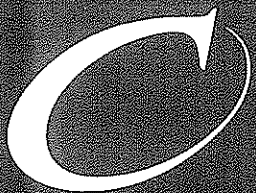


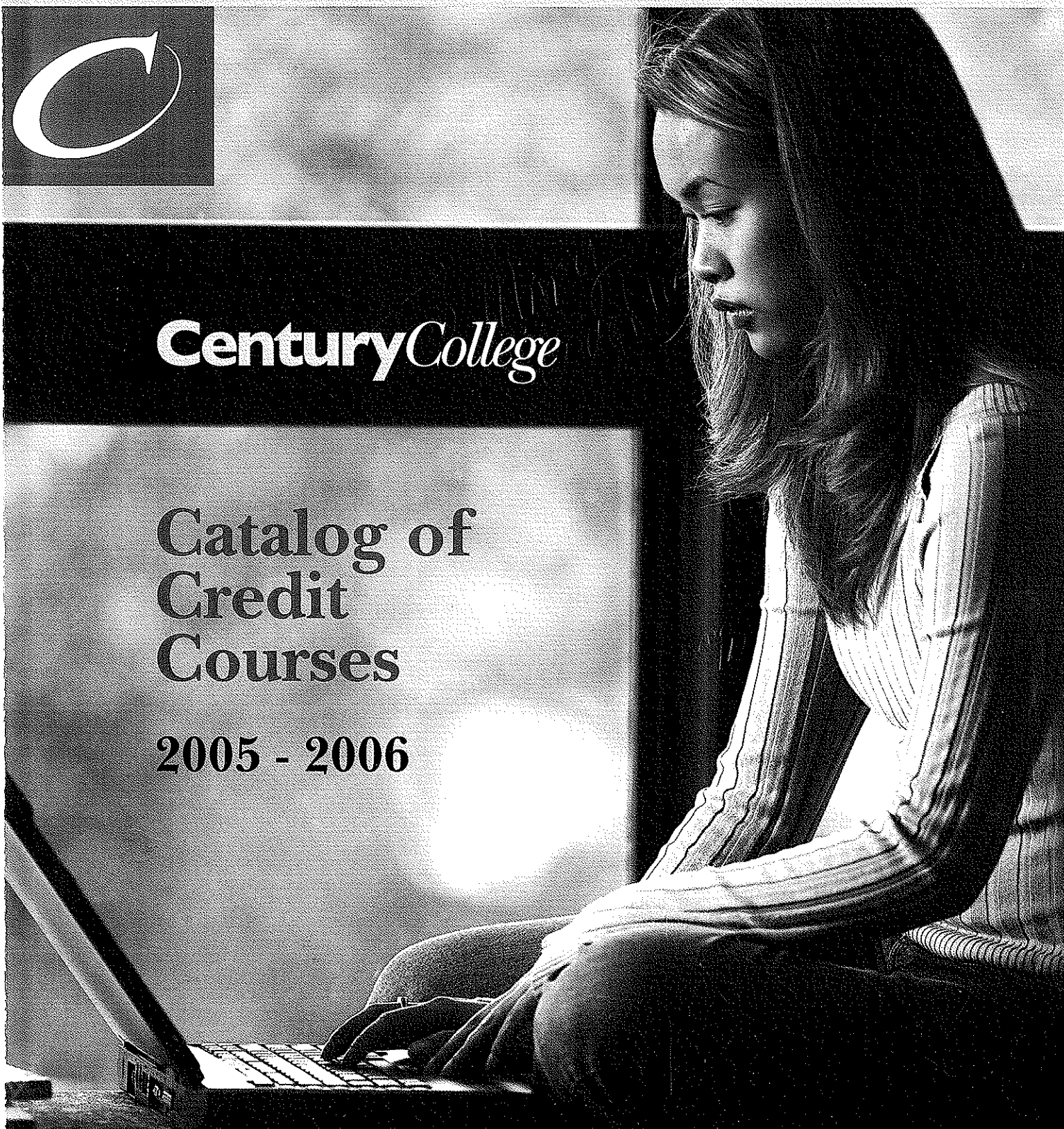
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CenturyCollege

**Catalog of
Credit
Courses**

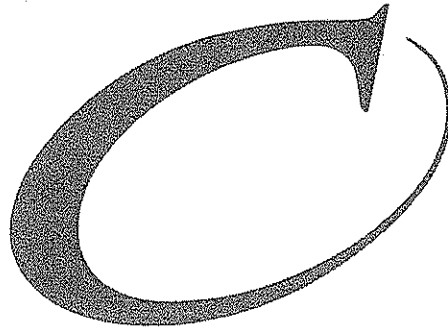
2005 - 2006



A member of the Minnesota State Colleges and Universities System

Century College

A Community and Technical College



2005-2006 College Catalog

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White Bear Lake, Minnesota 55110
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www.century.edu



*Century College, an affirmative action, equal opportunity employer and educator,
is a member of the Minnesota State Colleges and Universities System.*

NOTE: This document is available in alternative formats to individuals with disabilities
by calling (651) 779-3354 voice or (651) 773-1715 TTY.

Affirmative Action/Equal Opportunity Minnesota Manifesto

Minnesota's colleges and universities have accepted special roles and responsibilities in fostering diversity in our society. We are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security, regardless of religious affiliation, race, ethnic heritage, gender, age, sexual orientation, or physical ability.

Representing all sectors of higher education in Minnesota, we publicly declare our intentions:

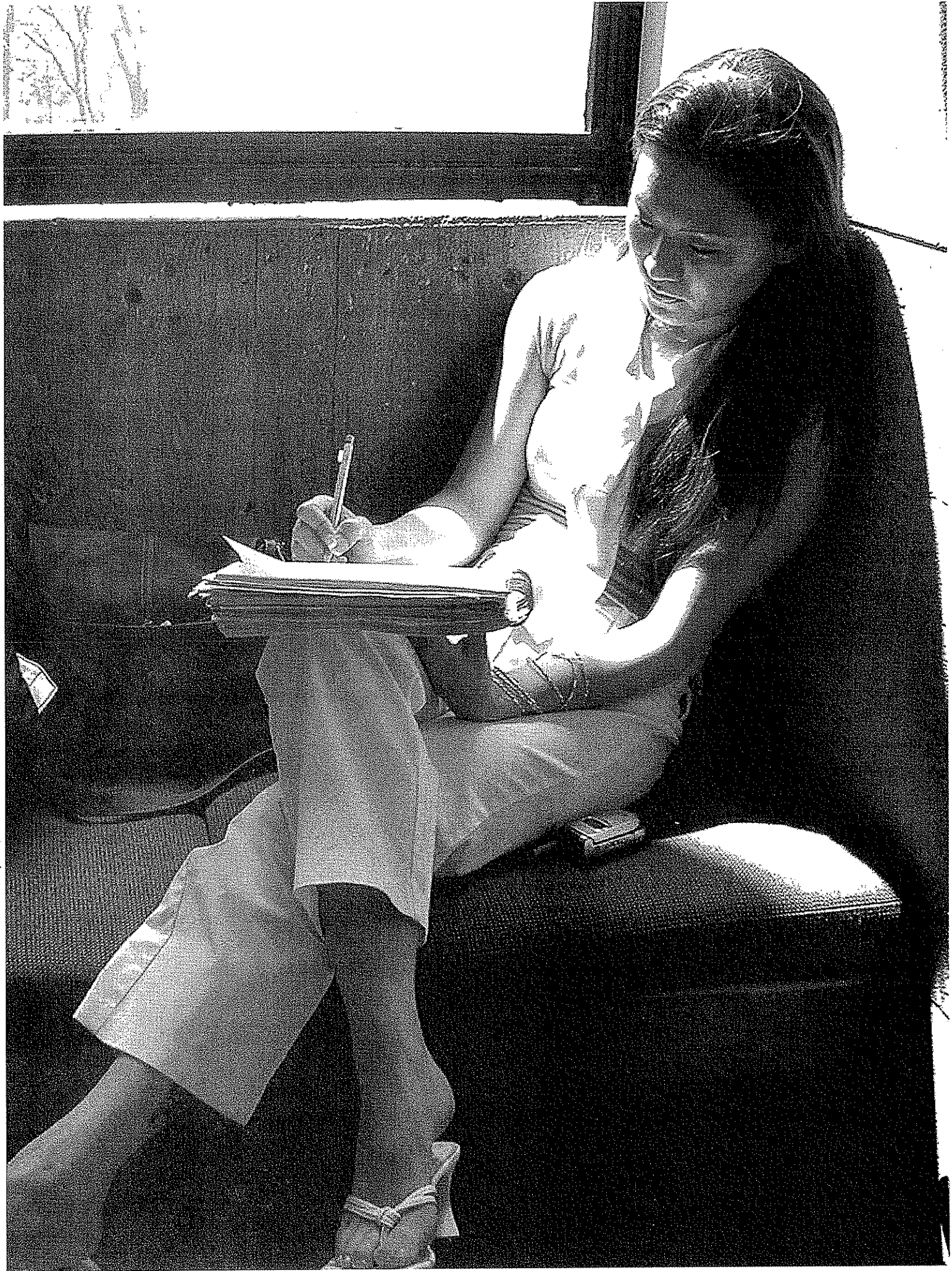
- To continue the development of multicultural learning communities that will not tolerate acts of harassment and intolerance;
- To establish, communicate, and enforce standards of behavior for students, staff, and faculty that uphold our academic values and our legal obligations;
- To promote the acceptance and respect for individuals in an atmosphere of caring for others.

NOTICE:

This catalog is for general information concerning Century College, a Community and Technical College. It should not be considered a contract between the College and others. All charges for fees are subject to change as determined by the Minnesota State Colleges and Universities system. College procedures and course and program offerings may be altered upon recommendations of the faculty and the College Advisory Committee, and approved by the state board. All provisions within this bulletin are subject to change. Changes will be communicated on the website (www.century.edu). Students are responsible for understanding those changes that are announced publicly.

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I General Information

- *Century College is located in White Bear Lake, Minnesota, on a 170-acre campus that includes a wildlife refuge.*
- *Century was created in 1996 when the former Lakewood Community College consolidated with Northeast Metro Technical College.*
- *The bridge connecting the two campuses had its grand opening on Sept. 25, 2001.*
- *Lakewood Community College had been operating since 1967 and Northeast Metro started in 1969.*
- *Joint programs involving both campuses have existed since 1978.*
- *The 1991 Minnesota Legislature called for the merger of the Minnesota Community College System, the Minnesota Technical College System and the Minnesota State University System.*
- *The merged system is called the Minnesota State Colleges and Universities System, and Century is a member.*
- *Century has adopted three slogans: "We Want You Here," "Learning is Central," and "Nothing But the Best."*

Mission

Century College is a learning-centered community committed to providing quality lifelong educational opportunities for a diverse citizenry.

Values

Integrity – making and keeping commitments and fostering an organizational culture consistent with the College mission, vision and values.

Diversity – respecting all individuals, accepting differences, promoting inclusiveness and enriching the learning environment.

Excellence – fostering higher standards of performance

and establishing continuous improvement as a fundamental goal for all programs and services.

Responsiveness – ensuring individual and community learning needs are addressed, programs and services are current and relevant, and the college is flexible and proactive.

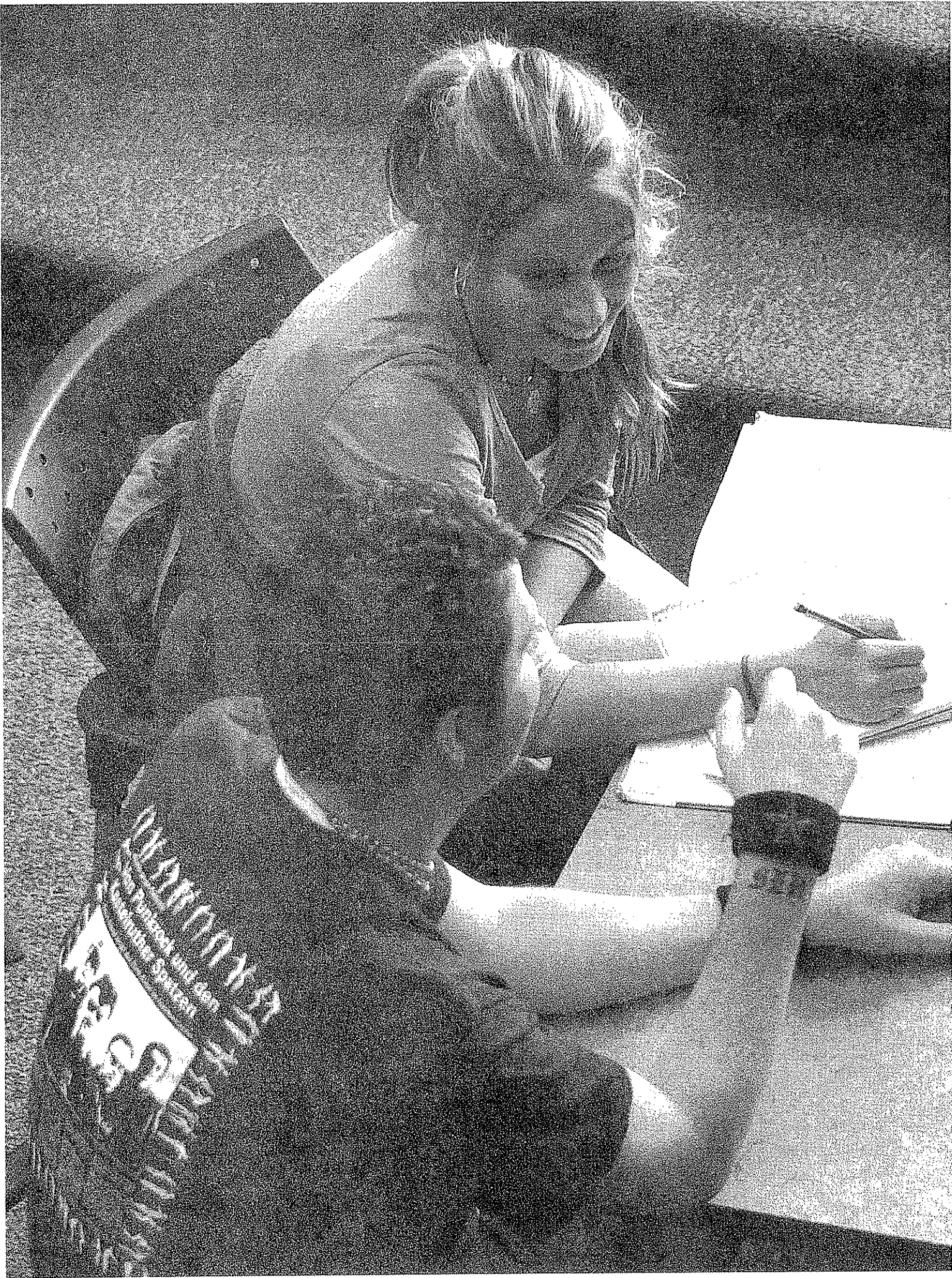
Accountability – establishing performance criteria and success indicators, measuring student learning gains, and using the results to inform the public and improve.

Access – maximizing students' educational opportunities and eliminating barriers to success.

Stewardship – ensuring management of public and private resources adds value to the students and communities served.

Accreditation

Century College is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; phone 800-621-7440. This facilitates the transfer of credit to Minnesota universities and colleges as well as to institutions throughout the United States. Additionally, the Century College Nursing Program is accredited by the National League for Nursing Accrediting Commission; the Dental Assistant and Dental Hygiene Programs are accredited by the American Dental Association Commission on Dental Accreditation (ADA-CODA); the Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs; the Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology; the Orthotic and Prosthetic Technician Programs are accredited by the National Commission on Orthotic and Prosthetic Education; the Orthotic and Prosthetic Practitioner Programs are accredited by The Commission on Accreditation of Allied Health Education Programs; the Medical Assistant Program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP); the Pharmacy Technician Program is accredited by the American Society of Health System Pharmacists (ASHP); and the Automotive Service Technology Program has been evaluated by the National Automotive Technicians Education Foundation (NATEF) and is certified by the National Institute for Automotive Service Excellence (ASE). The Kitchen and Bath Design Program is endorsed by the National Kitchen and Bath Association.



2 Admissions & Registration

Admission

Steps to Getting Started at Century College

1. Submit Application and nonrefundable \$20 application fee to the Admissions Office.
2. Take the College assessment tests.
Skills in math, reading, and writing will be assessed. Scores will be used to help determine appropriate first semester course selections. Further information on assessment will be sent after the Century Admissions Office receives an application for admission. Students must submit an application for admission at least 24 hours before taking any assessment tests. Call (651) 779-3352 for further information on assessment testing. Accommodations for students with disabilities (e.g., wheelchair accessibility, interpreter, Braille or large print materials) can be arranged through the Access Center, (651) 779-3354 or TTY (651) 773-1715. Please make accommodation arrangements one week in advance. See the assessment section for questions or additional information.
3. Attend SOAR (Student Orientation, Advising, & Registration)
SOAR is a mandatory orientation program that all new and transfer students attend. SOAR includes large and small group activities, including course registration. Students cannot register for classes until they attend a SOAR session. The large group session provides helpful information about the college, available resources and student activities. The small group provides an opportunity for students to meet with a counselor or advisor for assistance with course selection. Following the small group, students will register for their courses. Further information on SOAR will be provided after students apply. Call (651) 779-3315 for more information on SOAR.
4. Start your educational journey at Century College!

General Admission Policies and Procedures

Century College considers all applicants without regard to race, creed, color, sex, age, national origin or disability. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex, and by all other federal and state laws regarding equal opportunity. Students who have graduated from high school or the equivalent (GED certificate holders), individuals whose high school class has graduated **and** have passed the Ability to Benefit, as well as current high school students who meet the Postsecondary Enrollment Options program criteria or supplemental enrollment criteria may apply for admission to Century College. Students will be charged a \$20.00 nonrefundable application fee.

All applicants must submit an application for admission, available from the Admissions Office. Immunization documentation is required if applicants were born after 1956, but not required if applicants graduated from a Minnesota high school in 1997 or after.

The Nursing, Radiologic Technology, Paramedic, Dental Assisting, Dental Hygiene, Orthotic/Prosthetic

Practitioner, Postsecondary Enrollment Options and Supplemental Enrollment programs each have their own applications and admissions requirements. These programs may require students to take the Century College assessment tests, regardless of previous college credits earned.

International students must see the International Student section for application details.

Degree-Seeking Applicants

If fewer than five years have passed since students graduated from high school, the following must be provided:

1. High school transcript mailed directly from the high school or
2. GED Completion Certificate

Transfer Student Applicants

Students seeking a degree, diploma, or certificate and who have previously attended a college(s) must have official transcripts sent directly from the institution to the Records Office at Century College, or if hand-carried by students, transcripts must be delivered unopened with the official seal intact. Student copies and faxed transcripts are not considered official.

Priority will be given to evaluate official transcripts of previous college credits that are received by: March 15 (for summer term), June 15 (for fall semester) and October 15 (for spring semester). Every effort will be given to evaluate transcripts in time for registration for students who are enrolled in courses during the current semester. For new students, every effort will be given to evaluate transcripts in time for the next registration. Transcripts that arrive after the priority deadlines will be evaluated after registration during that semester based on the date the transcript was received. Students who are not enrolled in courses during the current semester will not receive an evaluation of their transcripts until they register. Transcripts will be retained for one year. Please note that developmental or non-college level courses will not be accepted in transfer or used as a prerequisite.

Transfer Standards

1. Transfer credit from institutions accredited by regional associations (North Central, Middle States, etc.) will normally be accepted by Century College subject to limitations in this catalog.
2. Treatment of grades: Grades earned prior to transfer are evaluated according to the following standards:
 - a) All college courses in which students have received a grade of A, B, C, or D shall be considered for transfer evaluation. Grades of P shall be accepted as earned credit. If a student's cumulative GPA at the originating institution is less than 2.0 GPA, D grade course credits will not be accepted in transfer from that institution. No F grade course credits will be accepted in transfer. Programs with their own

application standards may accept transfer grades differently. Transfer GPA is not used in computing Century cumulative GPA. Returning students who have not received a course-by-course evaluation should see a Century College counselor.

- b) Based on the 2001 Omnibus effective January 1, 2002, once a course has met the criteria necessary for inclusion in the Minnesota Transfer Curriculum (MnTC) in any goal area(s), the course will be accepted for full credit in that goal area(s) at Century College. Completed MnTC goal area(s) and the 40 credits MnTC package transfer as well. See chapter 5 for more details pertaining to the MnTC.
 - c) Century College will consider for transfer applicable coursework transcribed by an accredited college as "Credit by Examination."
 - d) Credit achieved through experiential learning processes shall be evaluated, following students' petitions, according to published national standard guidelines established by the American Council on Education (ACE), the Council for Adult and Experiential Learning (CAEL), or other similar national organizations, as approved by MnSCU.
 - e) Competency Based Education (CBE) credits will transfer as general electives unless approved for other distribution requirements.
 - f) Regionally accredited technical colleges: Sixteen credits will be accepted and additional credits may be accepted for those courses which are judged to be comparable or equivalent to courses offered at Century College. Comparable and equivalent courses that are not MnTC goal area fulfilling must be reviewed by academic petition.
3. **Comparability:** Courses approved for transfer must be comparable in nature, content, and level and match at least 75% of the content and goals of the course syllabus for which students are seeking equivalent credit.
 4. **Time limit:** General education and elective credits shall have no transfer time limit.
 5. **Timeliness:** The timeliness of credits applied to career programs will be considered when evaluating transfer credits. Technical career courses must have been taken within the past five years to qualify for transfer and to fulfill technical program requirements.
 6. **Equivalency:** The number of transfer credits granted per course shall not exceed the number granted by the originating institution.
 7. **Conversion:** The conversion of quarter hours to semester hours is 0.667 for each quarter hour.
 8. **Repeated courses:** When students transfer courses and later successfully repeat a course at Century College, only credit from Century College will be granted.
 9. **Applicability:** Coursework accepted in transfer may not always be applicable toward a specific program.

10. **Appeals:** Students have the right to appeal transfer evaluations. Call (651) 779-3908 for a Transfer Course Evaluation Appeal Form.

Non-Degree Seeking Applicants (not planning to earn a Century College degree, diploma or certificate)

Indicate "Enrichment" as your major on the application. Please note that Enrichment is not a financial aid eligible major.

Students who have completed other college work and want to use the credits to improve their registration priority must have official transcripts sent directly from the college(s) to the Records Office before the deadlines. For deadlines, see section: Transfer Student Applicants.

Applicants Currently Enrolled in High School: Postsecondary Enrollment Options (PSEO)

The Postsecondary Enrollment Options (high school options program) enables 11th and 12th grade students who meet PSEO-specific admissions requirements to enroll in courses or programs for secondary school credit. PSEO is NOT an open enrollment program. Students must meet specific minimum requirements to qualify for PSEO. The specific purposes of this program are to promote rigorous educational pursuits and provide a wider variety of options for students.

This program is not available during the summer session. However, students may enroll under supplemental enrollment guidelines (see below) during the summer. For an enrollment packet outlining PSEO application procedures, deadlines and requirements, students should contact their high school guidance counselor or the Century College Admissions Office at (651) 773-1700.

Supplemental Enrollment

Students may qualify for supplemental enrollment but must meet the same entrance requirements as Postsecondary Enrollment Options (PSEO) students. This program is used primarily by PSEO students enrolling during the summer. Students are responsible for all costs. For an enrollment packet outlining application procedures and deadlines, please contact the Admissions Office at (651) 773-1700.

International Student Applicants

Prospective students seeking an I-20 (full time international student status) may be considered for admission after submitting the following:

1. The International Student Application for Admission. Forms are available from the Admissions Office.
2. Official transcripts from each secondary school/high school, college, university, and English as a Second Language program attended. Transcripts must be sent directly from the institution to Century College. If students intend to transfer

international education credits to Century, they must request an evaluation through World Education Services (WES). Refer to WES website at www.wes.org to request transcript evaluations. (NOTE: Students who have entered the United States to attend a college or university other than Century College must successfully complete one quarter/semester of academic work prior to transferring to Century College.)

3. Proof of English proficiency in the form of an official TOEFL score, MELAB score, or Century College English as a Second Language assessment. Scores must be sent directly to Century College from the testing organization; no photocopies are allowed.
 - a) Scores of 550 or above on the paper version or 213 on the computer version of the TOEFL and 80 or above on the MELAB will permit students to enter Century College and register for a normal credit load.
 - b) Scores from 500-549 on the paper version or 173-210 on the computer version of the TOEFL or 72-90 on the MELAB will require students to take some or all of their first semester's coursework in English as a Second Language.
 - c) English proficiency for prospective international students living in the Twin Cities metropolitan region may be determined by sufficient placement on the Century College English as a Second Language assessment test. The minimum placement for admission is ESL 080 or higher.
4. A Financial Guarantee along with supporting bank documents or proof of support. Students must demonstrate they have sufficient financial resources available to pay for tuition, fees, books, room and board, transportation, and all incidental expenses before they can be admitted to Century College.

Once admitted to Century College, international students are required to purchase the Minnesota State Colleges and Universities (MnSCU) International Student Health Insurance in addition to providing proof of immunization for diphtheria, tetanus, measles, mumps, and rubella. International students will be required to take a Mantoux/TB test to determine exposure to tuberculosis prior to being allowed to register for classes.

In addition to complying with all Century College policies related to academic performance and student conduct, international students are required by law to remain in compliance with all regulations put forth by the United States Citizenship & Immigration Services that pertain to their student status.

Joint Admission Agreement—University of Minnesota

Century College and the University of Minnesota have signed an agreement that will simplify transfers and improve educational options for college students.

Individual agreements have been established with the Colleges of Agriculture, Forestry, Human Ecology, and Liberal Arts on the Twin Cities Campus of the University

of Minnesota.

Joint admission allows students who meet admission requirements to enter a community college and have the same opportunity to enter upper division university programs as students who enter the University of Minnesota as freshmen. Students must complete designated courses and maintain requisite grade point averages.

Students who begin their studies at Century College have four years in which to transfer to the University of Minnesota. For more information, contact any Century College counselor.

Determination of Minnesota Residency

Minnesota residency is determined by the information provided on the application at the time the application is submitted. The residency policy in effect at the time the student applies will be used to determine residency. Students who have been classified as non-residents may petition for in-state tuition by demonstrating domicile in Minnesota before the beginning of the semester. It is the students' responsibility to prove domicile for the purpose of in-state tuition. The Registrar will make a determination on the petitioner's request within 10 days of receiving the petition and supporting documentation. Petitions for Residency may be picked up at Records and Registration. Refer to the MnSCU Board Policy for additional information or clarification of residency.

Definition of Domicile

Domicile is a person's true, fixed, and permanent living space. It is the place to which a person intends to return after temporary absences. A person may have only one domicile at a time.

Part I Minnesota Residency Qualifications

Students shall be eligible to pay in state tuition if they meet one of the following criteria:

1. Reside in Minnesota for at least one calendar year prior to applying for admission, or dependent students whose parent or legal guardian resides in Minnesota at the time students apply. Students must have an eligible immigration status for residency.
2. Demonstrate temporary absence from the state without establishing residency elsewhere.
3. Residents of other states or provinces who are attending a Minnesota institution under a tuition reciprocity agreement. *Please note that it is the students' responsibility to file the necessary paperwork with the home state in order to qualify for reciprocity. Each state will post its own deadline.*
4. Persons who: (i) were employed full time and were relocated to the state by the person's current employer, or (ii) moved to the state for employment purposes and, before moving and before applying for admission to a public post secondary

institution, accepted a job in the state, or students who are spouses or dependents of such persons. A letter from the employer substantiating employment must be submitted at the time of application.

5. Students who have been in Minnesota as migrant farm workers, as defined in Code of Federal Regulations, Title 20, section 633.104, over a period of at least two years immediately before admission or readmission to a Minnesota public post secondary institution, or students who are dependents of such migrant farm workers.
6. Nonimmigrant Japanese students who have completed a program of study of at least one academic year at Akita campus and have been recommended by the provost for transfer to a Minnesota state college or university and who retain their legal visa status.
7. Students who are recognized as refugees by the Office of Refugee Resettlement of the U.S. Department of Health and Human Services. (source: Minnesota Statute 135A.031, subd. 2)
8. U.S. Military personnel serving on active duty assigned in Minnesota and their spouses and dependent children. Documentation must be provided at the time of application.
9. Nonimmigrant students on K visas married to military personnel will be granted in-state tuition. Documentation must be provided at the same time of application.

Part II. Students Eligible to Petition for Residency

Any student who has been classified as nonresident may petition eligibility for in-state tuition by demonstrating domicile in Minnesota before the beginning of any semester. Please note that residence in Minnesota must not be merely for the purpose of attending a college or university. The following nonimmigrant students may be eligible to petition for residency:

1. Nonimmigrant students on H,K,L,P, TN, or TD visas that have resided in Minnesota for 12 months prior to registering for classes may petition for resident tuition status. Students must submit the Petition for Residency with appropriate documentation before the first day of the semester.
2. Enrolled nonimmigrant international students on F1 visas may receive resident tuition status through the International Student Incentive Program. To be eligible students must have (i) completed a minimum of 45 college-level credits at Century College, (ii) maintained a 2.00 GPA, (iii) met all their financial obligations to the college, and (iv) maintained F1 status. Students must submit the International Student Incentive Program Application with appropriate documentation before the first day of the semester. Applications may be picked up in the Multicultural Student Center.
3. Permanent Residents/Resident Aliens and Asylees are not eligible to petition for in-state tuition until they have been awarded permanent residence or asylee status, provided they live in Minnesota for at least 12 months prior to the first day of the semester.

4. Students on Temporary Protected Status (TPS) are eligible to petition for residency, if they can prove the TPS status is still valid. Students on TPS will be required to petition annually for resident tuition.

