Nadine Bong, BST

CST

Orlando

A.A.S., Rancho Cucamonga College

Chicago

Surgical Technology Diploma, St. Cloud Technical College

Peterson Pediatrics, Fairfax Virginia

Julie Conner

Eden Prairie

D.C., Northwest Arkansas Community College

Minnesota State University - Moorhead

Schofield

Online

Certificate of Massage Therapy, Massage School of Minnesota

Westwood College of Culinary Arts, South Florida

Eve Youngblom, RN

Mankato

Certification of National Certified Therapist and Body Work

Carmen Price

St. Cloud

Online

William LaRue

CPT

Heather Heine, CMA

Eagan

Medical Laboratory Technology Program Coordinator

Amber Watson

Certo

S.M.C., St. Scholastica University

Lake Elmo

S.M.C., St. Joseph’s University - Minnetonka

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Medical Laboratory Technology Program Coordinator

Online

Carmen Price

St. Paul

S.M.C., St. Scholastica University

Kathy Kiesler, CMA

Certo

Medical Laboratory Technology Program Coordinator

Susan Knauss, MT

St. Paul

Surgical Technology Diploma, St. Cloud Technical College

Student Services Coordinator

Kari Lohman, MT

St. Paul

Surgical Technology Diploma, St. Cloud Technical College

Delbert Davis, M.D., President

St. Paul

Surgical Technology Diploma, St. Cloud Technical College

Lori Siegle

Carmen Price

Surgical Technology Diploma, St. Cloud Technical College

Sara Rowe

Lake Elmo

Surgical Technology Diploma, St. Cloud Technical College

Saralyn Roscato

St. Paul

Surgical Technology Diploma, St. Cloud Technical College

Saralyn Roscato

College of St. Scholastica

Surgical Technology Diploma, St. Cloud Technical College

Toni Hobbs

Surgical Technology Diploma, St. Cloud Technical College

Michelle Mauck Friedricks

Surgical Technology Diploma, St. Cloud Technical College

Surgical Technology Diploma, St. Cloud Technical College

Carmen Price

Surgical Technology Diploma, St. Cloud Technical College

St. John’s University - Minneapolis

Surgical Technology Diploma, St. Cloud Technical College

Surgical Technology Diploma, St. Cloud Technical College
School of Business
Lerrie Cooper
B.S., University of Akron
Brooklyn Park
Nancy Johnson
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<th>Name</th>
<th>Degree Details</th>
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<td>Lucy Kanaventi</td>
<td>A.S., Dakota County Technical Institute</td>
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