Part III. Petitioning for Residency

Petitions for Residency are available in the Records and Registration Office. Petitions and supporting documentation must be filed no later than the first day of semester for which students are seeking resident tuition rates. Each of the following facts and circumstances will be considered when responding to a petition for in-state tuition. No one of these factors is either necessary or sufficient to support a claim for in-state tuition. For each factor, the student petitioner must submit appropriate documentation to support the claim. Examples of acceptable documentation are listed on the Petition for Residency itself.

1. Continuous presence in Minnesota during a period when not enrolled as a student.
2. Sources for financial support are generated within Minnesota.
3. Domicile in Minnesota of family, guardian, or other relatives or persons legally responsible for students.
4. Ownership of a home in Minnesota.
5. Permanent residence in Minnesota.

Examples of acceptable documentation:

- a. Voting registration.
- b. The lease of living quarters.
- c. A statement of intention to acquire a domicile in Minnesota.
- d. Automobile registration.
- e. Domicile of a student's spouse in Minnesota.
- f. Other public records, e.g., birth and marriage records.

Assessment Services

Assessment Testing

Students must complete the assessment tests in reading, writing, and mathematics prior to registering for courses at Century College (see Assessments for Transfer Students for possible exceptions). The Minnesota State Colleges and Universities System requires assessment testing to determine proper course placement and to support students' academic success. Students must complete the appropriate assessment(s) prior to enrolling in any course for which a given assessment level is required. Students must begin any coursework in reading, writing, and mathematics at their assessed skill levels. Students may not register for courses above their assessed skill level.

Students who are bilingual or multilingual must complete the College Language Proficiency Test and may also be asked to take the assessments in reading, writing, or mathematics (see College Language Proficiency Testing).

Accuplacer or the Academic Skills Assessment (ASAP) also known as Descriptive Tests of Language and Mathematical Skills (DTL/MS) or Computerized Placement Test (CPT) scores are approved for placement purposes by the MnSCU assessment/placement director and committee and Century College. Assessments scores are valid for two (2) years from the test date. After two years, if a student has not begun taking the required reading, writing, or mathematics courses, assessments must be retaken.

Assessment scores from other institutions that use the above listed assessment test system will be considered and will be valid for two (2) years from the test date. A copy of a student's scores must be hand carried, mailed, or faxed (651) 779-5831 to the Century College Assessment Center.

Preparation for Assessments

The assessments consist of reading, writing, and mathematics tests. These assessments are important and should be taken seriously. Sample tests may be obtained on the web at www.google.com by entering "Accuplacer Practice Tests." The practice tests include evaluating grammar in a series of sentences; answering several questions following the reading of a particular passage; and completing arithmetic, elementary algebra, and college level mathematics.

Generally, special preparation for the assessments is not necessary because the assessments provide students information about their current skills.

Assessment Scores

Students will receive a printed report of their assessment scores immediately upon completion of testing. The report indicates the final assessment scores along with the course(s) that students should register for, if reading, writing, or mathematics courses are required for their program of study. Assessment scores will be maintained in students' files at Century. Students must bring their assessment score report to registration (SOAR) to present proof of testing and to register according to their assessment placement.

Retesting

Students may retest only once within twelve (12) months of their first testing date. Once a student has his/her second scores, he/she may register based on either score or consult a counselor for advice. If a student scores lower on the retest, the student may choose which score to use when registering.

Accommodations for Students with a Disability

Students who need accommodations for assessment testing due to a disability should contact the Access Center at (651) 779-3354.

For up to date testing times go online to www.century.edu/admissions/assesssched.html.

College Language Proficiency Testing

These tests are for all new students who are bilingual or

multilingual. The results of these tests will help students decide whether or not they need college prep ESL course work or if they should also take the Assessment Tests. For further information, call the ESL department at (651) 747-4039. For questions regarding eligibility for admission, call (651) 779-5754. The testing and interview process takes about 4 hours. An interview with an ESL instructor is required after the test and prior to registration. Please arrive early. One hour before testing begins, students may sign in, Room 2420, West Campus. Seating is limited. Students must have their social security number, along with a valid picture ID, in order to take the test. No children are allowed in the testing center and must not be left unattended.

Assessments for Transfer Students

Students transferring college-level courses or holding a baccalaureate degree from a United States college/university may not need to complete some parts of the assessment. Century College must receive an official transcript(s) from institutions previously attended to determine any assessment exceptions. The Director of Assessment Services, the Transcript Evaluator, Counselors, the Registrar and the Dean of Students, shall have authorization to assess college transcripts for possible assessment waivers. Pending the receipt of an official transcript(s) and/or the completion of a full evaluation of the transcript(s), students shall be granted temporary clearance for the first semester only through completion of the "Authorization for Temporary Clearance for 1st Registration" form. Unless or until an official transcript is received, the student may not be eligible to register for other mathematics, English, or reading courses. Transfer students may be exempt from parts of the assessment tests for the following reasons:

1. Students who are transferring credits in college composition equivalent to English 1021 with a grade of "C" or better do not need to take the writing assessment.
2. Students who are transferring credits in college-level mathematics (Math 1025 or higher) with a grade of "C" or better do not need to take the mathematics assessment. If a student is planning to take any more mathematics classes, however, the mathematics assessment is **required**. (*Mathematics assessment is required for advising purposes. Research shows students who have not taken a mathematics course recently may not perform well academically in their chosen mathematics course at Century. Students may consult with a counselor or mathematics instructor for appropriate advising, if needed. Regardless of assessment score, students transferring college-level mathematics credits that meet the prerequisite(s) may register for the appropriate mathematics course accordingly.*)
3. Students who are transferring credits in college reading equivalent to Reading 1000 with a grade of "C" or better do not need to take the reading assessment.
4. Students who have **international education credentials** must take the College Language Proficiency Test (*see College Language Proficiency Test*) and/or reading, writing, and mathematics assessments. If students

intend to transfer international education credits to Century, they must request an evaluation through World Education Services (WES) for credits earned outside the United States.

5. Students who have assessment scores from other MnSCU institutions and/or institutions that use the Accuplacer, Descriptive Tests of Language and Mathematical Skills (DTL/MS) or Computerized Placement Test (CPT) assessment test system will be considered and will be valid for two (2) years from the test date.

Exemptions from the Reading Assessment Only:

Exemption from the reading assessment test only may be made for:

1. **Transfer:** Students who have completed college English and mathematics course requirements (see transfer students section above) and therefore would not otherwise need to take the writing and mathematics assessments **and** have completed a minimum of three (3) reading intensive courses with grades of "B" or better (unless students are applying to a special program for which an exemption is given—see Baccalaureate Degree below). Reading intensive courses may include English literature, philosophy, history and the social and behavioral sciences, or science.
2. **Baccalaureate Degree:** Students holding a baccalaureate degree from a United States college/university and applying to some special programs (e.g., Nurs., Rad Tech), may be exempt from the reading assessment test. Refer to that specific program brochure regarding possible exemption from the reading assessment test. Students are still responsible for meeting any specific course prerequisites.

Assessment Appeal Process

The appeal process is determined by the reading, English, and mathematics departments respectively. After retesting, if the student wishes to appeal for a specific placement, he or she must fill out the Placement Appeal form and take it to the department faculty representative to make an appointment for the next step in the appeal process.

- For reading, the student must bring the appeal form to the Reading/Study Skills Department and make a two-hour appointment for an interview and an evaluation of reading and textbook processing skills. The results of the evaluation and the interview will be used by the Reading Department for placement.
- For writing (English composition), the student must bring the appeal form to the English Department and make a two-hour appointment to provide a monitored writing sample on an assigned topic. This essay will be used by the English Department for placement.
- For mathematics, the student must bring the appeal form to the Mathematics Department and make a two-hour appointment to complete an exam in the appropriate course. The results of this test will be used by the Mathematics Department for placement.

Judgments concerning the appeal shall rest solely with

the reading, English, or mathematics department faculty, respectively. Each department shall keep a record of appeals and their results for year-end reporting purposes. The appeal process itself may take place by appointment before or during the semester. However, if an appeal results in a course change, the student may add or change courses only within the drop-add period during the first week of each semester. In the event that an appeal is granted after the drop-add period, the student must wait until the next semester to register for the course in question.

SOAR (Student Orientation, Advising and Registration)

SOAR provides new students with an opportunity to get acquainted with Century College. Representatives will give information about the college, its policies, financial assistance, various services, organizations, and activities. Students will receive information and advising to help them plan their class schedules. SOAR is required for all new students.

In the large group session, Student Services representatives cover all services, programs, and activities that are available to students. It is our attempt to inform students about everything that is available to them at Century. Critically important college policies are also discussed. Students are responsible for knowing College policies.

In the small group session, students will receive assistance from a counselor or program advisor. Counselors interpret assessment scores and help students with course selection. Credit load, interests, abilities, values, work and family commitments are considered when registering for a student's first semester at Century College. Once a student has been accepted at Century, information regarding SOAR will follow. Call (651) 779-3315 for more information.

Registration

Students should register carefully. Students are liable for tuition/fees for any registered courses. Students must cancel/drop their registration at the Records Office, on-line or in person if they do not plan to attend.

For registration information regarding auditing, repeating courses and credit loads, please see Chapter 4, Academic Policies and Information. For specific course descriptions, course prerequisites and course restrictions, see Chapter 7, Course Descriptions.

On-Line Registration

Century College offers interactive on-line registration for returning students only. Returning students register

in order of the number of credits earned. Students can register for classes, check for holds on their records, look up open class sections, look up and print their class schedules, look up their grades, add and drop classes, and withdraw on-line. Please check Century's website for instructions and details at www.century.edu.

On-Campus Registration

Returning students register in order of the number of credits earned. The returning students' priority registration schedule is published prior to each semester in the course schedule.

Counselors or program advisors are available by appointment and walk-in to help students plan a program prior to registration and on a walk-in basis during registration. Call the Counseling Center or contact the program advisor for more information.

Registration will not be permitted for returning students with financial, library, or academic holds on their records. It is the students' responsibility to satisfy any obligation to the college before registering and/or requesting a transcript.

New students register by attending a SOAR session (see also Student Orientation, Advising, and Registration). Attending SOAR allows students to register prior to open registration when class selection is more limited. Counselors and/or program advisors work with students to help them plan their schedules. Each semester a special session of SOAR is set aside for students transferring into Century. Completion of the college assessment is required prior to attending SOAR.

Students who attended one of these sessions within the past year, but did not register, may register anytime during SOAR and do not have to attend again.

Registration is also permitted during late registration, the week prior to the first day of the semester. For specific policies, see next section: Change of Registration, Adding Courses. See the term course schedule for tuition payment information.

Students taking more than 18 credits must petition the vice president of Student Services, room 2414 on West Campus.

Change of Registration

Adding Courses

Courses may be added during the first seven days of the semester. Students should register carefully. Students are liable for tuition/fees for any registered courses. Students must cancel/drop their registration at the Records Office or on-line if they do not plan to attend. Adding courses must be done before the beginning of the eighth day, and instructors are notified of the adds. *Late adds will be processed only with the approval*

of the instructor and the vice president of Academic Affairs.

Students must be on the grade sheet at the end of the term in order to receive a grade, regardless of attendance.

Instructors' signatures are *not* required to add day courses before the semester begins or during the first three days of the semester, unless consent of instructor is normally required. Instructors' signatures are required beginning the fourth day of the semester for day courses. Instructors' signatures are required to add evening, Saturday, and alternative start courses after the first class meeting.

Dropping Courses

Courses may be dropped through the first seven days of the semester without the instructor's permission and dropped courses will not be recorded on students' transcripts.

Withdrawals from Courses (Student-Initiated)

Students are expected to withdraw from a course as soon as possible after their last active participation. Students who withdraw from courses after the first seven days of the semester will have the grade of W recorded on their transcripts. Students may withdraw (without instructor's approval) until three weeks prior to the end of the semester. No withdrawals will be permitted during the last three weeks of any semester. The instructor will be notified of the withdrawal.

(Exception: A withdrawal can be processed after the deadline if there are special circumstances that prevent further participation. The instructor and the vice president of Academic Affairs must sign the withdrawal form. Also, a withdrawal can be processed after the deadline if there is injury/illness. Students must petition the vice president of Student Services and provide a doctor's statement.)

Students who do not process a withdrawal (W) shall receive the grade assigned by the instructor. Students having withdrawn from a course after four weeks may visit thereafter until final exam week with instructor's approval. **Withdrawals do not influence GPA, but do negatively impact academic progress** (see Chapter 4, Standards of Academic Progress).

Withdrawals from Courses (Instructor-Initiated)

In cases where an instructor has evidence that students are not actively participating in the course, and where no student-initiated contact has been made, the instructor **may** assign a W up to three weeks before the first day of the final examination period. The Records Office will notify the students of the filing of this action and will post the W. The student has the opportunity to be reinstated with the instructor's written permission. **Withdrawals do not influence GPA, but do negatively impact academic progress.** See Chapter 4, Standards of Academic Progress Policy. An instructor-initiated withdrawal does not generate tuition reimbursement.

Costs

The Board of Trustees for Minnesota State Colleges and Universities (MnSCU) establishes the tuition for the state colleges. Current tuition and fee rates will be posted on the Century College website at www.century.edu.

Important: three ways to add, drop, and withdraw with your student ID and PIN.

- Via Century's website at <http://www.century.edu/registration/onlinereginfo.html>
- In-person at the Records office, room 2330, West Campus
- Written request with your signature by U.S. mail (No email requests!)

Telephone messages or email requests for Records Office staff are not considered valid processing methods.

Tuition Payment

All registered students are financially committed for tuition and fees. Students' registration involves a seat reservation in each of their classes, all of which have a number of limited seats available. In requesting this reservation, students have incurred a tuition obligation. Century College will not cancel registrations because of non-payment of tuition. **Students are required to pay tuition and fees unless they drop classes by the deadline listed on the refund policy.** Please check the current course schedule for payment information and dates. Student can view their fee statement online at www.century.edu. Click on Online Services. Contact the Business Office at (651) 779-3278 for payment options.

Deferred Payment

Persons whose tuition/fees will be paid by a government agency or established organization must notify the Business Office so that payment can be deferred.

Reciprocity for Wisconsin, North Dakota, South Dakota, and Manitoba Residents

Students who are legal residents of Wisconsin, North Dakota, South Dakota, or Manitoba may attend Century College on the same basis as Minnesota residents and pay fees determined in reciprocity agreements. Similarly, legal residents of Minnesota may attend a Wisconsin, North Dakota, South Dakota, or Manitoba public institution and pay reciprocity fees.

Students must apply for reciprocity tuition rates with the Department of Higher Education Services in their home state. Applications for reciprocity must be filed by the home state's deadline, and cannot be filed retroactively. For further information, please contact the higher education department of your home state.

Application Fee

A nonrefundable fee of \$20.00 is charged at the time of application for all new students applying for admission.

Technology Fee

A technology fee of \$8.00 per credit is charged as allowed by the Minnesota State Colleges and Universi-

ties. The technology fee is used for purchasing instructional equipment and materials such as computers and software, audio-visual equipment, library technology.

MSCSA Fee

All students are required to pay a nonrefundable fee of \$.28 per credit to the Minnesota State College Student Association. Fee is paid at time of registration.

Parking and Security Fee

Students are charged a parking and security fee which will be posted on the Century College website. Fees collected will pay for parking lot security and parking lot maintenance.

Student Life Fee

All students pay a per-credit fee to support student activity programs, health services, fine arts programs, symposiums, lounge furniture, and day care equipment. This fee amount is set each year. For current fee amounts, contact the Business Office at (651) 779-3278.

Transcript Processing Fee

There is a \$5.00 charge for each academic transcript requested for mailing or pickup within 3 business days. An additional \$5.00 is charged for rush/immediate transcript preparation.

Late Payment Fee

Tuition payments received after the due date will be subject to a \$15.00 per month late fee.

NSF Check Fee

\$20.00 is charged if a check is returned. Courses will not be dropped and students will be billed.

Diploma Replacement fee

\$25.00 is charged for a replacement graduation display diploma.

Graduation Review Fee

There is a \$15.00 charge for each degree, diploma or certificate application processed, payable when applying to graduate.

Books and Supplies

Textbooks and supplies are available in the bookstore. Textbooks may cost approximately \$400.00 per semester for full-time students. Supply costs vary greatly from program to program. Contact the program advisors or bookstore for more specific information.

Senior Citizens

If students are 62 years or older, a Minnesota resident, and register for credit on the first day of the semester, they are eligible for Century's reduced senior citizen rate, if space is available. Please see current course schedule for costs. If senior citizens register before the first day of the semester, they must pay full tuition and fees.

Canceled Classes

When a class is canceled, students receive either a phone call or a letter notifying them of the cancellation and the Records Office is notified. If students do not register for another class in its place, tuition is

refunded after the tenth day of the semester. Students do not have to petition to the vice president of Student Services for a refund.

Special Fees

With the approval of the Minnesota State Colleges and Universities board, Century College may require special fees to cover supply costs, field trip expenses, loss of or breakage to college property, physical education expenses, private music instruction or technology fees. Fees will be established before the semester registration period and will be printed in the course schedule.

Refunds

Refund Policy

Students are liable for tuition/fees for any registered courses unless they drop/withdraw at the Records Office. Refunds for reduction of registered credits are allowed as follows:

Registration Changes (Class days include Monday through Saturday)	Drop/With- drawal from some, but not all classes	Total Drop/ Withdrawal from all classes
Prior to 1st day of semester	100%	100%
1st-7th day of the semester	100%	100%
8th-14th day of the semester	0	75%
15th-21st day of the semester	0	50%
22nd-28th day of the semester	0	25%
Remainder of the semester	0	0

NOTE: Refunds are based on the first day of the semester, not the first day of the class (except for late-start classes).

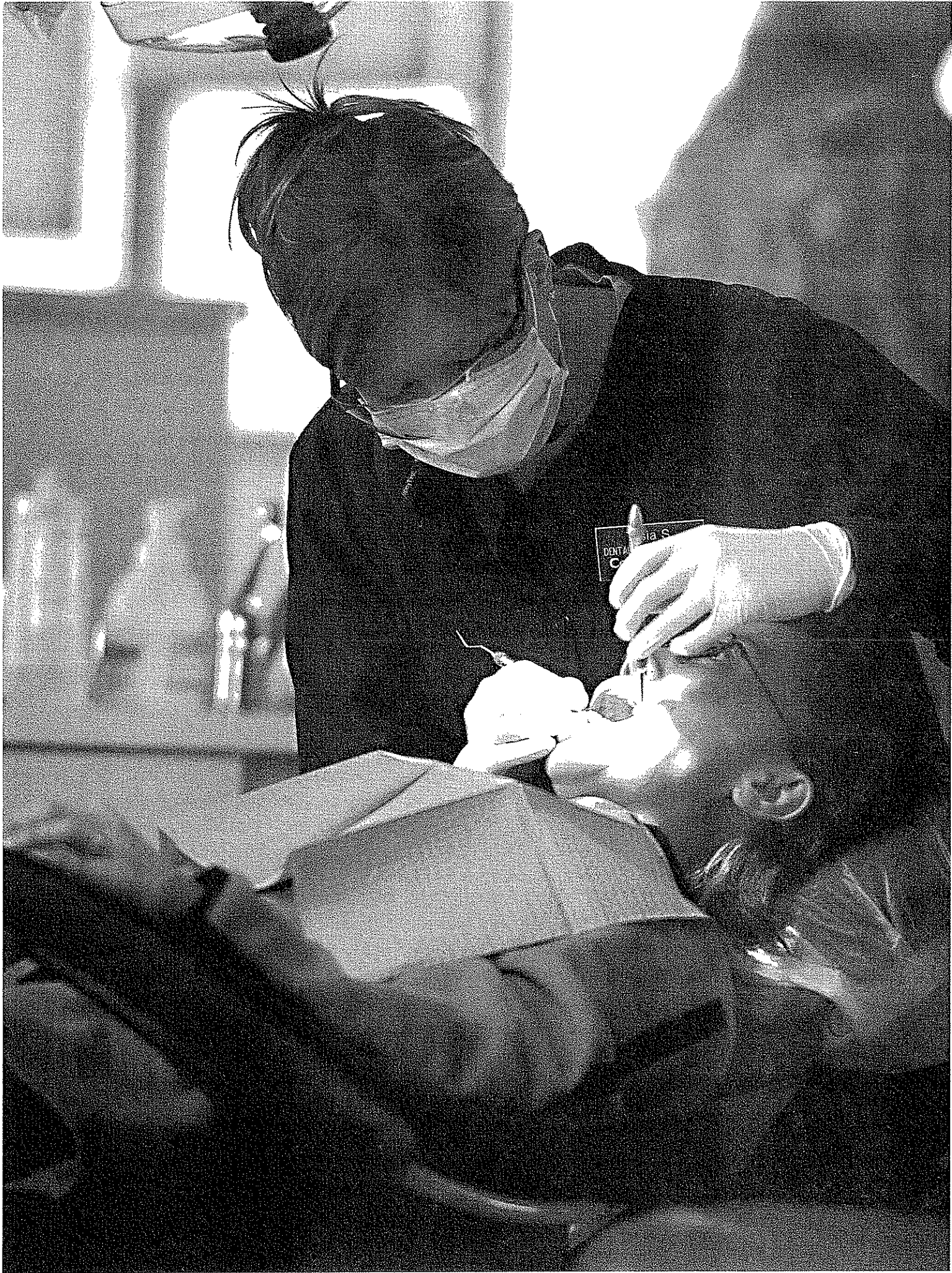
Exceptions: 100% refunds are given after the first seven days of the semester when a class is canceled. Refunds other than the scheduled amount may be given when there is injury or illness, or when there is college error. Complete a Student Services Petition form at the vice president of Student Services Office in room 2414, West Campus. Documentation will be required. Requests for exceptions must be received in a timely manner.

NOTE: See course schedule for details on refunds for courses with start dates other than normal semester start dates. Refunds for short courses and registration changes are published in the most recent course schedule.

Refunds For Students Joining the Armed Forces

Refunds to students who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall to the extent possible be provided one of the following options:

1. Students may be given a full refund of tuition. Students receiving financial aid who choose this option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.
2. Students may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking the course without payment of tuition. Under federal financial aid policies, a course that is retaken this way may not be counted toward students' enrollment load.
3. If in the instructor's judgment, students have completed sufficient course work to earn a grade of C or better, students may be given credit for completion of a course.



3 Student Services & Resource Info

Admission Services

The office of Admissions and New Student Services, located in room 2350, West Campus, serves prospective students as well as students preparing for their first semester of enrollment at Century. The office provides services pertaining to applications for admission, international students, reciprocity, residency, high school students' enrollments, applications for programs requiring supplemental admission materials, and the Student Orientation, Advising, and Registration (SOAR) program. For more information, call (651) 773-1700. See page 7 for more information.

Campus News

Cancellation of Classes

Classes may be canceled due to an instructor's illness or other emergency or faculty professional development activities. When absences are known in advance, instructors will notify students during class periods and give alternative assignments. For unplanned absences, a notice will be posted outside the classroom informing the students that the class will not be held, and it may include special instructions.

Cancellation due to inclement weather will be announced on a local radio station (WCCO-830 AM) and posted on the Century College website at www.century.edu.

Student Newsletter

"The Bridge" is published monthly and is an important way to communicate with students regarding upcoming activities and events. This newsletter is available throughout the campus. For more information call (651) 773-1780.

Students' Notices

Bulletin boards are posted around the campuses for students, clubs, and college use. Date-stamped flyers from college-sponsored groups may be posted on the appropriate board; however, the Academic Affairs Office, room 1551 East Campus, or the Administration Office, room 3201 West Campus, must approve other displays.

Counseling, Advising and Career Services

Academic Counseling

A counselor will assist you with developing an educational plan that is realistic for you. Counselors have the professional skills to help you sort through a variety of academic issues, concerns, and options. For

example, areas for exploration include the admission process, class scheduling, assessment testing, Century and transfer planning, and graduation requirements. Resources are available in the Counseling Center, room 2410 West Campus, such as:

- Century guides that list required courses for certificates, diplomas, and degrees.
- Transfer guides that list Century courses that fulfill specific major requirements for transfer schools.
- Information guides that describe Century policies, resources, and advising tips.
- Degree Audit Reporting System (DARS) that indicates courses completed at Century College along with transfer, and how they fulfill specific program requirements.

Preparation for Transfer

It is important for students to know whether the courses for which they register reflect the latest degree requirements and will transfer to a specific school as a required course, an elective, or not at all. To obtain this information, contact the transfer college, use appropriate Century College transfer guide sheets, refer to transfer college catalogs available in the Century College Counseling and Career Center, West Campus, and work with a century counselor. Additional transfer information is posted on bulletin boards outside of the Counseling Center. Periodically, college representatives from various in-state and out-of-state schools visit the campus to provide information to students. Century College sponsors "Transfer Information Days" during fall semester where representatives from many schools are in attendance and a "College Fair" during spring semester with representatives from colleges, universities, and military organizations.

Public colleges and universities in Minnesota have developed a common general education curriculum called the Minnesota general Education Transfer Curriculum (MnTC). Completion of this defined transfer curriculum at one institution enables students to receive credit for all lower-division general education upon admission to any other Minnesota public institution. The transfer curriculum includes 40 credits, has 10 goal areas and is the core of the AA degree. Students who have completed the MnTC or the AA with the MnTC core and have submitted an application for MnTC notation or AA degree graduation will receive a MnTC notation on their academic transcript. (See also Chapter 5, regarding the MnTC, the AA and AS degrees, and Transfer. Refer to the Transfer Guide located at the back of the catalog, and www.mntransfer.org, the Minnesota Transfer website.)

Personal Counseling

Personal counseling gives you the opportunity to enhance your emotional and social development while at Century. Professional counselors facilitate student growth through a supportive environment in which students can express themselves freely. You can

discuss and explore areas of concern that may interfere with academic success, such as:

- Transition to college
- Test anxiety
- Time management
- Stress management
- Relationships
- Identity issues

Through the counseling experience, counselors can help you broaden your personal perspectives, gain insights, challenge biases, and develop a sense of purpose consistent with your own values and goals.

Students in crisis are encouraged to come to the Counseling Center, room 2410 West Campus, for immediate short term counseling. Referrals to community agencies will be made when long term counseling is needed.

Career Counseling

Century's counselors are here to assist you in your career decision-making.

Interest and personality inventories are tools to help you identify your interests, abilities, values, learning, and work styles. Counselors will help you use the information to explore and identify educational and career options.

Career and Life Planning (CrrS 1010) is a two-credit course offered at Century each semester. The course will help guide you through the career exploration and decision-making process. You will learn how to use Century's Career Center, room 2400, West Campus, to explore occupational and educational options. Encouragement is given to establish and achieve your life and career goals.

Counselors are available in the Counseling Center, room 2410, West Campus, by appointment or on a walk-in basis. For more information, call (651) 779-3285.

Career Center

The Career Center is your resource to gain up-to-date information on careers (for example, employment outlooks and salary ranges) and educational planning (for example, college catalogs and scholarship information). Computer-assisted career guidance programs, such as Discover, the Internet System for Education and Employment Knowledge (ISEEK), and Minnesota Career Information System (MCIS) are tools that help you identify your career interests and skills, research occupations, and prepare for the world of work.

The Career Center, West Campus, room 2400, is open from 8 a.m. to 7 p.m. Monday through Thursday, and 8 a.m. to 4 p.m. on Friday. Personal assistance in the Career Center is available during day hours. For more information call (651) 779-3285.

Resume assistance and job search resources are also provided in the Career Center. These services help stu-

dents make direct contact with professionals in their program area and provide an opportunity for students that need off-campus employment to connect with area businesses and employers. The services include: resume assistance, on-campus employer recruiting, interview techniques, career statistics/salary data, computerized job hunt, and internships. These services are located in room 2401, West Campus, and are open to all students.

East Student Support Center

Located on East Campus, room 2541, the center provides academic support and career exploration services. The services include: industry tours, study groups, individual tutoring, job search strategies, personal power workshops. All services and opportunities are free and available to all students enrolled in a technical or occupational program. *The center is funded by the Carl D. Perkins Vocational and Technical Educational Act of 1998.*

ESOL Institute

The English for Speakers of Other Languages (ESOL) Institute, a partnership program of Metropolitan State University and Century College, is housed on Metropolitan State University's St. Paul Campus.

The ESOL Institute offers a comprehensive program of American English instruction. Through the ESOL Institute, students develop and practice key skills in grammar, writing, speaking, listening and reading in preparation for studies in their academic majors. In addition to coursework, the Institute provides assistance to students through workshops, tutoring and advising.

For more information, visit our website at www.century.edu/esol, call 651-793-1532, or e-mail esol@century.edu.

Financial Aid for Students

The Financial Aid Office assists students in applying for and receiving financial aid to help pay for the cost of education. For application assistance, please call the office at (651) 779-3305 or e-mail finaid@century.edu. Visit our website at www.century.edu/finaid.

I. How to Apply:

To determine eligibility for grants, loans and student employment, the Financial Aid Office requires a two step application process.

- Complete the Century College Application for Financial Aid available at the Financial Aid Office.
- Complete the Free Application for Federal Student Aid (FAFSA) and have the results sent to Century College.

Century College
3300 Century Avenue North
White Bear Lake, MN 55110
Title IV Code: 010546

Students can complete the FAFSA either by completing the paper booklet and mailing it in the envelope provided, or by completing the FAFSA on the Web at www.fafsa.ed.gov.

II. What to Expect After Applying:

It takes approximately 2-4 weeks for a FAFSA to be processed and for students to receive a Student Aid Report (SAR) in the mail or e-mail. If Century College is listed as a school to receive the results, the college will get an electronic copy shortly after students receive the SAR at home. Students should check the SAR for accuracy and keep it for their records. The college will contact students for additional information if necessary. Respond quickly to the college's request for information or additional documentation. Failure to do so will delay the award.

An Award Notice will be mailed after all documents have been received and verified by the Financial Aid Office. The Award Notice will list award types and amounts at different enrollment levels (full-time vs. half-time, etc.). Students will also receive additional information about the award that will help to explain what the award notice means.

III. When to Apply:

Students should apply for financial aid after filing of their income tax returns but not before January 1st for fall enrollment. Students are encouraged to apply early and **MUST REAPPLY ANNUALLY**.

Summer Financial Aid:

Students may be able to utilize financial aid for summer session, provided the eligibility has not been used for the academic year preceding. Students who have a complete financial aid application for the academic year and have registered for summer courses will receive a summer financial aid award if remaining eligibility exists. Students wishing to take out student loans must be registered for at least six credits.

Withdrawal From College/Return of Title IV (Financial Aid) Funds

If a student completely withdraws from all credits in a term before the 60% point of that term, the financial aid awarded is subject to the federal "Return of title IV" policy. Students earn financial aid in proportion to the time they are enrolled up to the 60% point. The unearned share of financial aid must be returned to the programs from which they were paid as prescribed by federal regulations. The student will be required to

repay all unearned financial aid. Please contact the Financial Aid Office prior to withdrawing if you have any questions regarding your possible repayment obligation.

IV. Sources of Federal and State Financial Aid:

Federal Pell Grant:

Available to undergraduates only and does not need to be repaid. For 2004-2005, grants ranged from \$400 to \$4050.

Federal Supplemental Educational Opportunity Grant (SEOG):

The SEOG is a grant for exceptional need students but has limited availability. The Financial Aid Office determines eligibility on a first-come, first-served basis.

Minnesota State Grant:

State grant assistance for Minnesota residents who have not exceeded four years of enrollment past high school.

On-Campus Employment:

Part-time employment positions are available for qualified students from either the Federal or Minnesota State Workstudy Programs. Job openings are posted outside the Financial Aid Office.

Federal Stafford Loan Programs:

A low interest loan program is available under the Subsidized or Unsubsidized Stafford Loan Programs. Students must be enrolled for at least six credits to apply for these student loans. First year students can borrow up to \$2625 and second year students (after earning 30 credits) are eligible for \$3500. For more details on these loan programs, refer to the Student Guide, a publication by the US Department of Education. The Student Guide is available in hard copy from the Financial Aid Office or on-line at www.ed.gov/prog_info/SFA/StudentGuide.

Student Educational Loan Fund (SELF):

The SELF loan is funded through the state of Minnesota. The interest rate is variable with no cap and students are required to pay the interest while enrolled. For more information, contact the Financial Aid Office at (651) 779-3305 or the Minnesota Higher Education Services Office at (651) 642-0567.

V. Additional Funding

Century Foundation Scholarships:

The Century Foundation awards more than \$100,000 each year in scholarships and daycare grants to new and returning students. Awards are designed to encourage cultural diversity, service learning, academic achievement, and career development. Application information is available in the Foundation Office, room 2511, East Campus, by calling (651) 779-3356, or visiting the website at www.century.edu/foundation/.

Alliss Education Foundation Grants:

These grants are available for Minnesota residents who have been out of high school and have not registered for college credit for seven years, plan to earn an associate in arts or associate in science degree, and have not earned a bachelor's or other higher degree. Funds are available for free tuition and books for one class, up to 5 credits. Students do, however, pay the fees (i.e. technology fee, student association fee, application fee, student life fee, parking & security fees, and special course fees). For more information, contact the Counseling Center, West Campus, (651) 779-3285 or the Admissions Office, West Campus, (651) 773-1700.

Outside Agencies:

Students are encouraged to seek financial assistance from outside sources. Examples include Bureau of Indian Affairs, Minnesota Indian Scholarship Program, Department of Rehabilitation Services, and church or local civic organizations.

Health Service

College Health Service

The College Health Service is located in room 2232, East Campus. Registered nurses are available for first aid, referrals to medical services, screening tests for blood pressure, weight, and Mantoux tests for students whose programs require them. Free literature and assorted over-the-counter medication is available upon request. For more information, call (651) 779-3954.

Student Accident or Illness Insurance

A group health insurance is available for students to purchase. To qualify, students must be enrolled in six or more credits in the Minnesota State Colleges and Universities System. Application forms and information are available from the Office of the Vice President of Student Services and the College Health Service.

The Minnesota College Immunization Law (Minnesota Statutes Section 135A.014)

Since the fall of 1991 there has been a state mandate for college students to have documentation of up-to-date immunization against diphtheria, tetanus, measles, mumps and rubella, with the exception of students who graduated from a Minnesota high school in 1997 or later.

The newest amendment extends this law to provide education about viral hepatitis, including information about the hepatitis A and B vaccines. It is the hope that this expanded law will not only reduce the risk of viral hepatitis on college campuses, but also develop an adult population with more knowledge about disease prevention and transmission.

Free brochures on hepatitis A, B, and C are available at the College Health Service room 2232 East Campus.

For more information, call the College Health Service (651) 779-3954.

Records & Registration Office

The Records Office, room 2330, West Campus, provides services pertaining to student schedules, veteran certifications, enrollment verifications, good student discounts, registration, grade changes, withdrawals, change of programs, address and name changes, transcripts received from previous schools attended, incoming transcript evaluations, graduation confirmation, evaluation of academic progress, and academic transcript requests.

Transcript Service: Transcripts are sent at the written request of the students and inclusion of a \$5.00 fee. Refer to the Records and Registration webpage at www.century.edu/registration/transcriptreq.html. The college follows the Student Privacy Act. See the Student Handbook section in this catalog for student privacy information.

Note: All students are responsible for keeping address and phone number information current with the Records Office.

Services for Students with Disabilities

Access Center

The Access Center is a Student Services office, which provides accommodation, advocacy, support, and referral information for students with various types of physical, psychological, or learning disabilities. Based on the individual needs of the students, services may include, but are not limited to, early registration, note-taking, test-taking accommodations, and the provision of sign language interpreters. Services are also available for students with temporary and/or suspected disabilities. Documentation must be provided within the first semester of service.

The Access Center ensures the rights of disabled students and assists Century College in meeting its obligations under the Rehabilitation Act of 1973 (P.L.93-112, Section 504) and the Americans with Disabilities Act. The center's commitment is to remove educational, programmatic, and attitudinal barriers, allowing students with disabilities equal access and opportunity to participate fully in all education programs and activities. This is made possible by the provision and arrangement of reasonable accommodations on a campus-wide level. Services provided are based on individual need.

The office is located in room 2460, West Campus, phone (651) 779-3354 or (651) 773-1715 TTY. Fax is (651) 779-5831. Director: Ed Sapinski.

TRiO Programs

TRiO programs, funded by the U.S. Department of Education, assist selected students in their pursuit of and persistence with postsecondary educational goals. Participating students must possess academic potential, yet demonstrate a need for academic support.

Four Century College TRiO programs serve participants who are from low income families or are first-generation to complete college. Student Support Services is designed to serve enrolled Century students, while Upward Bound, the Upward Bound Math and Science Regional Center, and Educational Talent Search are targeted toward middle and high school youth who are college-bound.

Student Support Services

The Student Support Services program serves 200 students who intend to transfer into a bachelor degree program. The program seeks to enhance academic skills among its participants and increase their retention and graduation rates through tutoring, academic support, and personal enrichment activities. Students must meet eligibility for one of the following: family income, parent education, and/or documented disability. For more information, call (651) 779-3226.

Upward Bound

Upward Bound seeks to develop the skills and motivation necessary for its participants to successfully complete high school and pursue postsecondary study. Century College's Upward Bound program serves 65 students at St. Paul's Como Park, Harding and Johnson High Schools. Students receive after-school and Saturday skill-building sessions along with a six-week interdisciplinary summer program. For more information, call (651) 779-3328.

Upward Bound Math and Science Regional Center

The Upward Bound Math and Science Regional Center starts with an intensive six-week summer experiential math and science curriculum, and helps students explore education and career opportunities in the math and science fields. Fifty high school students in grades 10-12 from the Twin Cities and greater Minnesota participate in both the summer and academic year components. There is no cost to qualified participants or their parents. For more information, call (651) 779-3445.

Educational Talent Search

The Educational Talent Search program encourages individuals between the ages of 11-27 to complete high school and to enroll in postsecondary education programs. The 630 participants receive information and support in academic, career and college planning and are encouraged to remain focused on personal goals. Program staff provides services at seven secondary locations in the St. Paul Public Schools. For more information, call (651) 779-3967.

Resource Centers

Academic Support Center

The Academic Support Center coordinates academic support areas in order to better serve you. The student resource coordinator is here to help you connect with the campus resources you need. Resource materials, computers, and a quiet study area are also available. The Academic Support Center, West Campus, room 2460 is open Monday through Wednesday from 8:00 a.m. to 6:00 p.m. and Thursday and Friday from 8:00 a.m. to 4:00 p.m. For more information please call (651) 779-3258.

English for Speakers of Other Languages Center

The ESOL Center assists bilingual and multilingual students in adjusting to college academic and social life. We offer ESL tutoring, study groups, contact with English speaking volunteers, and a place to meet other students. The college lab assistant and faculty are available to assist students in many ways. No appointment is needed. The ESOL Center also connects students to appropriate resources in the college at large, such as the Intercultural Club, financial aid, and multicultural activities. The ESOL Center is located on the East Campus in room 1551. For more information, call (651) 747-4039.

Information Technology Division

The Information Technology Division has two computer labs (room 1320, West Campus, and room 2255, East Campus) which provide computer access to all registered Century students. The centers are equipped to support courses with IBM-compatible computers. Staff provides assistance in the use of the computer equipment. Student e-mail service is also available to all registered students.

Language Laboratory

Located in room 3040, West Campus, this lab serves Century College's language students by offering assistance with classroom assignments, assigned lab work, and conversation. Computer-assisted learning programs in seven foreign languages are also available. Students with personal interests involving French, Spanish and German (such as correspondence with pen pals), are welcome to use the lab.

Library Services

The Library has facilities on both east and west campuses. Both facilities provide a variety of material and services to support the college curriculum. About 45,000 books, 300 periodicals, newspapers, pamphlets, and a variety of nonprint materials – with the necessary listening and viewing equipment – are available for use by students, staff and community members. This collection is augmented, through interlibrary loan agreements, by material from other libraries in the state. In addition, the library provides access to subscription databases and the Internet from the Library Home Page, <http://www.century.edu/library/>.

Handouts are available in both libraries with further information on library resources. Students are encouraged to consult with the library staff for help in using the materials, databases, and equipment. Library orientation sessions are offered to class groups upon request.

Mathematics Resource Center

The Mathematics Resource Center, located in room 3315, West Campus, provides Century College mathematics students with personal assistance, calculator assistance, computer tutorials, videotapes and many other reference materials in most areas of mathematics. No appointment is necessary.

Multicultural Student Center

The Multicultural Student Center, located in room 2250 on the West Campus, provides a comfortable place where students can network, study, lounge, and just socialize. To support and retain students the center provides multicultural programming, sponsors guest lecturers, and referral services for students. Center staff are dedicated to promoting a campus environment that embraces multiculturalism, celebrates diversity and enriches the campus experience for students.

The center maintains active outreach initiatives to inform prospective students about educational opportunities available at Century College. For more information call (651) 773-1794.

Reading/Study Skills

All enrolled students are welcome to seek assistance from the Reading/Study Skills Center to become more efficient and successful in the following: vocabulary development, college textbook reading, note taking, time management, test taking, and study strategies.

While all students are welcome to use the center, students enrolled in reading or study skills courses, or students who have completed any course(s) in the discipline have priority.

A college lab assistant and faculty are available to assist students on a walk-in basis. The center is located in room 3250, West Campus.

Tutor Program

The Century College Tutor Program is located in room 2460, West Campus. Tutors are fellow students who have obtained endorsement from the course instructor for having expertise in that particular course.

Writing Center

West Campus – rooms 3370, 3380-3381

The Century College Writing Center is an encouraging environment where writers from all disciplines come together for mutual support and assistance with invention, drafting, revision and editing.

Goals:

1. To provide a professionally staffed and sufficiently equipped environment which includes computers and resources to help writers fully engage in the craft of writing.
2. To develop, promote, and maintain an environment that meets the needs of writers from various disciplines involved in various writing tasks.
3. To help writers collaborate and discuss writing so that they may learn with and from each other.
4. To offer effective consultation to writers at all stages in the writing process.

Transportation

Bus Service

Metropolitan Transit buses stop at both the east and west campuses and provide connecting service to Maplewood Mall and downtown St. Paul. Schedules are available inside the main entrance, West Campus, and reception desk, second level, East Campus.

Parking

Parking is available on campus for students, college staff members, and visitors. Parking regulations are in effect 24 hours every day and are enforced by Public Safety and the White Bear Lake Police Department. Since the college is located on state property, police can tag cars with expired license plates.

Additional Services

Bookstore

The Century College Bookstore is located on the West Campus. Some of the merchandise available includes new and used textbooks, backpacks, school and art supplies, imprinted clothing and trade books. The bookstore sponsors a "textbook buy back" during finals week of each semester and once at the end of summer sessions. For more information, call (651) 779-3284.

Century Foundation

The Century Foundation is a supporting organization of Century College. The purpose of the foundation is to:

- promote interest, commitment, and financial assistance to further the mission of the college;
- provide financial assistance for scholarships, special education and cultural projects;
- enhance academic and personal student services;
- remove barriers to higher education for students who have financial hardship; and
- integrate new technology into the instructional process.

The foundation encourages philanthropic support from community members. Donations help Century College provide scholarships, upgrade outdated equipment, expand learning resources, ensure facilities meet

the needs of students with disabilities, and support life enrichment programs to benefit the community.

Each year the Century Foundation awards more than \$100,000 in scholarships and daycare grants to new and returning students. Awards are designed to encourage cultural diversity, service learning, academic achievement, and career development. For more information contact the Foundation Office, room 2511, East Campus, call (651) 779-3356, or visit the website at www.century.edu/foundation/.

Child Care

The Busy Bees Child Care Center has served the college since 1979. Busy Bees offers quality childcare at reasonable rates on the East Campus in room 1251 of Century College. The hours are Monday through Friday from 6:30 a.m. to 5:30 p.m. Childcare is available for children 33 months and potty trained through 11 years of age, on a full-time, part-time, and hourly basis. Drop-ins are accepted if there is space available. Available to serve staff, faculty, and the community, as well as students of Century College. For more information, please contact the center director at (651) 779-3468.

Notice: Children may not be left unattended. For the safety and well-being of our students and their families Century College does not allow children to be left unattended at any time while on College property. Century College policy does not allow children in college classes.

Emergency Calls

Century College does not have a message system for students. Students will be contacted for medical emergencies only. Contact the vice president of Student Services office at (651) 779-3929.

Food Service

Century College provides quality cafeteria-style food service for students and staff. Hot entrees, sandwiches, salads and snacks are available every day that courses are in session. Vending machines are available at all times.

Housing

Century College does not own or operate housing or apartment facilities for students living away from home. Students may find information on housing options near the college through one of the local newspapers or a rental agency such as Apartment Search. Notices of available housing and apartment vacancies are listed outside of the Counseling Center, room 2410, West Campus. The college does not inspect or certify such housing, nor will it assume responsibility for problems arising from private housing.

Lockers

West Campus: Lockers are located in various areas around the West Campus. There is a charge that is payable at the West Campus bookstore.

East Campus: Lockers are available from program advisors free of charge, but students must purchase a lock at the West Campus bookstore.

Lost and Found

Inquiries pertaining to lost and found articles should be made at the bookstore on West Campus or the information desk on the East Campus.

Ronald Hubbs Center--St. Paul

The Ronald Hubbs Center is located at 1030 W. University Ave. in St. Paul. Century College staff members are available at the center on Wednesdays to provide admission and registration assistance. Assessment and language proficiency testing is available by individual appointment. For more information, call (651) 290-4758 or (651) 779-3293.

Veterans

Century College is approved by the Veterans Administration for the education of veterans, and is responsible for certifying training and transmitting necessary credentials and information to the Veterans Administration. Contact the Records Office at (651) 779-3296 for more information.

NOTE: Any of the procedures in this chapter are subject to change. Changes are published on the Century College website at www.century.edu.

Where To Go for Help and Information

General Information/Switchboard (651) 779-3300
 TTY (651) 773-1715
 Toll-Free 1-800-228-1978
 New and Prospective Student Information (651) 773-1700
 Century College Website www.century.edu

All the following numbers have the (651) area code.

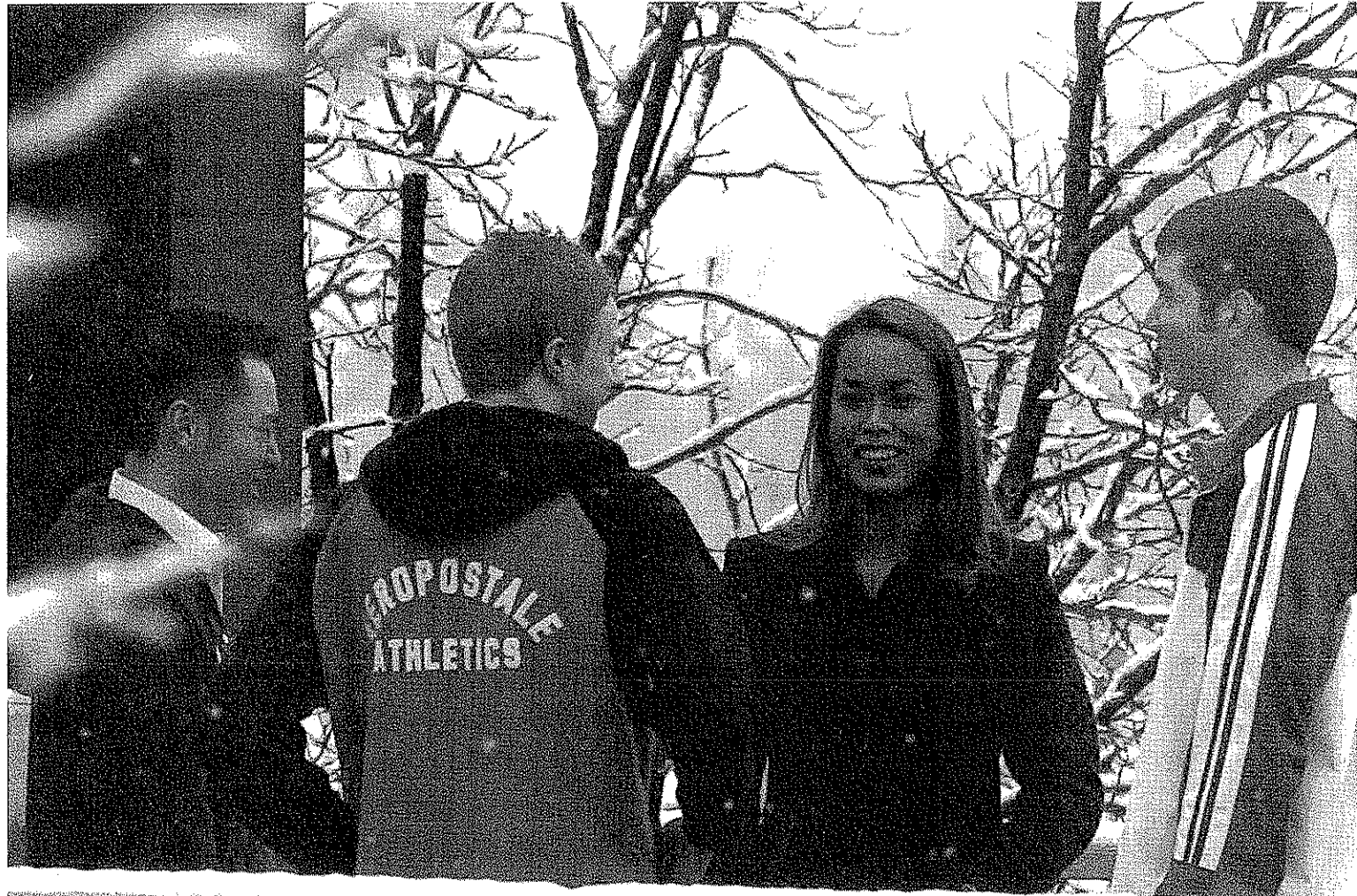
Academic		
Academic petitions	Office of Vice President of Academic Affairs	779-3366
Advising	Counseling Center and Program Advisors	779-3285
Assessment/placement testing	Assessment Office	779-3352
Catalogs, schedules and guide sheets	Admissions Office Counseling Center	773-1700 779-3285
Student Support Services	TRiO Office	779-3226
Syllabus for a course	Career Center and Instructor	779-3285
Transcript requests	Records Office	779-3950
Transfer of credit to/from Century	Counseling Center Records Office	779-3285 779-3924
Verification of enrollment	Records Office	779-3296

Registration		
Adding and dropping a class	Records Office	779-3299
Application to Century	Admissions Office	773-1700
Concurrent enrollment	Admissions Office	773-1700
Course/degree requirements	Admissions Office Counseling Center	773-1700 779-3285
Course selection	Counseling Center and Program Advisors	779-3285
Final examination	Instructor	
Grade question	Instructor	
Graduation applications	Records Office Counseling Center	779-3294 779-3285
Independent study	Instructor and School Deans	779-3366
Noncredit courses	Continuing Education/ Customized Training	779-3341
Orientation (SOAR)	Admissions Office	773-1700
Postsecondary high school options (PSEO)	Admissions Office Counseling Center	773-1700 779-3285
Registration	Records Office	779-3299
Regular and special student status	Admissions Office	773-1700
SOAR (Student Orientation, Advising, and Registration)	Admissions Office	773-1700
Student Services petitions	Office of Vice President of Student Services	779-3929
Transcripts from other schooling	Records Office	779-3924
Web Registration	www.century.edu	
Withdrawal from classes	Records Office	779-3299

Financial		
Benefits from state agencies	Business Office	779-3278
Financial aid (grants, loans, etc.)	Financial Aid Office	779-3305
Off-campus employment	Career Services & Resources	779-3218
On-campus employment	Financial Aid Office	779-3305
Payment of fees	Business Office	779-3278
Reciprocity forms	Admissions Office	773-1700
Residency	Admissions Office	773-1700
Refund (to check on the status)	Business Office	779-3278
Refunds for special circumstances	Office of Vice President of Student Services	779-3929
Veterans/Social Security benefits	Records Office	779-3296

Personal		
Academic skills assistance	Counseling and Skills Centers	779-3285
Career counseling	Counseling Center	779-3285
Conduct Issues	Associate Dean of Student Life	773-1780
Harassment & Discrimination	Associate Dean of Student Life	773-1780
Health concerns	College Health Center	779-3954
Personal and social concerns	Counseling Center	779-3285
Security Issues	Public Safety Officers	779-3979
Special parking needs	Access Center	779-3354
Student Services petitions	Office of Vice President of Student Services	779-3929
Student Support Services	TRiO Office	779-3226

Other		
Applying to the Dental Assistant, Dental Hygiene, Paramedic, Nursing (RN), Radiologic Technology, Kitchen and Bath Design or Orthotic/Prosthetic Practitioner programs:	Admissions Office	773-1700
Change of name/address	Records Office	779-3299
Clubs and student organizations	Student Center	773-1780
Disability accommodation	Access Center	779-3354
E-mail for students	Information Technology	779-3495
En Español Information Line	ESL Department	779-3994
English for Speakers of Other Languages Institute	Metropolitan State University St. Paul Campus	739-1532
GED testing and information	District 916	415-5538
Insurance for students	Office of Vice President of Student Services	779-3929
Intramural/recreational sports	Student Center	773-1780
Outreach Office-St. Paul	Ronald Hubbs Center	290-4758
Performing Arts Hotline	Student Life	779-3475
Photocopying	Library	779-3263
Requests for catalogs/schedules	Admissions Office	773-1700
Student government	Student Senate Office	779-3317
Tours and visits	Admissions Office	773-1700
Use of facilities by outside groups	Administration	779-3999



4 Academic Policies and Information

Topics are listed in alphabetical order.

NOTE: The policies and procedures listed in this chapter are subject to change.

Academic Calendar

The calendar is available in the Counseling Center. Semester calendars are published in the semester course schedules.

Information regarding registration days, final examination days, and nonclass days is published in each semester course schedule. This information may also be obtained by contacting the Counseling Center, West Campus.

Academic calendars in the Minnesota State Colleges and Universities System (MnSCU) are subject to modification or interruption due to occurrences such as fire, flood, labor disputes, interruption of utility services, acts of God, civil disorder, and war. In the event of any such occurrences, the College will attempt to accommodate its students. It will not, however, guarantee that courses of instruction, extracurricular activities, or other college programs or events will be completed or rescheduled. Refunds will be made to eligible students only according to the policies adopted by MnSCU.

Academic Renewal

A student attending Century College may file an academic petition requesting academic forgiveness of previous Century College courses under the following conditions:

1. Student returns to Century College after a five-year lapse of attendance at the College
2. Student must be in attendance at Century College at time of petition

When the above conditions are met, the student must petition the Vice President of Academic Affairs for evaluation as follows:

1. A degree audit or unofficial transcript must be attached
2. Student may request that up to 45 quarter credits or 30 semester credits of *F* or *NC* grades earned at Century College be omitted from the GPA calculation.
3. Student must state the courses to be forgiven. If the petition is approved, the Records Office will adjust the record. All forgiven courses will remain on the academic record. The symbol of [] will be placed around to the forgiven *F* or *NC* grades. This change will be reflected in the credits attempted and the cumulative GPA.

Activity Participation Credit

A student may register for activity credit only during the semester in which the activity is completed. This must be

done during the first seven days of the semester. Credits earned in activity courses may be used only as elective credits in any program. Credit cannot be earned by students taking the same activity course in excess of 4 times.

Adding Courses

See Chapter 2, Change of Registration Policies.

Articulation Agreements

Century College develops and maintains articulation agreements with all MnSCU institutions, the University of Minnesota, University of Wisconsin-River Falls and other colleges and universities. See Chapter 5 and the Transfer Articulation Agreement list. Contact the Counseling Center for specific agreements and more information. In addition, Century College offers students the **Minnesota General Education Transfer Curriculum (MnTC)**, a collaborative effort among all two- and four-year public colleges and universities in Minnesota to help students transfer their work in general education. Students who complete the Minnesota General Education Transfer Curriculum at Century College and then transfer to any other Minnesota public baccalaureate-degree-granting university will have fulfilled all lower division general education requirements. (See also Chapter 5, regarding MnTC, AA and AS degrees, and Transfer. Refer to the Transfer Guide located at the back of the catalog, and www.mntransfer.org, the Minnesota Transfer website.)

College credit may be awarded to students who have successfully completed work through the Northeast Metro Tech Prep Consortium and/or Northeast Metro Career and Technical Center. Tech Prep courses taken in the secondary school may substitute for specific college courses only within the articulated program at Century College.

In order to receive credit for courses taken through Northeast Metro Tech Prep Consortium or at Northeast Metro Career and Technical Center students must:

1. Complete the course goals in the high school
2. Maintain an 80% proficiency in the competencies (or a grade of *A* or *B*)
3. Submit high school transcript that shows graduation in good standing
4. Submit a Century College application within three years of high school graduation and major in the articulated technical program.
5. Present Tech Prep Certificate of Credit or Northeast Metro Career and Technical transcript to Century College by the day of registration.

Attendances and Absences

Students are expected to attend all scheduled classes. If a student is ill, or other factors exist to prevent the student from attending classes for a period of time, the student should contact the instructor; if there is an extended illness and the student wishes to withdraw, the student should contact the Records Office.

Auditing

Registration for a course without credit (*AU* grade) carries the same tuition and fees as courses taken for credit. Students must consult with the course instructor concerning audit requirements and submit a special form with the instructor's signature to the Records Office during the first seven days of the semester or the first week of summer school. Once the registration is completed, the student cannot earn a letter grade. A course that has been previously audited may be taken later for credit and a letter grade.

Change of Address or Name

Students who have changed their name after registration need to submit a "Student Change of Information" form to the Records Office. Students must provide valid identification (i.e. drivers license, state identification card, social security card, or certified copies of marriage, divorce or court documents) at the Records Office with their completed form. Students who are changing their address have the option of doing on-line or in-person with a completed "Student Change of Information" form. Any communications from the College using the name and address on file is considered to be properly delivered.

Classification of Students

Full-Time: A student registered for 12 credits or more

Part-Time: A student registered for 11 credits or fewer

First Year: A student who has earned less than 30 semester credits

Second Year: A student who has earned 30 or more semester credits

Competency-Based Education

Competency-Based Education (CBE) allows students to present nontraditional learning as competencies to be evaluated for credit towards their educational program.

Students interested in CBE will take the class ICBE 1000. This three-credit course will introduce students to Competency-Based Education and will assist them in the development of their educational plan. Students enrolled in this class will do the following:

1. Identify life and educational goals
2. Define competencies

3. Develop learning strategies
4. Identify assessment techniques
5. Become familiar with college procedures
6. Write a degree plan

Credit for Noncollegiate Experiences

1. Registered students who are able to demonstrate achievement in the content of college-level courses or who have successfully completed appropriate noncollegiate educational experiences may be eligible to receive credit at Century College, or have certain requirements waived. Whatever the number of credits granted students for noncollegiate experience, they must demonstrate the competencies represented by the degree requirements in order to earn a Century College degree, diploma or certificate. *Note: Developmental or non-college level courses will not be accepted in transfer or used as a prerequisite.*
2. A maximum of 30 noncollegiate credits may be granted.
3. The student must be able to document the experience or demonstrate achievement.
4. The Office of the Vice President of Academic Affairs, upon receiving an Academic Petition from the student, will consult appropriate faculty members before approving the acceptance of noncollegiate credits toward the general education requirement in a specific discipline or equating noncollegiate work with a specific course.
 - a) Noncollegiate experience must be applicable to a program, degree or curriculum at Century College.
 - b) These credits shall not be used in calculating a student's GPA.
5. An Academic Petition filed through the Office of Academic Affairs is required to receive credit for the non traditional educational experience listed below with proof of completion:
 - a) CLEP (College Level Examination Program):
Up to 6 semester credits in each of the five General Examinations for a score at or above the ACE recommendation on a given test. (7 semester credits for English Composition with essay.)
Credit will not be given which repeats completed coursework within the discipline.
 - English Composition with essay
 - Humanities
 - Mathematics
 - Natural Science
 - Social Science/HistoryNo letter grades to be assigned.

- b) AP (Advanced Placement)
Students may earn credits through AP exams with scores of 3 or above. Credit will not be given for AP exams that overlap completed coursework for which college credit has been earned.
- c) IB (International Baccalaureate)
Students who complete an IB diploma with a score of 30 or higher shall be awarded 8 semester credits for each of three higher level examinations, plus 2 semester credits for each of the subsidiary exams, for a total of 30 semester credits.
For students completing only higher level exams with a score of 5 or higher, 8 semester credits for each examination will be awarded.
Credit will not be given for IB exams that overlap completed coursework for which college credit has been earned.
- d) CPS (Certified Professional Secretary): Students who have successfully completed the may Certified Professional Secretary (CPS) Examination in the past seven years and have earned 10 Century College credits receive a maximum of 16 elective credits.
- e) Other college courses (see also Transfer Standards).
6. An Academic Petition must be submitted for the educational experiences listed below:
- a) Credit for armed services training: The Office of the Vice President of Academic Affairs will authorize credits using *A Guide to the Educational Experiences in the Armed Services*. The Army/American Council on Education Registry System (AART) transcript or the Sailor/Marine American Council on Education Registry (SMART) transcript, if sent directly to the school, do not need to be petitioned. To request a transcript be sent directly to Century College, refer to [www.https://aarts.leavenworth.army.mil](https://aarts.leavenworth.army.mil), the military website for requesting official military transcripts.
- b) DANTES:
- For subject tests (DSST), appropriate discipline faculty will recommend credits in consultation with the Vice President of Academic Affairs prior to the College accepting credits or authorizing waivers which would affect distribution requirements.
 - For general education tests (CLEP) up to 6 semester credits for each of the five General Examinations (see 5.a) for a score at or above the ACE recommendation on a given test.
- c) Non-regionally accredited technical colleges and private vocational schools: Credit will be awarded for a successfully completed program or identifiable unit within a program, with a maximum of 16 elective credits reviewed by Academic Petition. (If units are based in clock hours, one semester college credit equals 36 clock hours.) Additional credits may be accepted for those courses which are judged to be comparable or equivalent to courses offered at Century College. Comparable and equivalent courses must be reviewed by Academic Petition.
7. College-level knowledge and skill gained through life/work experience can be evaluated for credit only through the Competency Based Education (CBE) Program.

Credit for Technical College Coursework

16 elective credits will be accepted from a regionally accredited technical college when a student has an official transcript sent directly to Century College. Additional credits may be accepted for those courses which are judged to be comparable or equivalent to courses offered at Century College. Comparable and equivalent courses that are not MnTC goal area fulfilling must be reviewed by Academic Petition.

Credit by Discipline Examination

Credit by Exam is a process whereby students may receive credit for a Century College course in which students feel they already possess the required knowledge and/or experience.

- 1) Discipline faculty must recommend courses to be offered for credit by exam.
- 2) Credit given only for courses included in Century College curriculum.
- 3) Students will be charged a fee for the privilege of taking an exam for which credit may be granted.
- 4) An Academic Petition must be submitted.

Credit Load

Full time is 12 credits or more. Students are not required to take a minimum number of credits, but 15-18 credits are needed each semester to complete a program in two years (not including summer school).

Students may want to check the number of credits required to qualify for financial aid programs or medical insurance programs. Students receiving financial aid benefits are expected to know the course load required for those benefits.

Students taking more than 18 credits during a semester must petition the Vice President of Student Services, room W2414.

Credit Transfer Guarantee

Students planning to transfer after completing their coursework in liberal arts and sciences at Century College may negotiate a money-back credit Transfer Guarantee with the Vice President of Student Services when they register. Century College will guarantee the transferability of credits taken and listed on a dated Century College guidesheet. Students must meet certain criteria and complete a credit guarantee form at the Vice President of Student Services' office, West Campus. For more information, call (651) 779-3929.

Deans' List

Full-time students (those who have taken 12 or more college-level credits during the semester) will have achieved the Deans' List if they have no grades of *F* or *I* and have attained a semester grade point average of at least 3.75. (College-level courses are those numbered 1000 or above.)

Diplomas

See Transcripts and Diplomas, this chapter.

Dropping Courses

See Chapter 2, Change of Registration Policies.

Drugs and Alcohol

Drugs and alcohol are not permitted on campus or at any college function. Students using drugs or alcohol on campus will be subject to disciplinary action. (See also the Student Handbook in this catalog.)

Faculty Office Hours

In order for students to access faculty members outside the classroom, full-time faculty members have office hours each week when they are available to assist students. Faculty members post office hour schedules outside their offices. Students are encouraged to seek assistance from their instructors when necessary.

Grading System

The following grading system is used at Century College to report academic achievement and to compute the student's grade point average:

A - superior achievement, 4 grade points per credit

HA - denotes an honors course or a course taken under the honors option for which the student receive a grade of *A*

B - above average achievement, 3 grade points per credit
HB - denotes an honors course or a course taken under the honors option for which the student receive a grade of *B*
C - average achievement, 2 grade points per credit
D - below average achievement, 1 grade point per credit
F - inadequate achievement, 0 grade points (no credit earned)

I - denotes that, upon student request, the instructor consented to an extension of time for course completion. The student and the instructor must enter a formal agreement about when the remaining requirements will be completed. *I* grades automatically become *F* grades at the end of the next semester (not including summer sessions) if requirements have not been satisfactorily completed.

P - denotes successful demonstration of competence. Credits earned under the pass/fail system will not be included in computing the GPA. A grade of *P* represents work equivalent to or above 2.0 level. Century courses assigned a *P* grade are limited to certain PE courses, ICBE 1000, and certain clinical or practicum courses. See instructor for more information. Students should be informed that some institutions may not accept the *P* grade in transfer.

W - denotes that the student formally withdrew from the course after the first seven days and not later than three weeks prior to the end of the semester. *W*s do not influence Grade Point Average (GPA). The College may assign a *W* under special circumstances. (See also Chapter 2, Change of Registration. Withdrawals affect a student's academic status. See Standards of Academic Progress Policy.)

AU - denotes that the student was a visitor in the course; assigned for audits and registration in restricted courses. No credit awarded. Audit request form must be completed before the beginning of the second week of the semester. Carries the same tuition and fees as for credit. (Senior citizens qualify for a reduced charge if registering on or after the first day of the semester.)

GPA - (Grade Point Average) total grade points achieved in a given time period divided by total credits of courses for which grades of *A*, *B*, *C*, *D* and *F* were received. *AU*, *W* and *P* grades do not affect GPA.

Graduation Requirements

All awards (degrees, diplomas, and certificates) require:

- Century college-level GPA of 2.0
- Cumulative college-level GPA of 2.0
- Required career and occupational courses GPA of 2.0
- MnTC GPA of 2.0

Associate Degree Graduation Requirements

Century College offers three degrees: Associate in Arts, Associate in Science and Associate in Applied Science. All three degrees have the following requirements in common:

1. At least 64 earned college-level credits (numbered 1000 or above)
2. Of the last 30 credits applied toward the Associate Degree, at least 20 must be earned at Century College (see also Degree Residency Requirement)
3. A grade of C or better in Engl 1021
4. Century college-level GPA of 2.0; cumulative college-level GPA of 2.0; required career and occupational courses GPA of 2.0; MnTC GPA of 2.0
5. A distribution of credits in general education/MnTC (Minnesota General Education Transfer Curriculum) courses; each of the three degrees differs in the required distribution of general education credits (refer to Chapters 5 & 6 for details)
6. For any specific course grade requirements in programs, see Chapter 6, the Counseling Center, or program advisor

Diploma/Certificate Graduation Requirements

Century College offers diplomas, occupational certificates, advanced occupational certificates and academic certificates. Course and credit requirements for diploma and certificates vary depending on the program. For specific requirements for all programs, see Chapters 5 & 6.

1. Diplomas: 36 to 48 earned college-level credits; one third of the credits must be earned at Century College
2. Certificates: 16 or 30 earned college-level credits; one third of the credits must be earned at Century College
3. Academic Certificates: 15 earned college-level credits; one third of the credits must be earned at Century College
4. Century college-level GPA of 2.0; cumulative college-level GPA of 2.0; required career and occupational courses GPA of 2.0; MnTC GPA of 2.0
5. A grade of C or higher in Engl 1021 IF this is the Goal 1 course selected (exception: 16 credit certificates)
6. For any specific course grade requirements in programs, see Chapter 6, the Counseling Center, or program advisor

Minnesota General Education Transfer Curriculum Notation

The Minnesota General Education Transfer Curriculum (MnTC) is a total of 40 credits fulfilling ten goals. (See Chapters 5 & 6 for specific requirement information). Students who complete the MnTC at one of the Minnesota public higher education institutions and then transfer to any other Minnesota public baccalaureate-degree-granting college or university will have fulfilled all lower division general education requirements. The MnTC is the core of

the Associate in Arts (AA) degree. Students who have completed the MnTC or the AA with the MnTC core and have submitted an application for MnTC notation or AA degree graduation will receive a MnTC notation on their academic transcript.

Requirements include:

1. Must be a Century College student
2. At least 40 earned college-level credits
3. A distribution of credits from the ten Minnesota General Education Transfer Curriculum goal areas as represented in the AA degree
4. A MnTC GPA of 2.0 or higher

Awarding Associate Degrees and Diplomas

Degrees and diplomas will be awarded at the end of each semester but a formal commencement ceremony will be held only at the end of the Spring Semester. Students receiving degrees and diplomas at the end of other semesters may participate in the ceremony.

Application for Graduation

Graduation application forms are available by either attending a graduation orientation session or viewing the online version at

<http://www.century.edu/gradonline/index.html>

Completion of a graduation orientation session is mandatory. Graduation requirements are available in the Counseling Center, room 2410 west campus. Refer to the college calendar regarding deadlines to apply. There is a \$15.00 charge for each degree, diploma or certificate application processed, payable when applying to graduate. Any student meeting the graduation requirements at the end of that semester or summer session may apply. Students requesting a transcript notation for completion of the Minnesota General Education Transfer Curriculum must apply as well. There is no processing charge for this notation. A high school transcript is required of graduates who have been out of high school for fewer than five years.

Time Limit for Meeting Graduation Requirements

Students shall follow any catalog in effect during the six-year period (for technical programs, also see below) preceding their date of graduation. Students must declare which catalog year requirements their graduation evaluation will follow on the form "Application for Graduation." Students must have been in attendance during the catalog year selected.

Students in career or technical/occupational programs with agency/licensing rules and regulations may be required to follow changes in the career course requirements that occur in the five/six year period prior to their date of graduation. Program requirements are subject to change for other unforeseen circumstances as well. These changes will be announced and published in college materials.

Time Limit for Meeting Technical/Occupational Graduation Requirements

Students in technical/occupational programs shall follow any catalog in effect during the five-year period preceding their date of graduation. Students must have attended during the catalog year selected. Students who have a break in their attendance for one semester or longer and return must meet with their program advisor and discuss their education plan. These students will be required to follow any changes in the technical/occupational requirements that have occurred.

To insure students graduate with up-to-date skills, technical credits are valid for five years or have a five-year "lifespan." This includes transfer technical credits being used for specific technical program requirements.

Attendance at Graduation

Attendance at graduation is optional. Students will receive an invitation to the ceremony and must declare their intentions to participate in the ceremony at that time. No formal ceremony will be held when fewer than 100 graduates plan to participate.

Degree Residency Requirement

To receive a degree from Century College, students must earn 20 of their last 30 degree semester (or quarter equivalent) credits through enrollment in Century College courses. Students may transfer back up to 10 credits of C or better.

Students may satisfy degree residency with 11 credits at Century College (AA degree only) if transferring directly from another MnSCU institution or the University of Minnesota. Students transferring credits from the University of Minnesota must transfer in a total of 40 credits or more with at least 20 credits completed at the University of Minnesota. The 11 credits taken at Century College must be from at least two of the general education (Minnesota General Education Transfer Curriculum) goals. Students transferring from another MnSCU institution must have earned at least 9 general education credits from that college.

Honors at Graduation

The associate degrees and diplomas will be awarded with distinction to those students graduating with a Century College cumulative grade point average of 3.50 to 3.74 in college-level courses. The associate degrees and diplomas will be awarded with high distinction to those students graduating with a Century College cumulative grade point average of 3.75 or greater in college-level courses.

Honors Program

Century College offers a special invitation to students of excellence to investigate the Honors Program. The Program welcomes both those who have already established a record of academic achievement and those interested in seeking an academic environment wherein they can experience significant personal and intellectual growth. The program offers opportunities for new and creative courses, advantages for acceptance and transfer to other institutions, opportunities to participate in the activities of a new and challenging community of fellow students, and opportunities to build an academic record of special interest to potential employees.

Honors Program Goals

1. To recognize and meet the unique educational needs of talented and motivated students
2. To encourage students to perform at the highest level of excellence of which they are capable
3. To attract and retain exceptional students
4. To derive benefits from the program for the entire College
5. To enhance the public image of the College as a place where excellence is encouraged
6. To challenge and provide intrinsic rewards to faculty
7. To provide academic balance to the curriculum
8. To serve as a center for innovations that may spread to other academic areas and to the community
9. To provide incentives and recognition for all skilled students
10. To attract and retain faculty members committed to developing rigorous academic programs

Honors Program Entry Requirements

Opportunity for entry to the Honors Program is extended to currently enrolled students, transfer students, and high school seniors using the PSEO program. Admission to the program requires an overall minimum college grade point average of 3.25, demonstrated communications skills and approval of the program director. Contact Program Director for more information.

Midterm Warning Procedure

A midterm warning notice may be sent to students who have not been attending class (including no shows), have not been completing assignments, or are at risk for not successfully completing the course. At the request of the instructor, a letter will be sent to students by the Records Office at midterm (approximately the eighth week) advising students of these options:

1. Students may immediately contact the instructor to discuss the feasibility of completing course requirements

2. Students may visit with a counselor to consider options. Students in technical/occupational program should also contact their program advisor
3. Students may initiate a withdrawal from the course at the Records Office
4. Students may accept the grade earned

Students should be aware that some instructors may not choose to initiate the midterm notification letter, and if they are performing inadequately in any of their courses, they are likely at risk and should consider the above options for those courses.

Petitions for Exceptions

Currently enrolled students seeking an exception to any academic rule, regulation or procedure may submit an Academic Petition to the Vice President of Academic Affairs for consideration.

Students seeking an exception to any admission, registration, or Student Services regulation or procedure may submit a Student Services Petition to the Vice President of Student Services for review.

Repeat Courses

Students repeating a course must complete a "Repeat of Course" form at the Records Office upon completion of the repeated course.

The original grade remains on the transcript, but is not computed into the GPA.

Grades of *W* and *AU* do not affect this policy. All courses remain on students' permanent academic records. Students can repeat courses as often as they want, but only the most recent grade will be computed into the GPA (see also Grading System). Students may petition to repeat using a substitute course if the original course is not available due to semester conversion. Students may see a counselor or program advisor for assistance.

Restricted Course Waiver

A restriction is placed on courses that cannot be taken for credit based on completion of similar credits taken in high school or college. Students taking a restricted course must obtain the instructor's signature to receive credit for the course. The "Restricted Course Waiver" form must be submitted to the Records Office during the first seven days of the semester.

ROTC-Air Force

A cooperative program between Century College and the University of St. Thomas provides Century College students with the opportunity to concurrently enroll in

credit courses in Aerospace Studies at St. Thomas. Air Force Reserve Officer Training Corps is an educational and leadership development program designed to prepare students for commissioning as second lieutenants in the United States Air Force. Air Force ROTC complements the academic major of the student's choice and increases the student's career options. Credit is transferable. Scholarships that pay up to full tuition are available, especially in engineering, mathematics, physics, and computer science. For more information, contact the Department of Aerospace Studies at the University of St. Thomas at (651) 962-6320 or 1-800-328-6819, ext. 6320.

ROTC-Army

The Army Reserve Officer Training Corps is a leadership development program designed to prepare students for commissioning as a second lieutenant in the U.S. Army. A cooperative program between Century College and the University of Minnesota provides the opportunity for students to concurrently enroll in the Army ROTC basic course. Scholarships are available to students who have prior service, members of the National Guard or Army Reserve, or wish to join. Upon graduation from a four-year program, cadets may serve in a full-time or part-time Army career. For more information, contact the Department of Military Service at the University of Minnesota at (612) 626-1584 or www1.umn.edu/arotc.

Service Learning

Service learning is a type of experiential learning that engages students in service within the community as an integrated aspect of a course. Effective service learning courses involve students in course-relevant activities in partnership with a community organization, and structures opportunities for students to reflect on their service experience to gain a better understanding of course content and an enhanced sense of civic responsibility. Research supports the efficacy of service learning and its impact on the following learning outcomes:

1. Personal in interpersonal development
2. Understanding and applying knowledge
3. Critical thinking
4. Perspective transformation
5. Citizenship

Students across the country say they enjoy and benefit from service learning. "We learn these theories in school ... but until we really apply them or see them in action, they're not real."

Century College rewards students for participation in service learning through certificates of appreciation and by recording service hours on their official college transcript.

Service to the community fulfills requirements for admission into some university programs and is looked upon favorably by employers.

For a list of courses and instructors that incorporate service learning, contact the Service Learning Coordinator at (651) 748-2602.

Standards of Academic Progress

Century College wants every student to have a successful learning experience. The College maintains an open door admissions policy, assesses students admitted and provides developmental course work and other programs of assistance to support student success. However, students must perform at an acceptable academic level to continue enrollment. Students bear primary responsibility for their own academic progress. Students are encouraged to keep a file of their grades and transcripts.

The College is a publicly supported institution. Students pay approximately one-third of the cost of enrollment and Minnesota taxpayers pay approximately two-thirds of the cost. For students who are receiving financial aid, the taxpayer cost is even higher. (See Financial Aid for Students, regarding Student Academic Progress for maintaining need based awards.) The College has an obligation to follow rules and regulations set forth by the state and federal governments that provide accountability for taxpayers' investment in education and monitors acceptable academic progress of students.

To encourage satisfactory progress, identify students who have difficulty successfully completing courses, and intervene early to suggest practices that may help students succeed, the Standards of Academic Progress Policy establishes specific standards that must be met by all students enrolled in credits courses at Century College.

Academic Progress

A student has the responsibility to make academic progress that is defined by Century College as follows:

1. **Grade Point Average (GPA):** Upon registering for 9 or more cumulative credits, a 2.00 GPA (*C* average) is the standard for academic progress, in each academic term and cumulatively at Century College. Grades, which calculate in the GPA, are *A*, (*HA*), *B*, (*HB*), *C*, *D*, and *F*. Grades of *P* and *AU* do not calculate into the GPA.
2. **Credit Completion Percentage:** Upon registering for 9 or more cumulative credits, at least 67% of the credits registered for in any term and cumulatively at Century College must be completed with grades of *A*, (*HA*), *B*, (*HB*), *C*, *D*, *P*, or *AU*. Grades of *F*, *W*, and *I* do not count as earned credits. (Earned-credit percentage

equals credits earned divided by credits registered for after the drop/add period times 100 percent.)

Academic Probation

Upon registering for 9 or more cumulative credits, a student will be in probation status at the end of an academic term when any of the following occur:

1. The student fails to earn a grade point average of at least 2.0 in any academic term, or the student completes fewer than 67% of the credits registered for in any academic term.
2. The student's Century College cumulative grade point average is below 2.0 or the student has completed less than 67% of the cumulative credits registered for at Century College.
3. The student is readmitted after having been on academic suspension.

Students are expected to monitor their own grade point averages and earned-credit percentage. Students who are put in probation status will be sent a letter informing them of the probation. If there is concern about being put in probation status, students are encouraged to contact a counselor. Students in the technical/occupational programs should also contact their program advisor.

To remove probation status, the student must earn a grade point average of at least 2.0 each academic term thereafter and cumulatively at Century College, and complete at least 67% of the credits registered for each academic term thereafter and cumulatively at Century College.

Academic Suspension

Suspension status is a consequence for academic progress that repeatedly falls below minimum standards. A student cannot continue attending Century for one and/or two semesters. Upon registering for 9 or more cumulative credits, a student will automatically be suspended at the end of Fall or Spring terms when the following occur:

The student is on probation and

- a. earns a term grade point average of less than 2.0 or does not complete at least 67% of term registered credits,

and

- b. has a cumulative GPA of less than a 2.0 or has a cumulative completion of less than 67% of the cumulative registered credits.

Probation status will continue until removed by the student's performance. If suspension status is reached after Fall Semester, a student will be allowed to continue in the following Spring term. A student on suspension status will serve suspension during the next academic year's Fall Semester. Should a second suspension occur, the suspension period is two semesters in length, Fall and Spring semesters of the next academic year.

Students are expected to monitor their own grade point averages and earned-credit percentage. Students who are suspended will be sent a letter informing them of the suspension. If there is concern about being suspended, students are encouraged to contact a counselor. Students in technical/occupational programs should also contact their program advisor.

Petitioning Suspension

Upon being suspended from Century College for the first time, a student who believes there were extenuating circumstances may complete an Academic Petition to be readmitted for the next academic term. After Fall Semester, a letter will be sent indicating that a student must meet with a counselor, preferably in February, to develop an academic plan and to discuss the possibility of petitioning. Final approval of the petition will be based on the student's performance during Spring Semester. Similarly, a student reaching suspension status after Spring Semester must meet with a counselor, preferably in July, to explore their options. If the petition is approved, the student will be readmitted on probation. Students are encouraged to consult with a counselor to discuss their situation and petition. Students in technical/occupational programs should also contact their program advisor.

Readmittance After Suspension Period

After first suspension: A student may be readmitted on probation after consulting with a counselor and obtaining a signed "Readmit" form. Students in the technical/occupational programs must also obtain their program advisor's signature on the Readmit form.

After a second suspension: A student may be readmitted on probation after consulting with a counselor and obtaining a signed Readmit form. Students in the technical/occupational programs must also obtain their program advisor's signature on the Readmit form.

If readmitted, to remove probation status, the student must earn a grade point average of at least 2.00 for each academic term thereafter and cumulatively at Century College, and complete at least 67% of the credits registered for each academic term thereafter and cumulatively at Century College.

Technical Education Guarantee

Students graduating with a State Board approved Associate in Applied Science degree or diploma, who are judged by their employer as lacking technical job skills, will be provided up to 12 semester credits of instruction free of charge. Certain standards apply to this guarantee. Contact the Vice President of Student Services, West Campus, for more information or call (651) 779-3929.

Transcripts and Diplomas

Century College will provide diplomas and transcripts at a nominal fee. See "Fees" in most recent semester course schedule. Written requests must be submitted to the College Records Office. The College will withhold issuance of diplomas and transcripts to students until all money due the College has been paid. The only exceptions to this policy are student loans scheduled to mature at a future date.

Transfer Agreements

See Chapter 4, Articulation Agreements.

Transfer of Credits from Other Institutions

Transcripts will be evaluated in time for SOAR sessions for new students who have reserved a SOAR session and whose transcripts were submitted by the Priority Deadlines of March 15 (for Summer) and June 15 (for Fall Semester) and October 15 (for Spring Semester). Students who are enrolled in courses during the current semester will receive a full evaluation for registration for the next semester. Transcripts that arrive after the deadlines will be evaluated after registration during that semester. Students who are not enrolled in courses during the current semester will not receive a full evaluation until they register. Transcripts will be retained on file for one year.

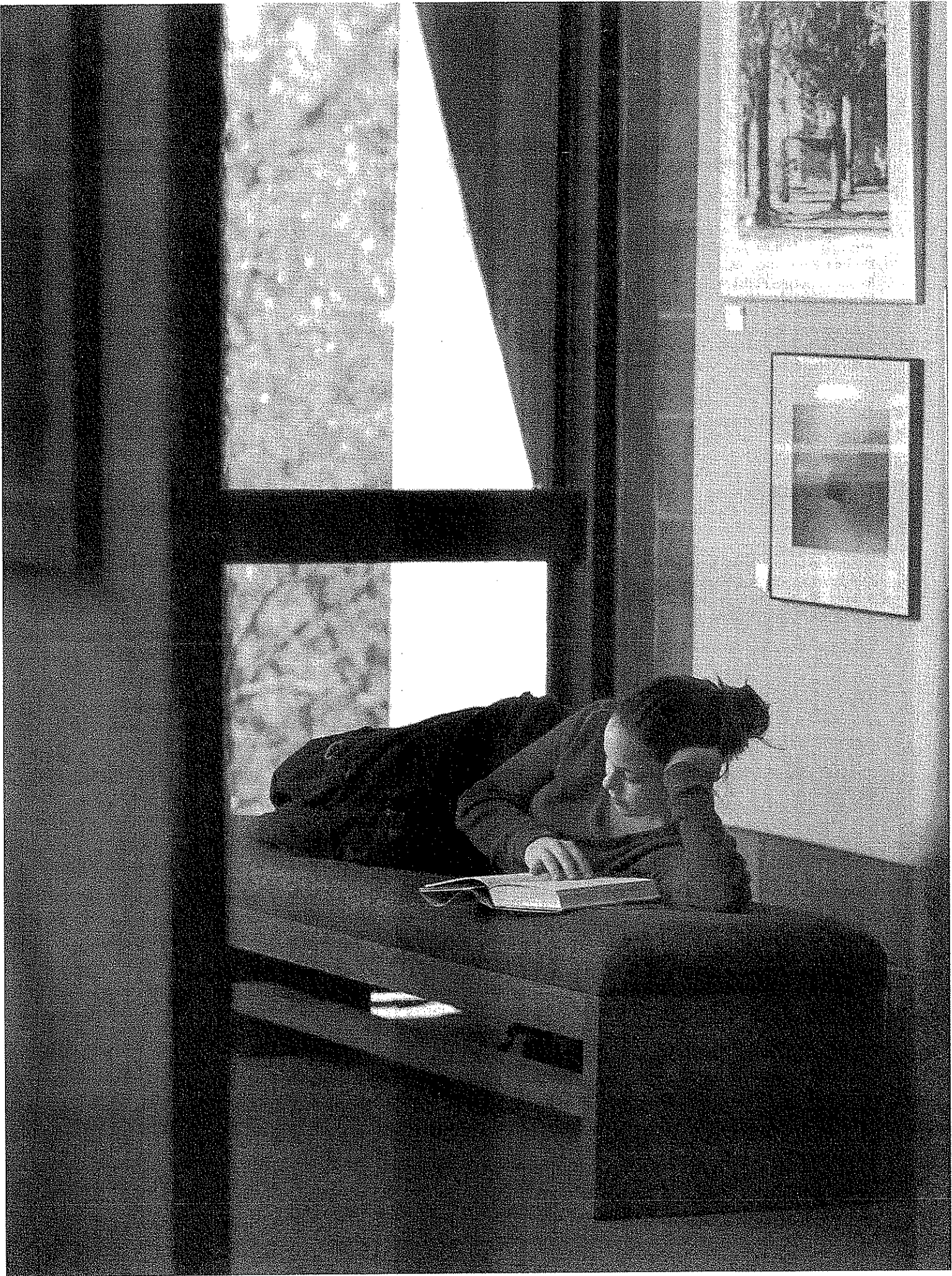
All passing credits (*A, B, C, D, P*) earned at a regionally accredited institution will be accepted towards a Century College program. If the GPA is less than 2.0 at the other college, *D* grade course credits will not transfer.

Transfer of Credits to Other Institutions

A student who wishes to earn a four-year degree should check the lower division requirements of the chosen transfer college. Since requirements and acceptance of Century College credits differs from one college to another, the student is advised to obtain a copy of the transfer college catalog or bulletin early in their first year, use the applicable Century College transfer guide sheets, discuss transfer plans with advisors from the transfer college, and work with a Century College counselor. Failure to do so may result in acquiring excess credits or loss of credits in transfer. (See also Chapter 5 regarding Minnesota General Education Transfer Curriculum and Transferring to another college). Refer to the Transfer Guide located at the back of the catalog and www.mntransfer.org, the Minnesota Transfer Website.

Withdrawing From Courses

See Chapter 2, Change of Registration Policies.



5 Educational Programs

Educational Program Comparison

Century College offers seven types of academic programs to help students achieve a wide variety of educational and career goals.

Associate in Arts Degree
Associate in Science Degree
Associate in Applied Science Degree
Occupational Diploma
Occupational Certificate
Academic Certificate
Advanced Occupational Certificate/Diploma

The degree programs (AA, AS, and AAS) are distinguished from one another by the distribution of credits required to earn each type of degree. The diplomas and certificates are distinguished from degrees by being specifically focused on an occupational area and requiring fewer credits.

Career Exploration and Planning

Counselors are available to assist students with career exploration and career planning in the Counseling Center and Career Center, West Campus, Main Entrance, Room 2410. Counselors can help students decide which programs are most appropriate for their educational goals. These goals may include qualifying for a new career, career advancement, transfer to a bachelor's program or continuing education. Students undecided about their career direction may use the counseling services and Career Center to start their career decision-making process while taking general education courses. Students will find occupational information, placement data reports, interest and skill assessments, resume and interview resources, books, videos, computer career guidance programs and Internet search information in the Career Learning Center. Students are encouraged to use MCIS (Minnesota Career Information System) and Internet System for Education and Employment Knowledge (ISEEK), easy-to-use computerized systems, to gather occupational information on job descriptions, aptitudes, working conditions, earnings, employment outlook, training and education required, and much more. Century also offers Career Studies courses to assist students such as Career and Life Planning (CRRS 1010).

Century College Program Requirements

Minnesota General Education Transfer Curriculum

The MINNESOTA GENERAL EDUCATION TRANSFER CURRICULUM (MnTC) is an agreement signed by all Minnesota public higher education institutions. It is a collaborative effort among all two-and four-year public colleges and universities in Minnesota to help students transfer their work in general education. Students who complete the Minnesota General Education Transfer Curriculum at one of the participating schools and then transfer to any other Minnesota public baccalaureate degree-granting university will have fulfilled all lower-division general education requirements. Within the 40 credits required, there are ten goals. One course may fulfill a maximum of two goals; however, credits will only be counted once in total. If students fulfill the ten goal areas in fewer than 40 credits, they select courses within any of the goals to achieve the 40-credit total. In addition to the 40 credit core, the AA requires 22 additional credits which may be MnTC goal-fulfilling courses, pre-major requirements, or electives and 2 credits in Health/Physical Education. The AS and the AAS degrees and the diplomas and certificates at Century College also use MnTC courses to fulfill their general education requirements.

The Minnesota Transfer Curriculum commits all public colleges and universities in the state of Minnesota to a broad educational foundation that integrates a body of knowledge and skills with a study of contemporary concerns all essential to meeting the social, personal, and career challenges individuals will face now and in the 21st Century. The goals and competencies emphasize our common membership in the human community; personal responsibility for intellectual, life-long learning; and an awareness that we live in a diverse world. They include diverse ways of knowing--that is, the factual content, the theories and methods, and the creative modes of a broad spectrum of disciplines and interdisciplinary fields--as well as emphasis on the basic skills of discovery, integration, application and communication. The Minnesota Transfer Curriculum is divided into ten areas of emphasis, known as goals.

Transfer of the MnTC occurs in each of the following ways:

1. As an entire package: completion of the transfer curriculum at one institution will be accepted as completion of the transfer curriculum at Century College.
2. As a goal area: completion of a goal area of the MnTC at one institution will be accepted as a goal completion at Century College.
3. As courses within goal areas: A completed course which is included as part of a goal area at the sending institution will be accepted for full credit within the same goal area at Century College. When courses are recognized as meeting requirements for two different goal areas at a sending institution, the course will be accepted in transfer at Century College for the same two goal areas.

For more information, refer to the Minnesota Transfer website at www.mntransfer.org.

Minnesota General Education Transfer Curriculum Goals and Competencies

1. Communication

This goal is designed to help students develop as writers and speakers who use the English language effectively and who read, write, speak and listen critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. Writing competency is an ongoing process to be reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills need reinforcement through multiple opportunities for interpersonal communication, public speaking, and discussion.

2. Critical Thinking

This goal is designed to help students develop as thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought. Critical thinking will be taught and used throughout the general education curriculum in order to develop students' awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems.

3. Natural Sciences

This goal is designed to improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e. the ways in which scientists investigate natural science phenomena. As a basis for life-long learning, students need to know the vocabulary of

science and to realize that while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in some ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective.

4. Mathematical/Logical Reasoning

This goal is designed to increase students' knowledge about mathematical and logical modes of thinking. Mathematics and logic will enable students to appreciate the breadth of applications of mathematics, evaluate arguments, and detect fallacious reasoning. Students will learn to apply mathematics, logic, and/or statistics to help them make decisions in their lives and careers.

5. History and the Social and Behavioral Sciences

This goal is designed to increase students' knowledge of how historians and social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

6. Humanities and Fine Arts

This goal is designed to expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the fine arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamentals to the health and survival of any society.

7. Human Diversity

This goal is designed to increase students' understanding of individual and group differences (e.g. race, gender, class) and their knowledge of the traditions and values of various groups in the United States. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

8. Global Perspective

This goal is designed to increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic and political experiences.

9. Ethical and Civic Responsibility

This goal is designed to develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and others' positions, be part of the free exchange of ideas, and function as public-minded citizens.

10. People and the Environment

This goal is designed to improve students' understanding of today's complex environmental challenges. Students will examine the interrelatedness of human society and the natural environment. Knowledge of both biophysical principles and sociocultural systems is the foundation for integrative and critical thinking about environmental issues.

Technology and Information Resources

Students who complete the Minnesota General Education Transfer Curriculum are expected to use computers, libraries and other appropriate technology and information resources which play an increasingly important role in our personal, educational, and work lives. Students will have many opportunities to use and refine technological and research skills throughout their lower-division general education.

Students who have not had experience with technology and information resources should contact a counselor or program advisor to obtain assistance in registering for appropriate courses.

Minnesota General Education Transfer Curriculum Course List

Courses marked with an asterisk* in goals 1-6 will also fulfill requirements in goals 7-10, goal number listed in parenthesis () after course title.

For any additions or changes in the MnTC Course List, see the Counseling Center for information

GOAL ONE: COMMUNICATION**English**

- 1021-Composition I (grade of C or better required)
- 1022-Composition II

Speech-Communication

- *1021-Fundamentals of Public Speaking (9)
- *1031-Interpersonal Communication (7)
- *1041-Small Group Communication (9)
- *1051-Intercultural Communication (8)
- *1053-Communication, Travel, and Tourism (8)
- *2071-Communication and Gender (7)

GOAL TWO: CRITICAL THINKING

Fulfilled when all MnTC goals are complete.

GOAL THREE: NATURAL SCIENCES

(+with lab)

Biology

- 1020-Basic Concepts Biology+
- 1024-Essential Human Biology
- 1025-Field Studies Biology+
- 1026-Useful Plant Biology+
- *1028-Regional Ecological Biology+ (10)
- 1031-Basic Human Anatomy & Physiology I+
- 1032-Basic Human Anatomy & Physiology II+
- 1035-Basic Medical Microbiology+
- 1041-Introduction to Biology I+
- 1042-Introduction to Biology II+

Chemistry

- 1020-Chemistry Concepts+
- 1041-Principles of Chemistry I+
- 1042-Principles of Chemistry II+

Natural Science

- *1020-Earth Science+ (10)
- *1030-Physical Geology+ (10)
- *1040-Energy Concepts (10)
- *1045-Energy Concepts Lab+ (10)
- *1050-Introduction to Meteorology (10)
- *1055-Meteorology Lab+ (10)
- *1060-Introduction to Oceanography (10)
- *1065-Introduction to Oceanography Lab+ (10)
- 1070-Descriptive Astronomy
- 1075-Descriptive Astronomy Lab+
- *1080-Natural Disasters (10)

Physics

- 1021-Physics Concepts I+
- 1022-Physics Concepts II+
- 1041-General Physics I+
- 1042-General Physics II+
- 1081-Introductory Physics I+
- 1082-Introductory Physics II+

GOAL FOUR: MATHEMATICAL/LOGICAL REASONING**Mathematics**

- 1025-Statistics
- 1030-Mathematics for the Liberal Arts
- 1040-College Algebra

- 1050-Finite Mathematics
- 1061-Precalculus I
- 1062-Precalculus II
- 1070-Survey of Calculus
- 1081-Single-Variable Calculus I
- 1082-Single-Variable Calculus II

Philosophy

- 1041-Introduction to Logic

GOAL FIVE: HISTORY AND THE SOCIAL AND BEHAVIORAL SCIENCES

Anthropology

- *1021-Introduction to Anthropology: Physical and Archeology (10)
- *1023-Introduction to Anthropology: Culture (7)
- *1061-Anthropology of Human Nature (10)
- *2031-Sex and Gender (8)
- *2051-Prehistory and Culture of Native Americans (10)

Economics

- 1021-Macroeconomics
- 1023-Microeconomics

Geography

- *1021-Physical Geography (10)
- *1023-Human/Cultural Geography (8)
- *1031-World Regional Geography (8)
- *1041-Minnesota Geography (7)

History

- *1021-Western Civilization: from Antiquity to the 18th Century (8)
- *1022-Western Civilization: from the 18th Century to the Present (8)
- *1031-U.S. History: Pre-Columbian to 1865 (7)
- *1032-U.S. History: Since 1865 (7)
- *1035-Minnesota History (9)
- *1051-East Asia Since 1600 (8)
- *1061-World History 1400 to Present (8)
- *2041-American Myth (9)
- *2043-The United States Since 1945 (9)
- *2045-The American West: An Environmental History (10)
- *2053-Southeast Asia and the Vietnam War (8)
- *2051-20th Century Global Conflicts and Crises (9)
- *2061-U.S. Women's History (7)
- *2063-Women, Health and Medicine (7)

Humanities

- *2021-Introduction to Global Studies (8)

Political Science

- *1020-Introduction to Political Science (9)
- *1023-Introduction to International Relations (8)
- *1025-The World Today: Global Problems and Issues (8)
- *1031-American Government (9)
- *1033-State and Local Government (9)
- *1035-Constitutional Law (9)

Psychology

- 1020-General Psychology
- 1030-Psychology of Adjustment
- 1040-Lifespan Psychology
- 1043-Introduction to Child Development
- 1044-Adolescent Development
- 1045-Adulthood, Aging and Death
- *2021-Abnormal Psychology (7)

Sociology

- *1020-Introduction to Sociology (7)
- *1031-Sociology of Marriages and Families (7)
- *1033-Sociology of Families in Crisis (7)
- *1041-Sociology of Social Problems (9)
- *1051-Sociology of Minorities (7)
- *1061-Sociology of Gender and Work (7)
- 1071-Social Psychology
- *1080-Introduction to the Criminal Justice System (9)

Speech-Communication

- *1061-Introduction to Mass Communication (9)
- *2051-Coming to Minnesota: Communication, Culture and Conflict (7)

Women's Studies

- *1061-Foundations In Women's Studies (9)
- *2061-Women In Global Perspective (8)

GOAL SIX: HUMANITIES AND FINE ARTS Art

- 1020-Art Appreciation

Art History

- *1031-History of Western World Art I (8)
- *1032-History of Western World Art II (8)
- *1041-American Art (7)

Art Studio

- 1020-Art Structure: Design Basics
- 1031-Photography
- 1041-Drawing
- 1051-Painting I
- 1055-Watercolor
- 1071-Pottery I

English (Literature)

- 2011-American Literature: Colonial to Civil War
- *2012-American Literature: Civil War to Present (7)
- *2013-African American Literature (7)
- 2014-Minnesota Writers
- *2015-American Indian Literature (7)
- *2018-American Folklore and Folklife (7)
- *2031-British Literature: Medieval to Romantic (8)
- *2032-British Literature: Romantic to Present (8)
- 2035-Shakespeare
- 2043-Literature and Film
- *2051-Modern World Literature (8)
- *2052-Contemporary World

- Literature (8)
- 2055-Mythology
- *2061-Women in Literature: British and Colonial (8)
- *2062-Women in Literature: American (9)
- *2063-Women in Literature: World Voices (8)
- 2071-Children's Literature
- 2073-Short Novel
- 2075-Science Fiction and Fantasy
- 2077-Mystery
- *2083-Latin American Literature (8)
- 2085-Bible as Literature
- *2095-Ethics and Environment: The Literature of Place (10)

French

- *2021 Intermediate French I (8)
- *2022 Intermediate French II (8)

Humanities

- *1021-The Art of Being Human (8)
- *1030-Culture and Civilization of Spanish Speaking Peoples (8)
- *1035-Culture and Civilization of French Speaking Peoples (8)
- 1041-The Art of Film
- *1043-International Film (8)
- *1045-American Film (7)
- *1051-African-American Cultural Perspectives (7)
- *1063-Gender Images: Critical Readings for Men and Women (7)
- *2061-Women in the Arts (7)

Music

- *1030-Fundamentals of Music
- *1035-Enjoyment of Music (8)
- *1040-Jazz: Red Hot and Cool (7)
- *1045-Popular Music in American Society (7)
- *2051-World Music (8)

Philosophy

- 1021-Introduction to Philosophy
- *1031-Ethics (9)
- *1035-Moral Issues in Healthcare (9)
- *1051-World Religions (8)

Spanish

- *2021 Intermediate Spanish I (8)
- *2022 Intermediate Spanish II (8)

Theater

- 1020-Introduction to Theater
- 1031-Beginning Acting
- 1041-Theatre Production and Design

Goals 7, 8, 9, 10- Theme Goals:

Credits in each of Goals 7-10 may be fulfilled with courses (denoted with an asterisk) listed under Goals 1-6 above OR by completing additional coursework from the following lists. (One course may fulfill a maximum of two [2] goals.)

GOAL SEVEN: HUMAN DIVERSITY

Anthropology

- 1023-Introduction to Anthropology: Culture (5)

Art History

- 1041-American Art (6)

English

- 2012-American Literature: Civil War to Present (6)
- 2013-African American Literature (6)
- 2015-American Indian Literature (6)
- 2018-American Folklore and Folklife (6)

Geography

- 1041-Minnesota Geography (5)

History

- 1031-U.S. History: Pre-Columbian to 1865 (5)
- 1032-U.S. History: Since 1865 (5)
- 2061-U.S. Women's History (5)
- 2063-Women, Health, and Medicine (5)

Humanities

- 1045-American Film (6)
- 1051-African-American Cultural Perspective (6)
- 1063-Gender Images: Critical Readings for Men and Women (6)
- 2061-Women in the Arts (6)

Music

- 1040-Jazz: Red Hot and Cool (6)
- 1045-Popular Music in American Society (6)

Psychology

- 2021-Abnormal Psychology (5)

Sociology

- 1020-Introduction to Sociology (5)
- 1031-Sociology of Marriages and Families (5)
- 1033-Sociology of Families in Crisis (5)
- 1051-Sociology of Minorities (5)
- 1061-Sociology of Gender and Work (5)

Speech-Communication

- 1031-Interpersonal Communication (1)
- 2051-Coming to Minnesota: Communication, Culture and Conflict (5)
- 2071-Communication and Gender (1)

GOAL EIGHT: GLOBAL PERSPECTIVES

Anthropology

- 2031 Sex and Gender (5)

Art History

- 1031-History of Western World Art I (6)
- 1032-History of Western World Art II (6)

English

- 2031-British Literature: Medieval to Romantic (6)
- 2032-British Literature: Romantic to Present (6)
- 2051-Modern World Literature (6)
- 2052-Contemporary World Literature (6)
- 2061-Women in Literature-British and Colonial (6)

- 2063-Women in Literature-World Voices (6)
- 2083-Latin American Literature (6)

French

- 2021-Intermediate French I (6)
- 2022-Intermediate French II (6)

Geography

- 1023-Human/Cultural Geography (5)
- 1031-World Regional Geography (5)

History

- 1021-Western Civilization: from Antiquity to the 18th Century (5)
- 1022-Western Civilization: from the 18th Century to the Present (5)
- 1051-East Asia Since 1600 (5)
- 1061-World History 1400 to Present (5)
- 2053-Southeast Asia and the Vietnam War (5)

Humanities

- 1021-Art of Being Human (6)
- 1030-Culture and Civilization of Spanish Speaking Peoples (6)
- 1035-Culture and Civilization of French Speaking Peoples (6)
- 1043-International Film (6)
- 2021-Introduction to Global Studies (5)

Music

- 1035-Enjoyment of Music (6)
- 2051-World Music (6)

Philosophy

- 1051-World Religions (6)

Political Science

- 1023-Introduction to International Relations (5)
- 1025-The World Today: Global Problems and Issues (5)

Spanish

- 2021-Intermediate Spanish I (6)
- 2022-Intermediate Spanish II (6)

Speech-Communication

- 1051-Intercultural Communication (1)
- 1053-Communication, Travel, and Tourism (1)

Women's Studies

- 2061 Women in Global Perspective (5)

GOAL NINE: ETHICAL AND CIVIC RESPONSIBILITY

English

- 2062-Women in Literature-American (6)

History

- 1035-Minnesota History (5)
- 2041-American Myth (5)
- 2043-The United States Since 1945 (5)
- 2051-20th Century Global Conflicts and Crises (5)

Philosophy

- 1031-Ethics (6)
- 1035-Moral Issues in Healthcare (6)

Political Science

- 1020-Introduction to Political Science (5)
- 1031-American Government (5)
- 1033-State and Local Government (5)
- 1035-Constitutional Law (5)

Sociology

- 1041-Sociology of Social Problems (5)
- 1080-Introduction to the Criminal Justice System (5)

Speech-Communication

- 1021-Fundamentals of Public Speaking (1)
- 1041-Small Group Communication (1)
- 1061-Introduction to Mass Communication (5)

Women's Studies

- 1061-Foundations in Women's Studies (5)

GOAL TEN: PEOPLE AND THE ENVIRONMENT

Anthropology

- 1021-Introduction to Anthropology: Physical and Archeology (5)
- 1061-Anthropology of Human Nature (5)
- 2051-Prehistory and Culture of Native Americans (5)

Biology

- 1028-Regional Ecological Biology (3)

English

- 2095-Ethics and Environment: The Literature of Place (6)

Geography

- 1021-Physical Geography (5)

History

- 2045-The American West: An Environmental History (5)

Natural Science

- 1020-Earth Science (3)
- 1030-Physical Geology (3)
- 1040-Energy Concepts (3)
- 1045-Energy Concepts Lab (3)
- 1050-Introduction to Meteorology (3)
- 1055-Introduction to Meteorology Lab (3)
- 1060-Introduction to Oceanography (3)
- 1065-Introduction to Oceanography Lab (3)
- 1080-Natural Disasters (3)

* course also fulfills a theme goal
+ lab science course

Remember: If you fulfill the ten goal areas in fewer than 40 semester credits, select courses within any of the goals to achieve a 40 credit total.

Preparation for a Bachelor's Degree

An Associate in Arts degree allows students to complete both general education requirements and pre-major requirements for a wide range of majors and programs at four-year colleges and universities. Students should consult with a Century counselor to assure that courses taken at Century fulfill the requirements of a particular field of study.

Listed below are examples of the bachelor's degree or pre-professional programs a student may begin at Century.

Accounting	Information Technology
Agriculture	Industrial Relations
American Studies	Journalism
Anthropology	Law*
Architecture	Library Science
Art	Linguistics
Art Education	Marketing
Art History	Mathematics
Astronomy	Medical Technology*
Biology	Medicine*
Business Administration	Mortuary Science
Chemistry	Music
Chiropractic*	Music Education
Child Psychology	Nursing
Computer Science	Occupational Therapy*
Dentistry*	Pharmacy*
Economics	Philosophy
Educ., Early Childhood	Physical Education
Education, Elementary	Physical Therapy*
Education, Secondary	Physics
Engineering	Physiology
English	Political Science
Forestry	Psychology
French	Recreation
Geography	Social Work
Global Education**	Sociology
History	Spanish
Horticulture	Speech-Communication
Human Ecology	Statistics
Human Service	Theater
	Veterinary Medicine*
	Women's Studies**

*Pre-professional programs

**Century College Academic Certificate available; see program listing.

Transferring to Another College

Minnesota's public colleges and universities are working to make transfer easier. You can help if you plan ahead, ask questions, and use the established pathways created by transfer agreements. Century counselors will assist students in planning the sequence of courses necessary to fulfill transfer program requirements. Copies of transfer guides for many of these programs are available in the Counseling Center, West Campus. In addition, many colleges and universities send representatives to Century to answer your questions.

1. Discuss your plans with a Century counselor.
2. Call or visit your intended transfer college. You should obtain the following materials and information:
 - college catalog
 - transfer brochure
 - information on admissions criteria and on materials required for admission (e.g. portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher grade point average.
 - information on financial aid (how to apply and dead-line date)
3. After you have reviewed these materials, make an appointment to talk with an advisor/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.
4. Refer to the Transfer Guide located at the back of the catalog and www.mntransfer.org, the Minnesota Transfer website.

Each fall, Century College hosts a Transfer Information Days for students. See current course schedule or Student Newsletter for dates and more information.

Transfer Articulation Agreements

Articulation agreements facilitate credit transfer and provide a smooth transition from one related degree program to another. Century College has formed articulation agreements with a number of public and private institutions of higher learning in Minnesota and Wisconsin to assist students with their transfer goals. Please see a counselor for specific agreement benefits and requirements and further help or information. See also Chapter 4.

Transfer Articulation Agreement List

Century College	Degree/Major Offered		Transfer Institution
AA/MnTC			All Minnesota State Colleges and Universities, University of Minnesota, Concordia University-St. Paul
AA			Augsburg College, College of St. Scholastica, University of Wisconsin-River Falls
AA/AS			Capella University, Northland College
AAS/AS			University of Wisconsin-Stout
Auto Body Technology AAS	BS	Industrial Technology	Moorhead State University
Automotive Service Technology AAS	BS	Industrial Technology	Moorhead State University
Business Administration AS	BS	Business Administration	Metropolitan State University
Chemical Dependency AS	BA	Chemical Dependency	Metropolitan State University
Computer Information Systems AS	BA	Computer Information Systems	Metropolitan State University
Computer Science AS	BS	Computer Science	Metropolitan State University
Criminal Justice AS	BA	Criminal Justice	Metropolitan State University
Education AAS	BS	Education	Augsburg College, Bemidji State University
Engineering AS	BS	University of Minnesota: Aerospace, Biomedical, Biosystems and Agricultural, Chemical, Civil, Computer, Electrical, Geological, Material Science, Mechanical Engineering St. Cloud State University: Computer or Electrical, Mechanical and Manufacturing	University of Minnesota,,Minnesota State University-Mankato, St. Cloud State University
Engineering CAD Technician AAS	BS	Industrial Technology	Moorhead State University
Engineering CAD Technician AAS	BS	Manufacturing Management	University of Minnesota, Crookston
Facility Systems Technology	BS	Manufacturing Management	University of Minnesota, Crookston
Heating, Ventilation, and Air Conditioning Technology AAS	BS	Industrial Technology	Moorhead State University
Heating, Ventilation, and Air Conditioning Technology AAS	BS	Manufacturing Management	University of Minnesota, Crookston
Horticulture AAS	BS	Horticulture	University of Wisconsin-River Falls
Horticulture AS	BS	Environmental Horticulture	University of Minnesota, University of Minnesota, Crookston
Human Services AS	BA	Human Services	Metropolitan State University
Information and Telecommunications Technology AAS	BS	Telecommunication	University of Wisconsin-Stout
Interior Design AAS	BA	First College	Metropolitan State University
Law Enforcement AS	BA	Law Enforcement	Metropolitan State University
Microcomputer Support Technology AAS	BS	Industrial Technology	Moorhead State University
Nursing AS	BSN	Nursing-RN	MnSCU Universities
Orthotic Technology AAS	BA	Individualized Human Services	Metropolitan State University
Prosthetic Technology AAS	BA	Individualized Human Services	Metropolitan State University
Quality Technology AAS	BS	Industrial Technology	Moorhead State University
Radiologic Technology AAS	BA	Individualized	Metropolitan State University
Sports Facilities Management	BA	Sport Management	Bemidji State University
Visual Communications Tech. AAS	BS	Industrial Technology	Moorhead State University
Visual Communications Tech. AAS	BAS	Visual Communications	Metropolitan State University
Women's Studies Certificate	BA	Women's Studies	Augsburg College, College of St. Catherine, Hamline University, Metropolitan State University, Minnesota State University-Mankato, University of Minnesota, University of St Thomas

Understanding How Transfer of Credits Works

1. The receiving college or university decides which credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and your receiving institution can affect the transfer of the credits you earn.
2. Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level.
3. Not everything that transfers will help you graduate. Baccalaureate degree programs usually count credits in three categories: general education; major/minor courses and prerequisites; and electives. The key question is, "Will your credits fulfill requirements of the degree or program you choose?"
4. If you change your career goal or major, you might not be able to complete all degree requirements within the usual number of graduation credits. If you change your degree/major program, complete the Student Change of Information form at the Records Office.

Applying for Transfer Admission

1. Completing an Application for Admission is always the first step in transferring. Fill out the application as early as you can to beat the deadline. Enclose the application fee.
2. Request that official transcripts be sent from every institution you have attended. You may be required to provide a high school transcript or GED test scores as well. Failure to send a transcript from a school you have attended can result in serious consequences such as dismissal.
3. Confirm that you have supplied the college or university with all the necessary documentation. Most colleges make no decisions until all required documents are in your file.
4. After the college notifies you that you have been accepted for admission, request that your submitted transcript's credits be evaluated for transferable credits. Ask that a written evaluation be provided for you.
5. If you have questions about your evaluation, speak with a Counselor or Admissions/Records representative. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why the decisions were made. If not satisfied, you can appeal. See "Your Rights as a Transfer Student" below.

Your Rights as a Transfer Student

1. A clear, understandable statement of an institution's transfer policy.
2. A fair credit review and an explanation of why credits were or were not accepted.
3. A copy of the formal appeals process. Common appeal steps are:
 - a) Student fills out an appeal form. Supplemental information you provide to reviewers - a

syllabus, course description, or reading list - can help.

- b) Department or committee will review.
 - c) Student receives, in writing, the outcome of the appeal.
 - d) Student can petition the decision.
4. At your request, a review of your eligibility for financial aid or scholarships.

For help with your transfer questions or problems, see a Century College counselor.

Associate in Arts Degree

Overview

The Associate in Arts degree (AA) is intended primarily for students who plan to transfer to another college to complete a bachelor's degree. It can be considered the first two years of a four-year degree program. The AA degree is a general liberal arts degree and no specific major is listed in conjunction with the degree. However, many students choose to concentrate in a particular field of study as preparation for a planned major at a four-year college or university. At least 40 of the 64 credits must be taken within the Minnesota General Education Transfer Curriculum (MnTC) outlined in the preceding pages. Any student who anticipates transferring to a four-year school should plan an appropriate program (both general education and major requirements) with one of the counselors prior to, and during, enrollment at Century College.

An agreement with the Minnesota State Colleges and Universities (MnSCU) provides that Century College's Associate in Arts Degree or MnTC will satisfy all of the lower-division general education requirements of any of the state universities.

An agreement with the University of Minnesota, provides that an Associate in Arts Degree or MnTC will satisfy the Liberal Education requirements.

Century also has agreements with private and out-of-state schools including Augsburg College, College of St. Scholastica, Concordia University-St. Paul, and University of Wisconsin-River Falls that allow easy transfer of the AA degree.

General Requirements for AA degree

1. At least 64 earned college-level credits (numbered 1000 or above). Of the last 30 credits applied toward the Associate in Arts Degree, at least 20 must be earned at Century College.
2. A grade of C or better in Engl 1021.
3. Century college-level GPA of 2.0 and MnTC GPA of 2.0.

Total credits required for an AA degree64

Minnesota General Education	
Transfer Curriculum.....	40
Electives, additional MnTC and/or pre-major.....	22
Physical Education/Health Required.....	2

MnTC Distribution Requirements for the AA Degree or MnTC Notation:

Goal 1 - Communication:

Minimum of 10 credits including English 1021, Engl 1022 and at least one 3-credit Speech-Communication course from Spch 1021, 1031, 1041 or 1051.

Goal 2 - Critical Thinking:

Fulfilled when all MnTC goals are complete.

Goal 3 - Sciences:

Minimum of 7 credits. Two courses from two different disciplines, with at least one lab course.

Goal 4 - Math/Logical Reasoning:

Minimum of 3 credits. Courses must be numbered between Math 1020 and 1082 or Phil 1041.

Goal 5 - History/Social and Behavioral Sciences:

Minimum of 9 credits. Three courses from three different disciplines.

Goal 6 - Humanities and Fine Arts:

Minimum of 9 credits. Three courses, at least one of which must be a literature course, from three different disciplines.

Goal 7 - 10 - Theme Goals:

3 credits in each of four goals 7 - 10. **NOTE:** May be fulfilled by courses from Goals 1-6, since many of those courses also meet Goals 7-10, **or** can be fulfilled with additional courses listed separately under Goals 7-10.

Remember: If you fulfill the 10 goal areas in fewer than 40 semester credits, select courses within any of the goals to achieve a 40 credit total.

NOTE: For goal course options, see MnTC course list on pages 39-42.

Health/Physical Education:

Minimum of 2 credits in Health/Physical Education, with at least one Physical Education course.

Recommended

Computer Literacy: Recognizing the importance of computer literacy in the world today, it is recommended that students develop computer skills appropriate for their major fields by either selecting courses that are computer based or selecting a course(s) that will fulfill this need.

Associate in Science Degree

Overview

The Associate in Science degree (AS) is primarily intended for those students who wish to balance liberal arts education with career-oriented classes. The primary purpose of the degree is to provide the credentials for a specific career and prepare graduates for admission to an upper-division college. The extent to which credits transfer to a four-year college varies somewhat with the specific program completed and the subsequent major selected (see note below). Approximately one-half of the course work consists of Minnesota General Education Transfer Curriculum (liberal arts and general education) credits and one-half is comprised of career or occupational courses.

AS Degree Programs

- Business Administration
- Chemical Dependency
- Computer Information Systems
- Computer Science
- Criminal Justice
- Education
- Engineering
- Horticulture
- Human Services
- Law Enforcement
- Nursing (RN)

Transfer note: While the AS degree has more limited general transferability than the AA degree, specific transfer agreements do exist with selected upper-division colleges. Please see page 44 and a Century counselor for specific information.

General Requirements for the AS degree:

1. At least 64 earned college-level credits (numbered 1000 or above). Of the last 30 credits applied toward the Associate in Science Degree, at least 20 must be earned at Century College.
2. A grade of C or better in Engl 1021.
3. Century college-level GPA of 2.0; Required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.
4. For any specific course grade requirements in programs, see Chapter 6, the Counseling Center, or program advisor.

Total credits required for an AS degree.....	64
Minnesota General Education Transfer Curriculum	30
Career/Occupational Courses and Electives.....	34

MnTC Distribution Requirements for the AS degree:

The minimum Minnesota General Education Transfer Curriculum distribution requirements for the AS degree are listed below. Credit and course requirements are

unique for each program. Refer to the curriculum requirements listed in Chapter 6, Programs of Study for specific requirements of each AS degree program.

Required MnTC Distribution:

Goal 1 - Communication:

Minimum of 7 credits including English 1021, Composition I and at least one 3-credit Speech-Communication course from Spch 1021, 1031, 1041 or 1051.

Goal 2 - Critical Thinking:

Fulfilled when all MnTC goals complete.

Goal 3 and/or 4 - Sciences/Math/Logical Reasoning:

Minimum of 6 credits; two courses from either Goal 3 and/or 4. **NOTE:** Goal 3 courses do not have to be lab courses. Goal 4 courses must be numbered between Math 1020 and 1082 or Phil 1041.

Goal 5 - History/Social and Behavioral Sciences:

Minimum of 6 credits. Two courses from two different disciplines.

Goal 6 - Humanities and Fine Arts:

Minimum of 6 credits. Two courses from two different disciplines.

Goal 7 - 10 - Theme Goals:

3 credits in each of two goals 7 - 10. **NOTE:** May be fulfilled by courses from Goals 1-6, since many of those courses also meet Goals 7-10, or can be fulfilled with additional courses listed separately under Goals 7-10

NOTE: For goal course options, see MnTC course list on pages 39-42.

Recommended

Health/Physical Education:

In recognition of the importance of health and wellness to a thriving society and personal well-being, it is recommended that students take courses that emphasize life-long health, fitness, and wellness.

Computer Literacy:

Recognizing the importance of computer literacy in the world today, it is recommended that students develop computer skills appropriate for their major fields by either selecting courses that are computer based or selecting a course(s) that will fulfill this need.

Associate in Applied Science Degree

Overview

The Associate in Applied Science degree (AAS) is primarily intended for those students who plan to use

the competence gained through their degree for immediate employment. The AAS degree is granted in a specific major and typically at least one-half of the course work is in the program area, approximately one-third is from Minnesota General Education Transfer Curriculum (general education and liberal arts), and the balance of credits are either in the program area or general education depending on the specific program chosen.

AAS Degree Programs

- Accounting
- Automotive Service Technology
- Business Management
- Dental Assistant
- Dental Hygiene
- Education
- Engineering CAD Technology
- Facility Systems Technology
- Heating, Ventilation and Air Conditioning Technology
- Horticulture
- Information and Telecommunications Technology
- Interior Design
- Marketing: Marketing Communications Technology
- Marketing: Marketing Management
- Microcomputer Support Technology
- Office Technology: Administrative Assistant
- Orthotic Technology
- Paramedic Technology
- Pharmacy Technology
- Prosthetic Technology
- Quality Technology
- Radiologic Technology
- Sports Facilities Management
- Visual Communications Technologies

Transfer note: The AAS degree is not designed to transfer to an upper-division college. However, the Minnesota General Education Transfer Curriculum courses typically do transfer and some of the career-oriented courses taken at Century may also transfer to specific majors at selected schools. Also, some articulation agreements exist between programs and upper division schools, such as the Interior Design AAS to Metropolitan State University's BA in First College. Students are encouraged to consult with a Century counselor for information about transferring credits to other colleges and universities.

General Requirements for the AAS degree:

1. At least 64 earned college-level credits (numbered 1000 or above). Of the last 30 credits applied toward the Associate in Applied Science Degree, at least 20 must be earned at Century College.
2. A grade of C or better in Engl 1021.
3. Century college-level GPA of 2.0; Required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.

4. For any specific course grade requirements in programs, see Chapter 6, the Counseling Center, or program advisor.

Total credits required for an AAS degree	64
Minnesota General Education Transfer Curriculum	20
Career/Occupational Courses and Electives	44

MnTC Distribution Requirements for the AAS degree:

The minimum Minnesota General Education Transfer Curriculum distribution requirements for the AAS degree are listed below. Credit and course requirements are unique for each program. Refer to the curriculum requirements listed in Chapter 6, Programs of Study, for specific requirements of each AAS degree program.

Required MnTC Distribution:

Goal 1 - Communication:

Minimum of 7 credits including English 1021, Composition I, and at least one 3-credit Speech-Communication course from Spch 1021, 1031, 1041 or 1051.

Goal 2 - Critical Thinking:

Fulfilled when all MnTC goals complete.

Goal 3 and/or 4 - Sciences/Math/Logical Reasoning:

Minimum of 3 credits; one course from either goal 3 and/or 4. **NOTE:** Goal 3 courses do not have to be lab courses. Goal 4 courses must be numbered between Math 1020 and 1082 or Phil 1041.

Goal 5 - History/Social and Behavioral Sciences:

Minimum of 3 credits.

Goal 6 - Humanities and Fine Arts:

Minimum of 3 credits.

Goal 7 - 10 - Theme Goals:

3 credits in one of the four goals 7-10. **NOTE:** May be fulfilled by courses from Goals 1-6, since many of those courses also meet Goals 7-10, **or** can be fulfilled with additional courses listed separately under Goals 7-10.

NOTE: For goal course options, see MnTC course list on pages 39-42.

Recommended

Health/Physical Education:

In recognition of the importance of health and wellness to a thriving society and personal well-being, it is recommended that students take courses that emphasize life-long health, fitness, and wellness.

Computer Literacy:

Recognizing the importance of computer literacy in the world today, it is recommended that students develop

computer skills appropriate for their major fields by either selecting courses that are computer based or selecting a course(s) that will fulfill this need.

Occupational Diplomas and Certificates

Overview

The occupational diplomas and certificates are intended for those students who want to focus on learning specific occupational skills and use them for immediate employment or career advancement. Century offers 16-credit occupational certificates, 30-credit occupational certificates and 36 - 48-credit occupational diplomas. In addition, Century offers 30-credit advanced occupational certificates to students who wish to continue their education in their current or related field of work.

Diploma and Certificate Program Areas

- Accounting
- Auto Body Technology
- Automotive Service Technology
- Computer Science
- Cosmetology
- Cosmetology-Nail Care Technician
- Dental Assistant
- Dental Lab Technology
- Dental Practice Management
- Education
- Facility Systems Technology
- Heating, Ventilation, and Air Conditioning Technology
- Health Unit Coordinator
- Horticulture
- Human Services
- Interior Design/Home Furnishing
- Kitchen and Bath Design
- Marketing
- Marketing: Specialty
- Medical Assistant
- Microcomputer Support Technology
- Office Technology: General
- Office Technology: Medical
- Orthotic Technology
- Paramedic Technology
- Pharmacy Technology
- Prosthetic Technology
- Quality Technology
- Sports Facilities Management
- Visual Communications Technologies

General Requirements:

1. Diplomas: 36 to 48 earned college-level credits, Certificates: 16 or 30 earned college-level credits.
2. Century college-level GPA of 2.0; Required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.
3. A grade of C or higher in Engl 1021 **IF** this is the Goal 1 course selected. (Exception: 16 credit certificates)
4. For any specific course grade requirements in programs, see Chapter 6, the Counseling Center, or program advisor.

Distribution requirements:

Occupational Certificate.....16 credits

Career/Occupational: 16 credits

Occupational Certificate.....30 credits

Career/Occupational: 30 credits

Occupational Diploma.....36-48 credits

Career/Occupational: 30-45 credits

48 credits when at least one MnTC course is included

Advanced Occupational Certificate.....30 credits

Career/Occupational: 30 credits

The minimum distribution requirements are listed above. Credit and course requirements are unique to each program. Refer to the curriculum requirements listed in the next chapter of the catalog, for specific requirements of each program.

A minimum of one third of the credits must be earned at Century College.

NOTE: For goal course options, see MnTC course list on pages 39-42.

Academic Certificates

Overview

The academic certificates are 15-credit groups of classes with an academic theme for students who wish to enhance their learning or start a major or minor field of study. Most credits will transfer to a four-year college or university, but students should consult with a Century counselor for specific details and planning assistance.

Academic Certificates

Global Studies

Women's Studies

General Requirements

1. Certificates: 15 earned college-level credits
2. Century college-level GPA of 2.0; MnTC GPA of 2.0
3. A minimum of one third of the credits must be earned at Century College

Credit and course requirements are unique to each program. Refer to the curriculum requirements listed in the next chapter of the catalog, for specific requirements of each program.



6 Programs of Study

The following pages provide a listing of the required curriculum for each program of study at Century College. Also, check program guide sheets in the Counseling Center for any mid-year changes or updates. Students are strongly encouraged to meet with a Century counselor and a program advisor to plan their course of study to assure that specific courses fulfill the requirements of a program.

References to the Minnesota General Education Transfer Curriculum (MnTC)

Throughout the following curriculum listings, notations such as "MnTC Goal 5 - History/Behavioral and Social Sciences" are used in place of specific course numbers. These notations refer to the goals of the Minnesota General Education Transfer Curriculum found in this catalog on pages 37-40. These goal areas list the specific courses from which students may choose to fulfill the requirements of the program.

For example, if a program requires a non-specified, three-credit course in humanities, the curriculum list would include "Goal 6 - Humanities and Fine Arts: 3 credits." This means that any three-credit course listed under Goal 6 of the Minnesota General Education Transfer Curriculum could be used to fulfill that requirement.

Students should be aware that it may be necessary to select additional MnTC credits beyond the minimum required in each goal area, to reach the total MnTC/General Education credits required for their degree or program.

See the Counseling Center or current semester course schedule for any changes or additions to the MnTC Course List on pages 37-40.

Educational Program Index

- Accounting
- Associate in Arts Degree
- Auto Body Technology
- Automotive Service Technology
- Business
 - Administration
 - Management
- Chemical Dependency
- Computer
 - Computer Information Systems
 - Computer Science
 - Information and Telecommunications Technology
 - Microcomputer Support Technology
 - Software Technologies
- Cosmetology
 - Nail Care Technician
- Criminal Justice
- Dental Assistant
- Dental Hygiene
- Education
- Emergency Medical Services
 - Paramedic Technology
- Engineering
 - Engineering CAD Technology
 - Facility Systems Technology

- Global Studies
- Heating, Ventilation, and Air Conditioning Technology
- Horticulture
- Human Services
- Interior Design
 - Home Furnishing Sales
 - Kitchen and Bath Design
- Law Enforcement
- Marketing
 - Marketing Management
 - Marketing Specialty
 - Marketing Communications
- Medical Assistant
- MnTC (Minnesota General Education Transfer Curriculum)
- Nursing (RN)
- Office Technology
 - General
 - Medical
- Orthotic Technology
- Pharmacy Technician
- Prosthetic Technology
- Radiologic Technology
- Sports Facilities Management
- Visual Communications Technologies
- Women's Studies

Accounting

Program Options:

- Accounting Technician Certificate (30)
- Accountant Diploma (45)
- Accounting AAS Degree (64)

Occupational Certificate

- Accounting Technician
- Total Number of Credits: 30

Program Description: A comprehensive exposure to accounting practice fundamentals. Graduates are prepared for entry-level jobs as accounts payable clerks, accounts receivable clerks, payroll clerks, inventory clerks, tellers, bookkeepers, etc.

Application Requirements: High School graduate or GED; skills in keyboarding (30 WPM or OFFT 1001 recommended)

Core Requirements: 9 credits

ACCT	1010	Introduction to Accounting.....	3
BMGT	1020	Introduction to Business	3
CAPL	1010	Introduction to Software Applications	OR
CSCI	1020	*Introduction to Microcomputers	3

Career/Occupational Requirements: 9 credits

ACCT	1020	Payroll Procedures.....	3
------	------	-------------------------	---

ACCT	1030	Computerized Accounting Applications.....	3
BMGT	1030	Survey of Business Economics <i>OR</i>	
ECON	1021	*Macroeconomics.....	3

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I	
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Additional Requirements:

Sufficient credits to total 30*

ACCT 2020 recommended

*See Counselor for assistance in selecting course(s)

Diploma

Accountant

Total Number of Credits: 45

Program Description: An expanded exposure to accounting practice. Graduates are prepared for entry-level jobs as junior accountants, full charge bookkeepers, associate accountants, accountants, etc.

Application Requirements: High School graduate or GED; skills in keyboarding (30 WPM or OFFT 1001 recommended)

Career/Occupational Requirements: 31 credits

ACCT	1010	Introduction to Accounting.....	3
ACCT	1020	Payroll Procedures.....	3
ACCT	1030	Computerized Accounting Applications.....	3
ACCT	1040	Federal Income Taxation.....	3
ACCT	2025	Managerial Accounting.....	3
ACCT	2050	Intermediate Accounting.....	4
ACCT	2060	Professional Issues in Accounting.....	3
BMGT	1020	Introduction to Business.....	3
BMGT	1030	Survey of Business Economics <i>OR</i>	
ECON	1021	*Macroeconomics.....	3
CAPL	1010	*Introduction to Software Applications <i>OR</i>	
CSCI	1020	Introduction to Microcomputers.....	3

General Education/MnTC Requirements: 7 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I.....	4
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Select one of the following speech courses:

SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Additional Requirements:

Sufficient credits to total 45*

ACCT 2020 and 2025 recommended

*See Counselor for assistance in selecting course(s)

Associate in Applied Science Degree

Accounting

Total Number of Credits: 64

Program Description: This degree is designed to prepare the student for entry level positions ranging from management of accounts payable and accounts receivable to a position that requires the professional skills to be a full charge accountant. The second year of the program will emphasize research of financial and managerial accounting topics, the development of professional contracts and the writing of professional reports. The graduate will find employment opportunities in profit and non-profit entities.

Application Requirements: High School graduate or GED, proficiency in keyboarding (30 WPM or OFFT 1001)

Career/Occupational Requirements: 43 credits

ACCT	1020	Payroll Procedures.....	3
ACCT	1030	Computerized Accounting Applications.....	3
ACCT	1040	Federal Income Taxation.....	3
ACCT	2020	Financial Accounting.....	3
ACCT	2025	Managerial Accounting.....	3
ACCT	2050	Intermediate Accounting.....	4
ACCT	2060	Professional Issues in Accounting.....	3
ACCT	2070	Accounting Cases and Applications.....	3
BMGT	1020	Introduction to Business.....	3
BMGT	1030	*Survey of Business Economics <i>OR</i>	
ECON	1021	Macroeconomics.....	3
BMGT	2060	Business Communications.....	3
BMGT	2090	Business Finance.....	3
CSCI	1020	Introduction to Microcomputers.....	3
CSCI	1021	Spreadsheet and Database Software <i>OR</i>	
CAPL	1025	Microsoft Excel <i>AND</i>	
CAPL	1027	Microsoft Access.....	3

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I.....	4
SPCH	1021	Fundamentals of Public Speaking.....	3

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are completed

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 7 credits

MATH	1025	Statistics.....	4
MATH	1040	College Algebra.....	3

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: 3 credits in one of the four goals

Additional Requirements:

Sufficient credits to total 64

*See Counselor for assistance in selecting course(s)

Auto Body Technology

Program Options:

Nonstructural Repair Certificate (30)

Automotive Body Technician Diploma (36)

Automotive Body Technology AAS (64)

Occupational Certificate

Nonstructural Repair

Total Number of Credits: 30

Program Description: This Certificate serves as training for entry-level positions, such as painters' helpers. Students will learn how to repair minor damage and car detailing.

Application Requirements: Assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher; assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of "C" or higher; assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of "C" or higher.

Career/Occupational Requirements: 27 credits

ABOD	1000	Introduction to Auto Body and Trade.....	4
ABOD	1010	Introduction to Welding for Auto Body	4
ABOD	1020	Auto Body Sheet Metal	2
ABOD	1030	Introduction to Auto Body Refinishing	4
ABOD	1040	Corrosion Protection and Body Fillers	3
ABOD	1050	Glass Trim and Hardware.....	2
ABOD	1060	Collision Repair and Overall Refinishing.....	3
ABOD	1070	Auto Body Electrical and Mechanical Components	5

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

Diploma

Automotive Body Technician

Total Number of Credits: 36

Program Description: Students are exposed to all facets of auto body: unibody and frame; computer estimating;

damage analysis; refinishing, and major structural repair. This course prepares students to meet the collisions industry's expectations of a quality entry-level technician.

Application Requirements: Completion of Nonstructural Repair Certificate or instructor consent

Career/Occupational Requirements: 30 credits

ABOD	2000	Specialty Refinishing and Plastics Repair	4
ABOD	2010	Computer Estimating.....	2
ABOD	2020	Unibody and Frame and Damage Replacement.....	4
ABOD	2030	Major Collision Lab.....	5
ABOD	2040	Auto Body Management.....	1
ABOD	2050	Refinishing Lab	4
ABOD	2060	General Auto Body Lab.....	4
ABOD	2070	Mechanical Suspension and Wheel Alignment Lab	6

General Education/MnTC Requirements: 6 credits

Select one of the following communication courses:

ENGL	1021	Composition I	
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	
General Education/MnTC Electives			2-3

Associate in Applied Science Degree

Auto Body Technology

Total Number of Credits: 64

Program Description: Students are exposed to all facets of auto body: unibody and frame; computer estimating; damage analysis; refinishing, and major structural repair. This course prepares students to meet the collisions industry's expectations of a quality entry-level technician. In addition to these core concepts, the general education courses required will help ensure individuals have the necessary oral, written and critical thinking skills to help them with their professional responsibilities.

Application Requirements: Completion of Nonstructural Repair Certificate or consent of instructor

Core Requirements: 12 credits

ACCT	1010	Introduction to Accounting.....	3
BMGT	1020	Introduction to Business	3
CAPL	1010	Introduction to Software Applications.....	3
Select one of the following courses:			
BMGT	2035	Human Relations in Business	
BMGT	2081	Small Business Management	
BMGT	2085	Computerizing a Small Business	
MKTG	2050	Principles of Marketing	

Career/Occupational Requirements: 30 credits

ABOD	2000	Specialty Refinishing and Plastics Repair	4
ABOD	2010	Computer Estimating.....	2

ABOD 2020	Unibody and Frame and Damage Replacement.....	4
ABOD 2030	Major Collision Lab.....	5
ABOD 2040	Auto Body Management.....	1
ABOD 2050	Refinishing Lab	4
ABOD 2060	General Auto Body Lab.....	4
ABOD 2070	Mechanical Suspension and Wheel Alignment Lab.....	6

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL 1021	Composition I.....	4
Select one of the following SPCH courses:		
SPCH 1021	Fundamentals of Public Speaking	3
SPCH 1031	Interpersonal Communication	
SPCH 1041	Small Group Communication	
SPCH 1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7 - 10: Three credits in one of the four goals

Additional requirements:

Sufficient credits to total 64

Automotive Service Technology

Program Options:

Basic Automotive Service Certificate (30)

Automotive Service Technician Diploma (37)

Automotive Service Technology AAS Degree (64)

The Automotive Service Technology Program has been evaluated by the National Automotive Technicians Education Foundation (NATEF) and is certified by the National Institute for Automotive Service Excellence (ASE).

Occupational Certificate

Basic Automotive Service

Total Number of Credits: 30

Program Description: This program prepares the student to perform automotive repairs in the following areas: engines, cooling systems, emissions, brakes, steering and suspension, wheel alignment and standard drive train. The graduate will also be prepared to take the (ASE) Certification Tests in the following areas: engine repair, manual drive train and axles, brakes, and suspension and steering.

Application Requirements: Assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher; assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of "C" or higher; assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of "C" or higher. See Admissions or Counseling Center for additional application information.

Career/Occupational Requirements: 27 credits

AST 1000	Automotive Engines	4
AST 1010	Engine Diagnosis	3
AST 1020	Cooling System Service.....	2
AST 1030	Emission Control	3
AST 1040	Automotive Brakes	4
AST 1050	Steering and Suspension Systems.....	3
AST 1060	Four Wheel Alignment	4
AST 1070	Standard Drive Train	4

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL 1021	Composition I	
SPCH 1021	Fundamentals of Public Speaking	
SPCH 1031	Interpersonal Communication	
SPCH 1041	Small Group Communication	
SPCH 1051	Intercultural Communication	

Diploma

Automotive Service Technician

Total Number of Credits: 37

Program Description: This program prepares the student to perform automotive repairs in the following areas: computer systems, fuel injection, engine performance maintenance, air conditioning, electrical systems, and automatic transmissions. The graduate will also be prepared to take the (ASE) Certification Tests in the following areas: engine performance, air conditioning, electrical systems, and automatic trans/transaxle.

Application Requirements: Completion of Basic Automotive Service Certificate

Career/Occupational Requirements: 31 credits

AST 2000	Automotive Service	2
AST 2010	Automatic Transmissions	4
AST 2020	Electrical Principles	3
AST 2030	Body Electrical Systems	2
AST 2040	Starting and Charging Systems.....	4
AST 2050	Computerized Engine Control	3
AST 2060	Electronic Fuel Injection.....	2
AST 2070	Engine Performance Maintenance	4
AST 2080	Supplemental Computer Systems	3
AST 2090	Air Conditioning.....	3
HLTH 1003	Worker Right to Know: Health and Safety in the Workplace	1

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

(This will be satisfied with the completion of Basic Automotive Service Occupational Certificate Goal 1 - Communication requirement.)

Other Requirements: 3 credits

General Education/MnTC Electives, selected with instructor consent

OR

WLDG 1001 Introduction to Oxyacetylene Welding.....2

Select one credit from the following:

WLDG 1011 Introduction to Metal Inert Gas Welding1

WLDG 1021 Introduction to ARC Welding.....1

Associate in Applied Science Degree

Automotive Service Technology

Total Number of Credits: 64

Program Description: This program prepares the student to perform automotive repairs in the following areas: computer systems, fuel injection, engine performance maintenance, air conditioning, electrical systems, and automatic transmissions. The graduate will also be prepared to take the Automotive Service Excellence (ASE)

Certification Tests in the following areas: engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronic systems, heating and air conditioning, and engine performance. Students are also introduced to business concepts and have general education requirements that will help ensure individuals have the necessary oral, written and critical thinking skills to help them with their professional and management responsibilities.

Application Requirements: Completion of Auto Service Technician Diploma

Core Requirements: 12 credits

ACCT 1010 Introduction to Accounting.....3
 BMGT 1020 Introduction to Business3
 CAPL 1010 Introduction to Software Applications.....3

Select one of the following courses:3

BMGT 2035 Human Relations in Business

MKTG 2050 Principles of Marketing

Or another course with instructor approval

Career/Occupational Requirements: 30 credits

AST 2000 Automotive Service2
 AST 2010 Automatic Transmissions4
 AST 2020 Electrical Principles3
 AST 2030 Body Electrical Systems2
 AST 2040 Starting and Charging Systems.....4
 AST 2050 Computerized Engine Control3
 AST 2060 Electronic Fuel Injection.....2
 AST 2070 Engine Performance Maintenance4
 AST 2080 Supplemental Computer Systems3
 AST 2090 Air Conditioning.....3

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL 1021 Composition I.....4

Select one of the following SPCH courses:3

SPCH 1021 Fundamentals of Public Speaking

SPCH 1031 Interpersonal Communication

SPCH 1041 Small Group Communication

SPCH 1051 Intercultural Communication

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

PHYS 1021 Physics Concepts I - recommended

Goal 5 - History/Social and Behavioral Sciences: 3 credits

PSYC 1020 General Psychology - recommended

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Additional Requirements:

Sufficient credits to total 64

Business Administration

Associate in Science Degree

Total Number of Credits: 64

Program Description: The Business Administration program is designed to provide students with pre-professional preparation in business through technical courses, as well as a strong foundation in General Education courses for transfer purposes. Students interested in securing or maintaining employment in a business-related occupation and those interested in furthering their education to a Baccalaureate Degree may consider completing this AS Degree. Specific transfer arrangement, with the college of choice, should be made as early in the degree as possible to ensure an appropriate program is planned for enrollment at Century and at the four-year school.

Application Requirements: High School graduate or GED

Career Requirements: 34 credits

ACCT 2020 Financial Accounting.....3
 ACCT 2025 Managerial Accounting3
 BMGT 1020 Introduction to Business3
 BMGT 2030 Management Fundamentals3
 BMGT 2051 Legal Environment of Business3
 BMGT 2060 Business Communications.....3
 CSCI 1020 Introduction to Microcomputers3
 ECON 2021 Statistics for Business and Economics3
 MKTG 2050 Principles of Marketing3

Additional Requirements: 7 credits

Sufficient courses from ACCT, BMGT, CSCI, ENGL 1025 or MKTG to make a total of 7 credits.

General Education/MnTC Requirements: 30 credits*Goal 1 - Communication: 7 credits*

ENGL 1021 Composition I4

Select one of the following SPCH courses:3

SPCH 1021 Fundamentals of Public Speaking

SPCH 1031 Interpersonal Communication

SPCH 1041 Small Group Communication

SPCH 1051 Intercultural Communication

*Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete**Goal 3 and/or Goal 4: Sciences/Math/Logical Reasoning: 6 credits*

College Algebra (Math 1040) or higher required

Goal 5 - History/Social and Behavioral Sciences: 9 credits

Two disciplines required

ECON 1021 Macroeconomics3

ECON 1023 Microeconomics3

Goal 6: Humanities and Fine Arts: 6 credits

Two courses from two disciplines

*Goals 7-10: Three credits in each of two goals***Additional Requirements: 4 credits**

Sufficient courses from ACCT, BMGT, CAPL, CSCI, MKTG, OFFT or ENGL 1025 to make a total of 4 credits

General Education/MnTC Requirements: 20 credits*Goal 1 - Communication: 7 credits*

ENGL 1021 Composition I4

Select one of the following SPCH courses:3

SPCH 1021 Fundamentals of Public Speaking

SPCH 1031 Interpersonal Communication

SPCH 1041 Small Group Communication

SPCH 1051 Intercultural Communication

*Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete**Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 4 credits*

MATH 1025 Statistics4

Goal 5 - History/Social and Behavioral Sciences: 3 credits

(ECON 1021 may be used as a core course)

*Goal 6 - Humanities and Fine Arts: 3 credits**Goals 7-10: Three credits in one of the four goals***Business Management****Program Options:****Business Management AAS Degree (64)****Associate in Applied Science Degree****Business Management****Total Number of Credits: 64****Program Description:** The two-year Business Management program provides an introduction to basic management. The program is designed to equip the student with skills that are appropriate for people who seek a position in management. The program is designed primarily for the student who wishes to seek employment after completing an Associate in Applied Science Degree.**Career/Occupational Requirements: 44 credits**

ACCT 2020 Financial Accounting3

ACCT 2025 Managerial Accounting3

BMGT 1020 Introduction to Business3

BMGT 1030 Survey of Business Economics *OR*

ECON 1021 Macroeconomics3

BMGT 2030 Management Fundamentals3

BMGT 2035 Human Relations in Business3

BMGT 2040 Human Resource Management3

BMGT 2051 Legal Environment of Business3

BMGT 2060 Business Communications3

BMGT 2090 Business Finance3

CAPL 1010 Introduction to Software

Applications3

CSCI 1020 Introduction to Microcomputers3

MKTG 2050 Principles of Marketing3

OFFT 1001 College Keyboarding1

Chemical Dependency**Program Options:****Chemical Dependency AS Degree (64)****Associate in Science Degree****Chemical Dependency****Total Number of Credits: 64****Program Description:** The Chemical Dependency program is designed for career opportunities in entry-level positions in the field of Chemical Dependency Counseling. The program prepares graduates for the written test and oral examination which is required for state licensure. The program articulates into the Metropolitan State University baccalaureate degree in alcohol and drug counseling.**General Requirements:** A grade of "C" or higher in career/occupational courses and a grade of "C" or higher in specific general education requirements for the program.**Additional Program Requirements:**

1. Grade of "C" or higher in all Core/Career/Occupational courses
2. Grade of "C" or higher in all specifically designated General Education course requirements
3. If in recovery, 2 years abstinence from alcohol and other mood-altering drugs
4. Background check is required for the internships
5. Completion of admission packet

Core Requirements: 12 creditsCDEP 1020 Introduction to Drugs
and Alcohol3

CDEP	2020	Advanced Counseling Skills.....	3
CDEP	2030	Group Counseling.....	3
HSER	1030	Helping Skills.....	3

Career/Occupational Requirements: 22 credits

CDEP	1030	Pharmacology of Chemical Dependency.....	3
CDEP	1060	Chemical Dependency Seminar.....	3
CDEP	2010	Chemical Dependency Assessments.....	3
CDEP	2050	Topics in Alcohol and Drug Abuse.....	3
CDEP	2781	Internship I.....	5
CDEP	2782	Internship II.....	5

General Education/MnTC Requirements: 30 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I.....	4
Select one of the following SPCH courses:			3
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 6 credits

MATH	1025	Statistics-recommended	
<i>Goal 5 - History/Social and Behavioral Sciences: 12 credits</i>			
SOC	1051	Sociology of Minorities.....	3
SOC	1033	Sociology of Families in Crisis.....	3
PSYC	1020	General Psychology.....	4

PSYC	1043	Introduction to Child Development - recommended OR	
PSYC	2021	Abnormal Psychology - recommended	

Goal 6 - Humanities and Fine Arts: 6 credits

Two courses from two disciplines

Goals 7-10: Three credits in each of two goals

Additional Recommendations:

HLTH	1050	Human Sexuality	
HSER	2010	Human Sexuality for the Helping Professions	

Computer Science

Program Options:

Visual Basic for Applications Certificate (17)

Internet Programming Certificate (17)

Computer Information Systems AS Degree (64)

Computer Science AS Degree (64)

Other computer-related courses are offered in the following disciplines: Computer Application Technology, Information and Telecommunications Technology, Microcomputer Support Technology, Office Technology

Program Description: A 4-year degree in Computer Science (CS) or Computer Information Systems (CIS) can lead to many rewarding careers in the computer industry. CS and CIS graduates are employed as software engineers, database administrators, network specialists and systems managers. CS and CIS graduates can also work in such diverse specialties as artificial intelligence, computer security, web development and programming and telecommunications.

Certificate

Visual Basic for Applications Certificate

Total Number of Credits: 17

Program Description:

Visual Basic for Applications (VBA) is a powerful programming language which permits complex problems to be quickly solved with customized solutions. It is widely used in industry to automate document management. It facilitates the creation of forms which can facilitate the input, transfer and processing of data.

Core Requirements: 17 credits

CSCI	1020	Introduction to Microcomputers.....	3
CSCI	1021	Spreadsheet and Database Software.....	3
CSCI	1025	Microcomputer Operating Systems.....	2
CSCI	1060	Fundamentals of Basic Programming.....	3
CSCI	1065	Visual Basic.....	3
CSCI	2067	Visual Basic for Applications.....	3

Certificate

Internet Programming Certificate

Total Number of Credits: 17

Program Description: Programming Internet-based applications calls upon a challenging variety of technologies, languages, interfaces and design principals. This certificate has been designed to respond to this challenge, and provide students with the necessary breadth and depth of knowledge required to develop today's complex and interactive web sites. Completion of this certificate will provide the student with a comprehensive understanding of, and practical experience in, the development of both client-side and server-side components found in Internet applications.

Core Requirements: 17 credits

CSCI	1050	Introduction to the Internet.....	3
CSCI	2005	Internet Programming: Client-side Scripting and Applications.....	3
CSCI	2006	Internet Programming: Server-side Application.....	3
CSCI	2020	Object-Oriented Programming Using JAVA.....	3
CSCI	2050	Database Management Systems.....	3
Select one of the following:			
CSCI	1025	Microcomputer Operating Systems: Windows.....	2

CSCI	1060	Fundamentals of BASIC Programming	3
CSCI	2011	C++ Programming I.....	3
MCST	1030	UNIX Operating System.....	3
VCT	1018	Digital Imaging.....	3
VCT	1027	Web Design with DHTML	3

**Associate in Science Degree
Computer Information Systems
Total Number of Credits: 64**

Program Description: This degree positions the student on the path to becoming an information systems professional. Course work is designed to develop the student's analytical and problem-solving skills, in conjunction with gaining broad-based, hands-on programming experience and proficiency. The program has been designed to equip students to transfer into a typical 4-year Information Systems degree program.

Application Requirements: Completion of MATH 0070 with a grade of "C" or higher or assessment score placement in MATH 1025; completion of RDNG 0090 with a grade of "C" or higher or assessment placement in RDNG 1000.

Career/Occupational Requirements: 34 credits

CSCI	1020	Introduction to Microcomputers	3
CSCI	2011	C++: Programming I.....	3
CSCI	2012	C++: Programming II	3
CSCI	2014	Discrete Structures of Computer Science.....	4
CSCI	2020	Object-Oriented Programming Using JAVA	3
CSCI	2040	Data Structures and Algorithms.....	3
CSCI	2050	Database Management Systems.....	3
ENGL	1025	Technical Writing	3

Students must also select 9 elective credits from among the following including at least one 2000 level CSCI course:

ACCT	2020	Financial Accounting.....	3
BMGT	1020	Introduction to Business	3

PHYS	1041	General Physics I	OR
PHYS	1081	Introductory Physics I.....	5
PHYS	1042	General Physics II	OR
PHYS	1082	Introductory Physics II.....	5

General Education/MnTC Requirements: 30 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I	4
SPCH	1021	Fundamentals of Public Speaking.....	3

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 7 credits

Select 7 credits from the following courses:

MATH	1025	Statistics.....	3
MATH	1061	Precalculus I	3
MATH	1062	Precalculus II	4

MATH	1070	Survey of Calculus.....	4
MATH	1081	Single Variable Calculus I.....	5
MATH	1082	Single Variable Calculus II.....	5

Goal 5 - History/Social and Behavioral Sciences: 6 credits
Two courses from two disciplines

Goal 6 - Humanities and Fine Arts: 6 credits
Two courses from two disciplines

PHIL	1031	Ethics	3
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Goals 7-10: Three credits in each of two goals

**Associate in Science Degree
Computer Science**

Total Number of Credits: 64

This degree introduces students to the skills related to the analysis, design and development of information systems. Upon completion, the graduate will have acquired a solid mathematical background and a firm foundation in both the practical and theoretical aspects of contemporary computer science. The program has been design to equip students to transfer into a typical 4-year Computer Science degree program.

Application Requirements:

Completion of MATH 0070 with a grade of "C" or higher or assessment score placement in MATH 1061; completion of RDNG-0090 with a grade of "C" or higher or assessment placement in RDNG 1000.

Career/Occupational Requirements: 34 credits

CSCI	2011	C++ Programming I.....	3
CSCI	2012	C++ Programming II	3
CSCI	2014	Discrete Structures of Computer Science.....	4
CSCI	2016	Machine Architecture and Organization.....	4
CSCI	2020	Object-Oriented Programming Using Java	3
CSCI	2040	Data Structures and Algorithms.....	3
CSCI	2050	Database Management Systems.....	3

Select 11 credits from the following or any CSCI course not listed above:

ENGL	1025	Technical Writing	3
ENGR	2094	Digital Fundamentals.....	OR2
ENGR	2095	Introduction to Digital Design	4
MATH	1025	Statistics.....	4
MATH	2081	Multivariable Calculus.....	5
MATH	2082	Linear Algebra and Differential Equations.....	5
MCST	1010	Operating Systems	3
PHIL	1041	Introduction to Logic	3

PHYS	1041	General Physics I	OR
PHYS	1081	Introductory Physics I.....	5
PHYS	1042	General Physics II	OR
PHYS	1082	Introductory Physics II	5

General Education/MnTC Requirements: 30 credits*Goal 1 - Communication: 7 credits*

ENGL 1021 Composition I.....4

SPCH 1021 Fundamentals of Public Speaking.....3

*Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete**Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 10 credits*

MATH 1081 Single Variable Calculus I.....5

MATH 1082 Single Variable Calculus II.....5

Goal 5 - History/Social and Behavioral Sciences: 6 credits

Two courses from two disciplines

Goal 6 - Humanities and Fine Arts: 6 credits

Two courses from two disciplines

PHIL 1031 Ethics.....3

*Goals 7-10: Three credits in each of two goals***Cosmetology****Program Options:**

Nail Care Technician Certificate (16)

Cosmetology Diploma (55)

Associate in Applied Science (72)

Occupational Certificate

Nail Care Technician

Total Number of Credits: 16

Program Description: Nail Care Technician includes instruction in theory and practical application techniques of cleansing, shaping, polishing, massage of hands and feet, and also the application of artificial nails. Completion prepares students for State Written Exam and Skill Certification as required by Minnesota Commerce Department for licensure.

Application Requirements: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of "C" or higher.

Core Requirements: 9 credits

COS 1000 Preclinic Introduction.....3

COS 1010 Preclinic Nail Care.....3

COS 1051 Clinic I.....3

Career/Occupational Requirements: 4 credits

COS 1070 Nail Clinic/License Preparation.....4

General Education/MnTC Requirements: 3 credits*Goal 1 - Communication: 3 credits*

Select one of the following communication courses:

ENGL 1021 Composition I

SPCH 1021 Fundamentals of Public Speaking

SPCH 1031 Interpersonal Communication

SPCH 1041 Small Group Communication

SPCH 1051 Intercultural Communication

Additional Requirements:

High School diploma or GED, Certification of Skills Practical Exam and State Licensing Exam are required for Licensure.

Diploma**Cosmetology****Total Number of Credits: 55**

Program Description: Cosmetology includes instruction in theory and practical application techniques of hair styling, cutting, coloring, permanent waving, chemical hair relaxing, nail and skin care. Completion prepares students for State Written Exam and Skills Certification as required by the Minnesota Department of Commerce for Licensure.

Application Requirements: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of "C" or higher.

Core Requirements: 9 credits

COS 1000 Preclinic Introduction.....3

COS 1010 Preclinic Nail Care.....3

COS 1051 Clinic I.....3

Career/Occupational Requirements: 43 credits

COS 1005 Preclinic Hair Care.....3

COS 1015 Preclinic Chemical Control.....3

COS 1020 Preclinic Skin Care.....3

COS 1025 Preclinic Hair Color.....3

COS 1030 Advanced Hair Care.....3

COS 1040 Salon Preparation.....3

COS 1053 Clinic II.....3

COS 1055 Clinic III.....3

COS 1057 Clinic IV.....3

COS 1059 Clinic V.....3

COS 1061 Clinic VI.....3

COS 1063 Clinic VII.....3

COS 1065 Clinic VIII.....2

COS 1067 Clinic IX.....2

COS 1068 Salon Preparation II.....3

General Education/MnTC Requirements: 3 credits*Goal 1 - Communications: 3 credits*

Select one of the following communication courses:

ENGL 1021 Composition I

SPCH 1021 Fundamentals of Public Speaking

SPCH 1031 Interpersonal Communication

SPCH 1041 Small Group Communication

SPCH 1051 Intercultural Communication

Additional Requirements:

High School diploma or GED, Certification of Skills Practical Exam and State Licensing Exam are required for Licensure.

**Associate in Applied Science
Cosmetology
Total Number of Credits: 72**

Application Requirements: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of "C" or higher.

Core Requirements: 9 credits

COS	1000	Preclinic Introduction	3
COS	1010	Preclinic Nail Care.....	3
COS	1051	Clinic I.....	3

Career/Occupational Requirements: 43 credits

COS	1005	Preclinic Hair Care	3
COS	1015	Preclinic Chemical Control.....	3
COS	1020	Preclinic Skin Care	3
COS	1025	Preclinic Hair Color.....	3
COS	1030	Advanced Hair Care	3
COS	1040	Salon Preparation.....	3
COS	1053	Clinic II.....	3
COS	1055	Clinic III	3
COS	1057	Clinic IV	3
COS	1059	Clinic V	3
COS	1061	Clinic VI.....	3
COS	1063	Clinic VII.....	3
COS	1065	Clinic VIII.....	2
COS	1067	Clinic IX	2
COS	1068	Salon Preparation II.....	3

General Education/MnTC Requirements: 20 credits

Goal 1 - Communications: 7 credits

ENGL	1021	Composition I.....	4
Select one of the following SPCH courses			
SPCH	1021	Fundamentals of Public Speaking	3
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Additional Requirements:

High School diploma or GED, Certification of Skills
Practical Exam and State Licensing Exam are required for Licensure.

Criminal Justice

**Associate in Science Degree
Total Number of Credits: 64
See also Law Enforcement**

Program Description: This degree is designed to prepare students for a variety of careers in Law Enforcement, Criminal Justice, Corrections, and other related fields, including non-licensed options. This degree also allows students to continue their studies at a 4-year college or university.
Application Requirements: High School graduate or GED

Career/Occupational Requirements: 18 credits

HLTH	1060	Drug Education.....	3
POLS	1035	Constitutional Law.....	3
SOC	2081	Police in the Community	3
SOC	2083	Introduction to Corrections.....	3
SOC	2085	Juvenile Justice.....	3
SOC	2087	Criminology/Criminal Behavior	3

General Education/MnTC Requirements: 38 credits

Goal 1 - Communication: 10 credits

ENGL	1021	Composition I.....	4
ENGL	1022	Composition II.....	3
Select one of the following SPCH courses:			
SPCH	1031	Interpersonal Communications	
SPCH	1051	Intercultural Communications	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 -Sciences/Math/Logical Reasoning: 6 credits

Two courses from Goal 3 and/or Goal 4

Goal 5 - History/Social and Behavioral Sciences: 16 credits

PSYC	1020	General Psychology	4
SOC	1020	Introduction to Sociology	3
SOC	1033	Sociology of Families in Crisis.....	3
SOC	1051	Sociology of Minorities	3
SOC	1080	Introduction to the Criminal Justice System.....	3

Goal 6 - Humanities and Fine Arts: 6 credits

Two courses from two disciplines

PHIL	1031	Ethics	OR
PHIL	1035	Moral Issues in Healthcare	3

Goals 7-10: Three credits in each of two goals

Additional Requirements: 8 credits

Select additional credits from the following courses to fulfill the 64 total credit requirement for the degree:

CSCI	1020	Introduction to Microcomputers	3
EMS	1015	First Responder.....	2
HSER	1040	Dynamics of Violence in Contemporary Society	3
HSER	1770	Learning Through Community Service	1-2
PE	1070	Fitness for Life.....	2
PSYC	2021	Abnormal Psychology	3
POLS	1033	State and Local Government.....	3

Internships or Field Experience

*If you are considering a Law Enforcement career in the future, PE 1070 and EMS 1015 are required to complete the Professional Licensing Core academic and skills program for Police Officers Standards and Training (POST).

Dental Assistant

Program Options:

Dental Assistant Diploma (48)

Dental Assistant AAS (64)

Advanced Specialty Certificate: Dental Practice Management (16)

Diploma

Dental Assistant

Total Number of Credits: 48

Program Description: The Dental Assistant program is designed for career opportunities as a dental assistant in private dental offices, HMO clinics, public health institutions, dental supply and insurance companies, military dental services, and dental school clinics. The program is accredited by the American Dental Association, Commission of Accreditation. Graduates of the Dental Assistant Program are eligible to write the Dental Assisting National Board Certification Exam and the Minnesota State Board of Dentistry Registration Exam. Dental Assistant graduates, upon successful completion of the exams, are Certified and Registered dental assistants.

Application Requirements: High School graduate or GED; current certification in CPR; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

For additional application requirements, refer to the program brochure available in Admissions or Counseling.

Career/Occupational Requirement: 41 credits

DENA	1000	Introduction to Dental Assisting	3
DENA	1011	Dental Assisting Pre-Clinic I	3
DENA	1012	Dental Assisting Pre-Clinic II	3
DENA	1020	Dental Materials	3
DENA	1031	Dental Radiology I	2
DENA	1032	Dental Radiology II	3
DENA	1041	Chairside Dental Assisting I	2
DENA	1042	Chairside Dental Assisting II	3
DENA	1050	Dental Specialties	3
DENA	1061	Dental Assisting Advanced Functions I	3
DENA	1062	Dental Assisting Advanced Functions II	2
DENA	1063	Nitrous Oxide Inhalation Sedation	1
DENA	1780	Introduction of Dental Assisting Internships	3
DENA	1781	Specialty Internship	3
DENA	1782	General Internship	4

General Education/MnTC Requirements: 7 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I	4
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Select one of the following SPCH courses:

SPCH	1021	Fundamentals of Public Speaking	3
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Associate in Applied Science Degree

Dental Assistant

Total Number of Credits: 64

Application Requirements: High School graduate or GED; current certification in CPR; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher. For additional application requirements, refer to the program brochure available in Admissions and Counseling.

Career/Occupational Requirements: 41 credits

DENA	1000	Introduction to Dental Assisting	3
DENA	1011	Dental Assisting Pre-Clinic I	3
DENA	1012	Dental Assisting Pre-Clinic II	3
DENA	1020	Dental Materials	3
DENA	1031	Dental Radiology I	2
DENA	1032	Dental Radiology II	3
DENA	1041	Chairside Dental Assisting I	2
DENA	1042	Chairside Dental Assisting II	3
DENA	1050	Dental Specialties	3
DENA	1061	Dental Assisting Advanced Functions I	3
DENA	1062	Dental Assisting Advanced Functions II	2
DENA	1063	Nitrous Oxide Inhalation Sedation	1
DENA	1780	Introduction of Dental Assisting Internships	3
DENA	1781	Specialty Internship	3
DENA	1782	General Internship	4

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I	4
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Select one of the following SPCH courses:

SPCH	1021	Fundamentals of Public Speaking	3
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning:
3 credits

CHEM	1020	Chemistry Concepts-recommended* ...	4
BIOL	1035	Basic Medical Microbiology- recommended*	3

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Psychology elective-recommended*	3
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Sociology elective-recommended*	3
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Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Additional Requirements:

Sufficient credits to total 64

BIOL	2050	Human Disease Concepts-recommended*	2
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*Required courses to graduate Century College Dental Hygiene program. See a counselor if pursuing a degree in hygiene or dentistry.

Advanced Specialty Certificate

Dental Practice Management

Total Number of Credits: 16

Program Description: This certificate specializes in management, supervision, and human relations in a dental setting. Responsibilities would include the efficient operation of a dental office. Graduates are employed in dental offices in a dental practice management position.

Application Requirements: A graduate of an accredited dental assistant program and 1500 hours of dental assisting experience

Career/Occupational Requirements: 15 credits

CAPL	1010	Introduction to Software Applications	3
ENGL	1025	Technical Writing	3
MKTG	1025	Professional Development	3
MKTG	2010	Supervision	3
OFFT	2055	Office Procedures	OR
OFFT	2020	Medical Office Procedures	3

Additional Requirements:

Sufficient credits to total 16

Dental Hygiene

Associate in Applied Science Degree

Total Number of Credits: 79

Program Description: The Dental Hygiene Program provides knowledge and skills necessary to provide direct patient care to patients under the supervision of a dentist. Routine functions include scaling, root planing, polishing teeth; radiographs, preventive medicaments, sealants, patient assessment, local anesthetic, nitrous oxide sedation and oral hygiene instructions. The program prepares students for national and regional boards. The Dental Hygiene curriculum requires two consecutive academic years and summers.

Application Requirements: All applicants must have a high school diploma or GED and be registered dental assistants with 6 months experience in the past 3 years and have an overall GPA of 2.5. See Admissions or Counseling Center for additional application information. Completion of the following science courses with a grade of "C" or higher and an overall GPA of 2.75 or higher. All sciences must have a lab component.

BIOL	1031	Basic Anatomy and Physiology I	4
		AND	
BIOL	1032	Basic Anatomy and Physiology II	4
		OR	
BIOL	2040	Comprehensive Human Anatomy	4
		AND	
BIOL	2045	Comprehensive Human Physiology	4
BIOL	1035	Basic Medical Microbiology	3
CHEM	1020	Chemistry Concepts	OR 4
CHEM	1041	Principles of Chemistry I	5

Additional Program Requirements: A grade of "C" or higher in all Dental Hygiene courses. Each General Education Course must be completed with a grade of "C" or higher.

Career/Occupational Requirements: 49 credits

DENH	1021	Head and Neck Anatomy	2
DENH	1025	Oral Histology and Embryology	2
DENH	1023	Oral Anatomy	2
DENH	1030	Advanced Radiology	1
DENH	1040	Dental Hygiene Principles I	3
DENH	1045	Dental Hygiene Practice I	2
DENH	1050	Periodontology	3
DENH	1060	Dental Pharmacology	2
DENH	1070	Applied Biochemical Nutrition for the Dental Hygienist	3
DENH	1080	Dental Hygiene Principles II	3
DENH	1085	Dental Hygiene Practice II	3
DENH	2000	Dental Hygiene Principles III	1
DENH	2005	Dental Hygiene Practice III	2
DENH	2010	Dental Hygiene Principles IV	2
DENH	2015	Dental Hygiene Practice IV	4
DENH	2020	Oral Pathology	2
DENH	2030	Community Dental Health and Epidemiology	3
DENH	2035	Community Dental Health Practice	1
DENH	2040	Legal Aspects of Dental Practice	2
DENH	2060	Dental Hygiene Principles V	1
DENH	2065	Dental Hygiene Practice V	5

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I	4
		Select one of the following SPCH courses:	3
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

This requirement has been met by the Program Application Requirements

Goal 5 - History/Social and Behavioral Sciences: 6 credits
Psychology elective3

Sociology elective3
 Goal 6 - Humanities and Fine Arts: 3 credits
 Goals 7-10: Three credits in one of the four goals

Additional Requirements: 2 credits

BIOL 2050 Human Disease Concepts2

Education

Program Options:

Paraeducation Certificate (16)

Paraeducator AAS Degree (64)

Education AS Degree (64)

Paraeducation Certificate

Total Number of Credits: 16

Program Description: The Paraeducation Certificate combines paraeducation courses in key areas with experience working with children in educational settings. The Paraeducation Certificate is designed to prepare paraeducators to meet the "highly qualified" definition of the No Child Left Behind Act.

Application Requirements:

High School graduate or GED

Additional Program Requirements:

Structured, education-related practicums, service learning and field experiences are important components of quality education programs. Students in the Paraeducation Certificate Program are required to complete a minimum of 30 hours of approved practicums, field experiences or service learning.

Students are required to appropriately document their learning experiences using the portfolio skills taught in EDUC 1020, which is recommended as a first semester course for all education majors.

Core Requirements: 10 credits

EDUC 1020	Portfolios for Educators I.....	1
EDUC 1050	Reading and Study Skills for Paraeducators.....	3
EDUC 1070	Mathematics Support Strategies for Paraeducators.....	3
EDUC 2055	Writing Support Strategies for Paraeducators.....	3

Career/Occupational Requirements: 6 credits

Select a minimum of 6 credits from any education courses.

Students may substitute other approved courses for the above Career/Occupational Requirement upon the recommendation of faculty and administrative approval by academic petition.

Associate in Applied Science Degree

Paraeducator

Total Number of Credits: 64

Program Description: The Associate in Applied Science Paraeducator is a pre-professional program providing an essential core of education courses and experiences. It prepares individuals for work as educational paraprofessionals. The curriculum provides specific training, general education and experience working with children or youth in educational settings. This degree will fulfill the education requirements for paraprofessionals as described in the Leave No Child Behind legislation (Title I schools)

Additional Program Requirements:

Structured, education-related practicums, service learning and field experiences are important components of quality education programs. Students in the Paraeducator Associate in Applied Science program are required to complete a minimum of 100 hours of approved practicum, field experience or service learning.

Students are required to appropriately document their service learning experiences using the portfolio skills taught in EDUC 1020, (which is recommended as a first semester course for all education majors) EDUC 1021 (which is recommended at the end of the first year or beginning of the second year), and EDUC 1022 (which is recommended as a last semester or capstone course). Be advised that transfer institutions and/or employers may also ask for this documentation.

Application Requirements:

High School graduate or GED

Core Requirements: 16 credits

EDUC 1020	Portfolios for Educators.....	1
EDUC 1021	Portfolios for Educators II.....	1
EDUC 1022	Portfolios for Educators III.....	1
EDUC 1025	Minnesota Education Standards.....	1
EDUC 1050	Reading and Study Skills Strategies for Paraeducators.....	3
EDUC 1070	Mathematics Support Strategies for Paraeducators.....	3
EDUC 2040	Classroom Management.....	3
EDUC 2055	Writing Support Strategies for Paraeducators.....	3

Career/Occupational Requirements: 28 credits

Sufficient courses from the list below to make a total of 28 or more earned credits in the career/occupational area.

Education related

CSCI 2007	Concepts and Application of Online Education Technology.....	3
EDUC 1045	Orientation to Education.....	3
EDUC 1060	Basics in TESOL for Paraeducators....	3
EDUC 2025	Creating Culturally Responsive Classrooms.....	3
EDUC 2050	Legal Issues in Education.....	3
EDUC 2070	Special Education Issues for Paraeducators.....	3

NSCI	1090	Earth Science for Educators.....	3
PE	1080	Foundations of Physical Education.....	3

Reading/Study Skills Development

ICBE	1000	Individualized Education Planning.....	3
RDNG	1000	Critical Reading and Thinking For College.....	3
STSK	1000	Introduction to Information Literacy ...	1
STSK	1005	How to Study.....	3
STSK	1010	Vocabulary Improvement.....	1

Art/Music/Literature

ARTS	1020	Art Structure: Design Basics.....	3
ENGL	2013	African American Literature.....	3
ENGL	2015	American Indian Literature.....	3
ENGL	2071	Children's Literature.....	3

MUSC	1030	Fundamentals of Music OR	
MUSC	1035	Enjoyment of Music.....	3

THTR	1020	Introduction to Theatre.....	3
THTR	1031	Beginning Acting.....	3

Culture/Humanities

ANTH	1023	Introduction to Anthropology: Culture	3
ESL	1010	ESL for College.....	3
GEOG	1023	Human/Cultural Geography.....	3
HIST	1032	US History: Since 1865.....	3
HUM	1030	Culture and Civilization of Spanish Speaking Peoples.....	3
HUM	1035	Culture and Civilization of French Speaking Peoples.....	3
PHIL	1051	World Religions.....	3
SOC	1051	Sociology of Minorities.....	3

Technology

CAPL	1010	Introduction to Software Applications OR	
CSCI	1020	Introduction to Microcomputers.....	3

Health

Select one of the following:

HLTH	1005	Basic CPR, Red Cross.....	1
HLTH	1010	Standard First Aid and Safety.....	2
EMS	1010	CPR for the Professional Rescuer.....	1

Additional health course selection:

HLTH	1060	Drug Education.....	3
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Students may substitute other approved courses for the above Career/Occupational Requirement upon the recommendation of faculty and administrative approval by academic petition.

General Education/MnTC Requirements: 20 credits

Goal 1 – Communication: 7 credits

ENGL	1021	Composition I.....	4
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Select one of the following SPCH courses:.....3

SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2-Critical Thinking is Fulfilled when all MnTC goals are completed.

Goal 3 and/or Goal 4: Sciences/Math/Logical Reasoning: 3 credits

Choose a science or mathematics course

Goal 5 – History/Social and Behavioral Sciences: 7 credits

PSYC	1020	General Psychology.....	4
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PSYC	1043	Introduction to Child Development OR	
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PSYC	1044	Adolescent Development.....	3
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Goal 6 Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals.

Associate in Science Degree

Education

64 credits

Program Description: The Associate in Science Education is a transfer-oriented program providing a comprehensive core of education courses and experiences. It prepares individuals to transfer into a four-year teacher education program (or to work as educational paraprofessionals). The curriculum provides specific training, general education and experience working with children or youth in educational settings. Students interested in transferring to a four-year program need to check the specific transfer arrangements with the college of their choice and a Century College counselor. These discussions should take place early and often to ensure an appropriate program is planned for enrollment at Century and at the four-year school. This degree will fulfill the education requirements for paraprofessionals as described in the No Child Left Behind Act (title I schools).

Application Requirement: High School graduate or GED

Core Requirements: 24 credits

EDUC	1020	Portfolios for Educators I.....	1
EDUC	1021	Portfolios for Educators II.....	1
EDUC	1022	Portfolios for Educators III.....	1
EDUC	1025	Minnesota Education Standards.....	1
EDUC	1045	Orientation to Education.....	3
EDUC	2025	Creating Culturally Responsive Classrooms.....	3

Electives: 14 credits

Students must take sufficient elective credit courses, as identified on their approved degree completion plan developed in EDUC 1020 and EDUC 1045 to make a total of 14 or more earned credits in this area.

Students wishing to transfer into a four-year teacher education program should check carefully with their transfer institution for recommended courses before selecting courses for elective credit. Students who wish to transfer into a teacher education program are encouraged to take general education coursework as electives. Students who are seeking a license in Minnesota should also take HLTH 1060. Students who wish to work as paraeducators are encouraged to take EDUC courses as electives. Students may also transfer in courses from other programs, colleges or use work experience. Please consult with a Century College counselor for advice/guidance.

Additional Requirements:

Structured, education-related practicums and field experience are important components of quality education programs. Students in the Associate in Science Education program are required to complete a minimum of 40 to 100 hours of approved practicums, filed experiences, internship experiences using the portfolio skills taught in EDUC 1020, recommended as a first semester course for all education majors; EDUC 1021, recommended at the end of the first year or beginning of the second year; and EDUC 1022, recommended as a last semester or capstone course. Be advised that transfer institutions and/or employers may also ask for this documentation.

General Education/MnTC Requirements: 40 credits

Students who intend to transfer into a four-year teacher education program should complete the Minnesota General Education transfer Curriculum. Be advised that schools of education often have very strict general education requirements. Students should meet early and often with a counselor to insure they take the appropriate courses.

Goal 1 – Communication: 10 credits

ENGL	1021	Composition I.....	4
ENGL	1022	Composition II.....	3
Select one of the following SPCH courses:			3
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 – Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 - Sciences: 7 credits

Two courses from two different disciplines, with at least one lab course

Goal 4 – Math/Logical Reasoning: 3 credits

Select a mathematics course numbered between 1020 and 1082

Goal 5 – History/Social and Behavioral Sciences: 9 credits

Three courses from three different disciplines
The following courses are highly recommended:

PSYC	1020	General Psychology	OR
PSYC	1043	Introduction to Child Development	OR
PSYC	1044	Adolescent Development	

Goal 6 – Humanities and Fine Arts: 9 credits

Three courses, at least one of which must be a literature course, from three different disciplines

Goals 7 – 10: Three credits in each of four goals 7 – 10

Additional Requirements:

Sufficient credits to total 64

Emergency Medical Services

Program Options:

Paramedic Technician Diploma (59)

Paramedic Technology AAS (76)

Diploma

Paramedic Technician

Total number of credits: 59

Program Description: The Paramedic Technician program is designed for career opportunities with ambulance service, police departments, fire department, rescue departments, hospitals, and clinics. The Paramedic Technician Program meets the criteria for education of emergency medical technicians-paramedics (EMTP) as recommended by the U.S. Department of Transportation. The Century College Paramedic Program has been accredited by the Joint Review Committee on Educational Programs for the EMT-Paramedic since 1987. Students are eligible to complete the national registry exam for paramedics upon successful completion of the program.

Application Requirements:

1. A completed Century College application
 2. An official high school transcript verifying graduation or an official GED certificate
 3. Assessment score placement in MATH 0070 or completion of MATH 0030
 4. Assessment score placement into RDNG 1000 or completion of RDNG 0090
 5. Assessment score placement into ENGL 1021 or completion of ENGL 0090
 6. Verification of current EMT certification (national or any state certification)
 7. Documentation of 50 emergency ambulance runs. These must be completed after EMT certification. The run log must include the date, nature of the run, and involvement. Each page must also include the supervisor's signature and phone number
- OR**
8. Successful completion of EMS 1025 & EMS 1026 and instructor recommendation
 9. A valid driver's license is needed for program and occupational requirements
 10. A physical exam completed within one year prior to entry into the program
 11. Documentation of current immunizations for: rubella, chicken pox and mumps. Immunization with heptavax is also required
 12. Criminal background checks are required prior to clinical experience

Career/Occupational Requirements: 56 credits

EMS	1041	Paramedic Occupational Orientation.....	4
EMS	1046	Advanced Pre-hospital Assessment	3
EMS	1047	Pre-hospital Community Building	2
EMS	1048	Advanced Pre-hospital Operations	3
EMS	1049	Advanced Pre-hospital Pharmacology	4
EMS	1053	Advanced Emergency Medical Care I.....	4
EMS	1054	Advanced Emergency Medical Care II.....	4
BMS	1064	Advanced Emergency Trauma Care	3

EMS	1066	Prehospital Special Considerations	4
EMS	1067	Advanced Cardiac Physiology and Assessment.....	2
EMS	1068	Advanced Management of Cardiac Emergencies	4
EMS	1070	Clinical Orientation	2
EMS	1080	Integration of the Paramedic Role	2
EMS	1781	Paramedic Clinical Experience I.....	3
EMS	1782	Paramedic Clinical Experience II	3
EMS	1785	Advanced Life Support Internship I.....	3
EMS	1786	Advanced Life Support Internship II	3
EMS	1787	Advanced Life Support Internship III	3

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

Associate in Applied Science

Paramedic Technology

Total number of credits: 76

Description of program: See above

Application Requirements: See above

Career/Occupational Requirements: 56 credits

EMS	1041	Paramedic Occupational Orientation	4
EMS	1046	Advanced Pre-hospital Assessment	3
EMS	1047	Pre-hospital Community Building and Education	2
EMS	1048	Advanced Pre-hospital Operations.....	3
EMS	1049	Advanced Pre-hospital Pharmacology	4
EMS	1053	Advanced Emergency Medical Care I.....	4
EMS	1054	Advanced Emergency Medical Care II.....	4
EMS	1064	Advanced Emergency Trauma Care	3
EMS	1066	Prehospital Special Considerations.....	4
EMS	1067	Advanced Cardiac Physiology and Assessment.....	2
EMS	1068	Advanced Management of Cardiac Emergencies	4
EMS	1070	Clinical Orientation	2
EMS	1080	Integration of the Paramedic Role	2
EMS	1781	Paramedic Clinical Experience I.....	3
EMS	1782	Paramedic Clinical Experience II	3
EMS	1785	Advanced Life Support Internship I.....	3

EMS	1786	Advanced Life Support Internship II	3
EMS	1787	Advanced Life Support Internship III	3

General Education/MnTC Requirements: 20 credits

Goal 1: Communication: 7 credits

ENGL	1021	Composition I.....	4
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Select one of the following SPCH courses:

SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

Goal 2 -Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10 - Three credits in one of the four goals

Engineering

Associate in Science Degree

Total Number of Credits: 64

Program Description: The Associate in Science Degree in Engineering is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program in one of the following engineering fields: aerospace, agriculture, biomedical, composites, chemical, civil, computer, electrical, environmental, geological, industrial, materials, mechanical, metallurgical and nuclear. This program includes the courses usually required in the first two years of a baccalaureate engineering curriculum. Students are urged to acquaint themselves with the requirements of the major department in the college or university where they plan to transfer, and to consult with the Century Counseling office for assistance in planning their program and selecting electives. Guide sheets are available in the Counseling Center describing requirements for each engineering field.

Core Requirements: 10 credits

MATH	2081	Multivariable Calculus.....	5
MATH	2082	Linear Algebra and Differential Equations.....	5

Course Requirements: 15 credits

Select a minimum of 15 credits from the following courses appropriate for your specific major in consultation with a counselor or advisor

CHEM	1041	Principles of Chemistry I.....	5
CHEM	1042	Principles of Chemistry II.....	5
CHEM	2041	Organic Chemistry I	5
CSCI	2011	C++ Programming I.....	3
ENGL	1025	Technical Writing	3
ENGR	1020	Introduction to Engineering	4

ENGR	1080	Statics	3
ENGR	2080	Dynamics	3
ENGR	2085	Deformable Body Mechanics	3
ENGR	2091	Circuits I	4
ENGR	2092	Circuits II	4
ENGR	2095	Introduction to Digital Design	4

General Education/MnTC Requirements: 39 credits*Goal 1 - Communication: 7 credits*

ENGL 1021 Composition I3

Select one of the following SPCH courses:3

SPCH 1021 Fundamentals of Public Speaking

SPCH 1031 Interpersonal Communication

SPCH 1041 Small Group Communication

SPCH 1051 Intercultural Communication

*Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete**Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 20 credits*

MATH 1081 Single Variable Calculus I5

MATH 1082 Single Variable Calculus II5

PHYS 1081 Introductory Physics I5

PHYS 1082 Introductory Physics II5

Goal 5 - History/Social and Behavioral Sciences: 6 credits

Two courses from two disciplines

Goal 6 - Humanities and Fine Arts: 6 credits

Two courses from two disciplines

Goals 7-10: Three credits in each of two goals

ECAD	1060	Materials and Manufacturing Processes	3
ECAD	2020	Geometric Dimensioning and Tolerancing	2
ECAD	2030	Descriptive Geometry and Applications	2
ECAD	2040	Engineering Drafting II	4
ECAD	2050	3D CAD	3
ECAD	2055	Introduction to Solid Modeling	3
ECAD	2060	Basic Tooling Fixtures	3
ECAD	2070	Power Transmission Devices	4
MATH	1015	Applied Mathematics	5
		Electives selected with instructor consent	3

General Education/MnTC Requirements: 20 credits*Goal 1 - Communication: 7 credits*

ENGL 1021 Composition I4

Select one of the following SPCH courses:3

SPCH 1021 Fundamentals of Public Speaking

SPCH 1031 Interpersonal Communication

SPCH 1041 Small Group Communication

SPCH 1051 Intercultural Communication

*Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete**Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 5 credits*

PHYS 1041 General Physics5

*Goal 5 - History/Social and Behavioral Sciences: 3 credits**Goal 6 - Humanities and Fine Arts: 3 credits**Goals 7-10: Three credits in one of the four goals*

Engineering CAD Technology

Associate in Applied Science Degree**Total Number of Credits: 64**

Program Description: Students will use Computer Aided Drafting and Design (CAD) systems to create engineering drawings. Emphasis is placed on mechanical drafting standards, components and design for manufacturing. Graduates of the program find employment as mechanical drafters, engineering assistants, technicians, and technical sales people.

Application Requirements:

High School graduate or GED; assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of "C" or higher.

Career/Occupational Requirements: 44 credits

ECAD	1020	Interpreting Engineering Drawings	3
ECAD	1030	Basic Drafting	2
ECAD	1040	Engineering Drafting I	4
ECAD	1050	Introduction to Computer Aided Drafting (CAD)	3

Facility Systems Technology

Program Options:**Commercial Certificate (30)****Facility Systems Technician Diploma (48)****Facility Systems Technology AAS (64)****Occupational Certificate****Commercial****Total Number of Credits: 30**

Program Description: This certificate prepares students for employment in multi-unit housing, commercial buildings (entry level), office buildings, restaurants and community centers.

Application Requirements: High School graduate or GED; ability to use hand and power tools, climb ladders, lift heavy objects and mobility to gain access to parts of mechanical systems.

Career/Occupational Requirements: 27 credits

FST	1000	Construction Technology	4
FST	1020	Plumbing Basics	3
FST	1030	Basic Electricity	3
FST	1033	Basic Electrical Systems	3
FST	1060	Locks, Keys, and Security	2

HVAC	1041	Basic Refrigeration I.....	3
HVAC	1060	Fundamentals of Heating.....	2
HVAC	1073	Hydronic Heating/Boilers.....	3
HLTH	1003	Worker Right to Know: Health and Safety in the Workplace.....	1
WLDG	1000	Introduction to Oxyacetylene Welding.....	2
WLDG	1021	Introduction to ARC Welding.....	1

General Education/MnTC Requirements: 3 credits

Goal - 1: Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

Diploma

Facility Systems Technician

Total Number of Credits: 48

Program Description: This diploma prepares students for employment in residential office buildings, restaurants, hotels, hospitals, community centers and commercial facilities with emphasis given to advanced facility systems and computerized maintenance management systems.

Application Requirements: High School graduate or GED; ability to use hand and power tools, climb ladders, lift heavy objects and mobility to gain access to parts of mechanical systems.

Career/Occupational Requirements: 37 credits

FST	1000	Construction Technology.....	4
FST	1020	Plumbing Basics.....	3
FST	1030	Basic Electricity.....	3
FST	1033	Basic Electrical Systems.....	3
FST	1060	Locks, Keys, and Security.....	2
FST	2020	Auxiliary Electrical Systems and Controls.....	3
FST	2050	Computerized Maintenance Systems.....	2
HLTH	1003	Worker Right to Know: Health and Safety in the Workplace.....	1
HVAC	1073	Hydronic Heating/Boilers.....	3
HVAC	1041	Basic Refrigeration I.....	3
HVAC	1042	Basic Refrigeration II.....	3
HVAC	1060	Fundamentals of Heating.....	2
HVAC	1069	Heat Pumps, Chillers, and Electric Heat.....	2
WLDG	1000	Introduction to Oxyacetylene Welding.....	2
WLDG	1021	Introduction to ARC Welding.....	1

Career/Occupational Requirements: 5 credits

Select 5 credits from the following courses:

CAPL	1000	Computer Literacy.....	1
FST	2000	Introduction to Hydraulics.....	3
FST	2030	Forced Air Systems and Controls.....	2
HVAC	1067	Gas Heat.....	4

General Education/MnTC Requirements: 6 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

General Education/MnTC electives 2-3

Associate in Applied Science Degree

Facility Systems Technology

Total Number of Credits: 64

Program Description: This AAS Degree prepares students for employment in residential office buildings, restaurants, hotels, hospitals, community centers and commercial facilities with emphasis given to advanced facility systems and computerized maintenance management systems. The general education required courses would help insure individuals have the necessary oral, written, and critical thinking skills to help with their professional responsibilities.

Career/Occupational Requirements: 41 credits

FST	1000	Construction Technology.....	4
FST	1020	Plumbing Basics.....	3
FST	1030	Basic Electricity.....	3
FST	1033	Basic Electrical Systems.....	3
FST	1060	Locks, Keys and Security.....	2
FST	2020	Auxiliary Electrical Systems and Controls.....	3
FST	2050	Computerized Maintenance Systems.....	2
HLTH	1003	Worker Right to Know: Health and Safety in the Workplace.....	1
HVAC	1041	Basic Refrigeration I.....	3
HVAC	1042	Basic Refrigeration II.....	3
HVAC	1060	Fundamentals of Heating.....	2
HVAC	1067	Gas Heat.....	4
HVAC	1069	Heat Pumps, Chillers, and Electric Heat.....	2
HVAC	1073	Hydronic Heating/Boilers.....	3
WLDG	1000	Introduction to Oxyacetylene Welding.....	2
WLDG	1021	Introduction to ARC Welding.....	1

Career/Occupational Electives: 3 credits

Select 3 credits from the following courses:

CAPL	1000	Computer Literacy.....	1
FST	2000	Introduction to Hydraulics.....	3
FST	2030	Forced Air Systems and Controls.....	2

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL 1021 Composition I..... 4

Select one of the following SPCH courses: 3

SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Global Studies

Academic Certificate

Total Number of Credits: 15

Program Description: The Global Studies Certificate provides a multi-disciplinary approach to understanding the interdependence and interconnectedness of peoples and nations around the globe. By taking a variety of courses with a common focus, students gain knowledge and analytical skills to discuss political, economic and cultural elements of contemporary societies from several perspectives. They also gain knowledge and understanding in order to interact and communicate well with people from a variety of backgrounds and cultures. The intention is to enhance these abilities in order to become community leaders and active world citizens. This Certificate complements many academic fields and any career which benefits from a global/international perspective.

Core Requirements: 3 credits

HUM 2021 Introduction to Global Studies3

Communication/Language Requirement: 3-5 credits

SPCH 1051 Intercultural Communication *OR*
 SPAN 2021 Intermediate Spanish I *OR*
 SPAN 2022 Intermediate Spanish II *OR*
 FREN 2021 Intermediate French I *OR*
 FREN 2022 Intermediate French II5

Additional Course Requirements: 9 credits

Check program guidesheets in Counseling or college website for course options.

Heating, Ventilation, and Air Conditioning Technology

Program Options:

Cooling Certificate (30)

Heating Certificate (30)

HVAC Technician Diploma (48)

HVAC Technology AAS Degree (64)

Occupational Certificate

Cooling

Total Number of Credits: 30

Program Description: Service and installation of cooling units. Most tasks are on domestic equipment, however some commercial will be offered. The EPA Section 608 Clean Air Act Certification is a requirement of completion.

Application Requirements: High School graduate or GED; ability to use hand and power tools, climb ladders, lift heavy objects and mobility to gain access to parts of mechanical systems.

Core Requirements: 10 credits

FST 1030 Basic Electricity.....3
 FST 1033 Basic Electrical Systems.....3
 HVAC 1000 Sheet Metal and Metal
 Brazing Practices2
 HVAC 1020 Load Calculating2

Career/Occupational Requirements: 17 credits

HLTH 1003 Worker Right to Know; Health
 and Safety in the Workplace.....1
 HVAC 1041 Basic Refrigeration I.....3
 HVAC 1042 Basic Refrigeration II3
 HVAC 1069 Heat Pumps and Electric Heat2
 HVAC 2051 Advanced Refrigeration I4
 HVAC 2052 Advanced Refrigeration II4

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL 1021 Composition I
 SPCH 1021 Fundamentals of Public Speaking
 SPCH 1031 Interpersonal Communication
 SPCH 1041 Small Group Communication
 SPCH 1051 Intercultural Communication

Occupational Certificate

Heating

Total Number of Credits: 30

Program Description: Service and installation processes of gas, oil and hydronic heating systems.

Application Requirements: High School graduate or GED; ability to use hand and power tools, climb ladders, lift heavy objects and mobility to gain access to parts of mechanical systems.

Core Requirements: 10 credits

FST 1030 Basic Electricity.....3
 FST 1033 Basic Electrical Systems.....3
 HVAC 1000 Sheet Metal and Metal
 Brazing Practices2
 HVAC 1020 Load Calculating2

Career/Occupational Requirements: 17 credits

HVAC 1060 Fundamentals of Heating.....2
 HVAC 1063 Oil Heat3

HVAC	1065	Oil Heating Service and Troubleshooting	3
HVAC	1067	Gas Heat	4
HVAC	1070	Electronic Ignition and Condensing Furnaces	2
HVAC	1073	Hydronic Heating/Boilers	3

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

Diploma

Heating, Ventilation and Air Conditioning Technician

Total Number of Credits: 48

Program Description: Service and installation of heating and cooling equipment. The main emphasis is on domestic, with some instruction on light commercial. When finished the student will have the EPA's Section 608 Clean Air Act Certification.

Application Requirements: High School graduate or GED; ability to use hand and power tools, climb ladders, lift heavy objects and mobility to gain access to parts of mechanical systems.

Core Requirements: 8 credits

FST	1030	Basic Electricity	3
FST	1033	Basic Electrical Systems	3
HVAC	1000	Sheet Metal and Metal Brazing Practices	2

Career/Occupational Requirements: 34 credits

CAPL	1000	Computer Literacy	1
HVAC	1041	Basic Refrigeration I	3
HVAC	1042	Basic Refrigeration II	3
HVAC	1060	Fundamentals of Heating	2
HVAC	1063	Oil Heat	3
HVAC	1065	Oil Heating Service And Troubleshooting	3
HVAC	1067	Gas Heat	4
HVAC	1069	Heat Pumps and Electric Heat	2
HVAC	1070	Electronic Ignition and Condensing Furnaces	2
HVAC	1073	Hydronic Heating/Boilers	3
HVAC	2051	Advanced Refrigeration I	4
HVAC	2052	Advanced Refrigeration II	4

General Education/MnTC Requirements: 6 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication

SPCH	1051	Intercultural Communication	
		General Education/MnTC electives	2-3

Associate in Applied Science Degree

HVAC Technology

Total Number of Credits: 64

Program Description: Service and installation of heating and cooling equipment. The main emphasis is on domestic, with some instruction on light commercial. When finished the student will have the EPA's Section 608 Clean Air Act Certification. In addition to these core concepts, the General Education courses required will help ensure individuals have the necessary oral, written and critical thinking skills to help them with their professional responsibilities.

Application Requirements: High School graduate or GED; ability to use hand and power tools, climb ladders, lift heavy objects and mobility to gain access to parts of mechanical systems.

Core Requirements: 10 credits

FST	1030	Basic Electricity	3
FST	1033	Basic Electrical Systems	3
HVAC	1000	Sheet Metal and Metal Brazing Practices	2
HVAC	1020	Load Calculating	2

Career/Occupational Requirements: 33 credits

HVAC	1041	Basic Refrigeration I	3
HVAC	1042	Basic Refrigeration II	3
HVAC	1060	Fundamentals of Heating	2
HVAC	1063	Oil Heat	3
HVAC	1065	Oil Heating Service and Troubleshooting	3
HVAC	1067	Gas Heat	4
HVAC	1069	Heat Pumps and Electric Heat	2
HVAC	1070	Electronic Ignition and Condensing Furnaces	2
HVAC	1073	Hydronic Heating/Boilers	3
HVAC	2051	Advanced Refrigeration I	4
HVAC	2052	Advanced Refrigeration II	4

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I	4
		Select one of the following SPCH courses:	3
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Additional Requirements:

Sufficient credits to total 64

Horticulture

Program Options:

- Horticulture Assistant Certificate (16)
- Horticulture – Greenhouse Certificate (30)
- Horticulture – Landscape Certificate (30)
- Horticulture Technician Greenhouse Diploma (48)
- Horticulture Technician Landscape Diploma (48)
- Horticulture Technology Greenhouse AAS Degree (64)
- Horticulture Technology Landscape AAS Degree (64)
- Horticulture Science AS Degree (64)

Occupational Certificate

Horticulture Assistant

Total Number of Credits: 16

Program Description: The field of horticulture offers many exciting and challenging careers. Nationally, horticulture is a major employer and includes jobs in garden centers, greenhouses, grounds maintenance firms, park systems, sports complexes, and private grounds. Persons working in horticulture may also be self-employed. The Horticulture Assistant Certificate will acquaint students with the field of horticulture. Students will learn basic horticultural procedures. Some graduates may choose to enter the work force upon completion of this certificate, while others may continue on for a diploma, AAS or AS degree.

Application Requirements: High school graduate or GED

Career/Occupational Requirements: 16 credits

HORT	1000	Introduction to Horticulture.....	3
HORT	1021	Biology of Horticulture Plants.....	3
HORT	1025	Pest Management.....	3
HORT	1024	Plant Propagation.....	3

Additional Requirements: 4 credits

Select 4 credits from the following courses:

HORT	1023	Soil Science.....	3
HORT	1031	Greenhouse Crops.....	3
HORT	1041	Woody Plants.....	3
HORT	1051	Herbaceous Plants.....	3
HORT	1781	Horticulture Internship I.....	1-3
HORT	2031	Greenhouse Operations.....	3
HORT	2033	Interior Foliage Plants.....	3
HORT	2041	Nursery Operations.....	3
HORT	2043	Grounds Maintenance.....	3
HORT	2044	Professional Landscape Management..	3
HORT	2045	Residential and Commercial Turf Management.....	3
HORT	2046	Horticulture Equipment.....	3
HORT	2047	Landscape Design.....	3
HORT	2048	Landscape Installation.....	3
HORT	2051	Fruits, Vegetables and Minor Crops.....	3
HORT	2055	Sports and Golf Turf Grass Management.....	3

HORT	2781	Horticulture Internship II.....	1-3
HORT	2782	Horticulture Internship III.....	1-3

Occupational Certificate

Horticulture – Greenhouse

Total Number of Credits: 30

Program Description: The Horticulture Technology-Greenhouse certificate provides students with the general education and technical skills to meet the demand for well-trained personnel in the greenhouse industry. Graduates of this program will be well versed in greenhouse practices, including physical equipment and production of a wide assortment of plants. Graduates may choose to continue in horticulture to achieve a diploma, AAS or AS degree.

Application Requirements: High school graduate or GED

Career/Occupational Requirements: 27 credits

HORT	1000	Introduction to Horticulture.....	3
HORT	1021	Biology of Horticulture Plants.....	3
HORT	1023	Soil Science.....	3
HORT	1024	Plant Propagation.....	3
HORT	1025	Pest Management.....	3
HORT	1031	Greenhouse Crops.....	3
HORT	1051	Herbaceous Plants.....	3
HORT	2031	Greenhouse Operations.....	3
HORT	2033	Interior Foliage Plants.....	3

General Education/MnTC Requirements: 3 credits

Goal 1 – Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I.....	4
SPCH	1021	Fundamentals of Public Speaking.....	3
SPCH	1031	Interpersonal Communication.....	3
SPCH	1041	Small Group Communication.....	3
SPCH	1051	Intercultural Communication.....	3

Occupational Certificate

Horticulture – Landscape

Total Number of Credits: 30

Program Description: The Horticulture - Landscape certificate provides students with the general education and technical skills to meet the demand for well-trained personnel in the landscape industry. Graduates will be well versed in woody and herbaceous plants that grow in this climate. They will be knowledgeable about plant pests, nursery operations, landscape design, landscape installation, and grounds maintenance. Graduates of this program may choose to continue in horticulture to achieve a diploma or an AAS degree.

Application Requirements: High school graduate or GED

Career/Occupational Requirements: 27 credits

HORT	1000	Introduction to Horticulture.....	3
HORT	1024	Plant Propagation.....	3
HORT	1025	Pest Management.....	3
HORT	1041	Woody Plants.....	3
HORT	1051	Herbaceous Plants.....	3

HORT	2041	Nursery Operations.....	3
HORT	2043	Grounds Maintenance.....	3
HORT	2047	Landscape Design.....	3
HORT	2048	Landscape Installation.....	3

General Education/MnTC Requirements: 3 credits

Goal 1 – Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I.....	4
SPCH	1021	Fundamentals of Public Speaking.....	3
SPCH	1031	Interpersonal Communication.....	3
SPCH	1041	Small Group Communication.....	3
SPCH	1051	Intercultural Communication.....	3

Diploma

Greenhouse Technician

Total Number of Credits: 48

Program Description: The Horticulture Technology-Greenhouse diploma provides students with the general education and technical skills to meet the demand for well-trained personnel in the greenhouse industry. Graduates of this program will be well versed in greenhouse practices, including physical equipment and production of a wide assortment of plants. Graduates may choose to continue in horticulture to achieve an AAS or AS degree.

Application Requirement: High school graduate or GED

Core Requirements: 27 credits

HORT	1000	Introduction to Horticulture.....	3
HORT	1021	Biology of Horticulture Plants.....	3
HORT	1025	Pest Management.....	3
HORT	1023	Soil Science.....	3
HORT	1024	Plant Propagation.....	3
HORT	1031	Greenhouse Crops.....	3
HORT	1051	Herbaceous Plants.....	3
HORT	2031	Greenhouse Operations.....	3
HORT	2033	Interior Foliage Plant.....	3

Career/Occupational Requirements: 14 credits

Select 14 credits from the following courses:

HORT	1041	Woody Plants.....	3
HORT	1781	Horticulture Internship I.....	1-3
HORT	2041	Nursery Operations.....	3
HORT	2043	Grounds Maintenance.....	3
HORT	2044	Professional Landscape Management..	3
HORT	2045	Residential and Commercial Turf Management.....	3
HORT	2046	Horticulture Equipment.....	3
HORT	2047	Landscape Design.....	3
HORT	2048	Landscape Installation.....	3
HORT	2051	Fruits, Vegetables and Minor Crops.....	3
HORT	2055	Sports and Golf Turf Grass Management.....	3
HORT	2781	Horticulture Internship II.....	3
HORT	2782	Horticulture Internship III.....	3

General Education/MnTC Requirements: 7 credits

Goal 1 – Communication: 7 credits

ENGL 1021 Composition I.....4

Select one of the following SPCH courses.....3

SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

Diploma

Landscape Technician

Total Number of Credits: 48

Program Description: The Horticulture Technician - Landscape diploma provides students with the general education and technical skills to meet the demand for well-trained personnel in the landscape industry. Graduates will be well versed in woody and herbaceous plants that grow in this climate. They will be knowledgeable about plant pests, nursery operations, landscape design, landscape installation, and grounds maintenance. Graduates of this program may choose to continue in horticulture to achieve an AAS or AS degree.

Application Requirement: High school graduate or GED

Core Requirements: 27 credits

HORT	1000	Introduction to Horticulture.....	3
HORT	1024	Plant Propagation.....	3
HORT	1025	Pest Management.....	3
HORT	1041	Woody Plants.....	3
HORT	1051	Herbaceous Plants.....	3
HORT	2041	Nursery Operations.....	3
HORT	2043	Grounds Maintenance.....	3
HORT	2047	Landscape Design.....	3
HORT	2048	Landscape Installation.....	3

Career/Occupational Requirements: 14 credits

Select 14 credits from the following courses:

HORT	1021	Biology of Horticulture Plants.....	3
HORT	1781	Horticulture Internship I.....	1-3
HORT	1023	Soil Science.....	3
HORT	1031	Greenhouse Crops.....	3
HORT	2031	Greenhouse Operations.....	3
HORT	2044	Professional Landscape Management..	3
HORT	2045	Residential and Commercial Turf Management.....	3
HORT	2046	Horticulture Equipment.....	3
HORT	2033	Interior Foliage Plants.....	3
HORT	2051	Fruits, Vegetables and Minor Crops.....	3
HORT	2055	Sports and Golf Turf Grass Management.....	3
HORT	2781	Horticulture Internship II.....	3
HORT	2782	Horticulture Internship III.....	3

General Education/MnTC Requirements: 7 credits

Goal 1 – Communication: 7 credits

ENGL	1021	Composition I.....	4
Select one of the following SPCH courses			3
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Associate in Applied Science

Horticulture Greenhouse Technology

Total Number of Credits: 64

Program Description: Graduates of the Horticulture Technology- Greenhouse AAS degree will have a strong knowledge of horticulture and greenhouse practices as well as general education skills. Many employment opportunities in horticulture allow for advancement to supervisory and management positions. This degree program gives students the needed training for these opportunities.

Application Requirement: High school graduate or GED

Core Requirements: 27 credits

HORT	1000	Introduction to Horticulture	3
HORT	1021	Biology of Horticulture Plants	3
HORT	1023	Soil Science	3
HORT	1024	Plant Propagation.....	3
HORT	1025	Pest Management.....	3
HORT	1031	Greenhouse Crops.....	3
HORT	1051	Herbaceous Plants.....	3
HORT	2031	Greenhouse Operations.....	3
HORT	2033	Interior Foliage Plants.....	3

Career/Occupational Requirements: 17 credits

Select 17 credits from the following courses:

HORT	1041	Woody Plants.....	3
HORT	1781	Horticulture Internship I.....	1-3
HORT	2041	Nursery Operations.....	3
HORT	2043	Grounds Maintenance.....	3
HORT	2044	Professional Landscape Management..	3
HORT	2045	Commercial and Residential Turf Management	3
HORT	2046	Horticulture Equipment	3
HORT	2047	Landscape Design.....	3
HORT	2048	Landscape Installation	3
HORT	2051	Fruits, Vegetables and Minor Crops.....	3
HORT	2055	Sports and Golf Turf Grass Management	3
HORT	2781	Horticulture Internship II.....	3
HORT	2782	Horticulture Internship III.....	3

General Education/MnTC Requirements: 20- credits

Goal 1 – Communication: 7 credits

ENGL	1021	Composition I.....	4
Select one of the following SPCH courses			3
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	

SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 – Critical Thinking is fulfilled when all MnTC goals are completed

Goal 3 and/or Goal 4 – Sciences/Math/Logical Reasoning: 3 credits

Goal 5 – History/Social and Behavioral Sciences: 3 credits

Goal 6 – Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Associate in Applied Science Degree

Horticulture Landscape Technology

Total Number of Credits: 64

Program Description: Graduates of the Horticulture Technology- Landscape AAS degree will have a strong knowledge of horticulture and landscape practices as well as general education skills. Many employment opportunities in the landscape industry allow for advancement to supervisory and management positions. This degree program gives students the needed training for these opportunities.

Application Requirements: High school graduate or GED

Core Requirements: 27 credits

HORT	1000	Introduction to Horticulture	3
HORT	1024	Plant Propagation.....	3
HORT	1025	Pest Management.....	3
HORT	1041	Woody Plants.....	3
HORT	1051	Herbaceous Plants.....	3
HORT	2041	Nursery Operations.....	3
HORT	2043	Grounds Maintenance.....	3
HORT	2047	Landscape Design.....	3
HORT	2048	Landscape Installation.....	3

Career/Occupational Requirements: 17 credits

Select 17 credits from the following courses:

HORT	1021	Biology of Horticulture Plants.....	3
HORT	1023	Soil Science.....	3
HORT	1031	Greenhouse Crops.....	3
HORT	1781	Horticulture Internship I.....	3
HORT	2031	Greenhouse Operations.....	3
HORT	2033	Interior Foliage Plants.....	3
HORT	2044	Professional Landscape Management..	3
HORT	2045	Turf Management.....	3
HORT	2046	Horticulture Equipment.....	3
HORT	2051	Fruits, Vegetables & Minor Crops.....	3
HORT	2055	Sports and Golf Grass Turf Management	3
HORT	2781	Horticulture Internship II.....	1-3
HORT	2782	Horticulture Internship III.....	1-3

General Education/MnTC Requirements: 20 credits

Goal 1 – Communication: 7 credits

ENGL	1021	Composition I.....	4
Select one of the following SPCH courses			3
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 – Critical Thinking is fulfilled when all MnTC goals are completed

Goal 3 and/or Goal 4 – Sciences/Math/Logical Reasoning: 3 credits

Goal 5 – History/Social and Behavioral Sciences: 3 credits

Goal 6 – Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Horticulture Science

Associate in Science Degree

Total Number of Credits: 64

Program Description: The Horticulture AS Degree program is designed to provide students with pre-professional preparation in horticulture through introductory horticulture courses as well as a strong foundation in general education for transfer purposes. Students interested in securing or maintaining employment in a horticulture-related occupation and those interested in furthering their education to a Baccalaureate Degree may consider completing this AS Degree. Specific transfer arrangements, with the college of choice, should be made as early in the degree as possible to ensure an appropriate program is planned for enrollment at Century and at the four-year school.

Application Requirements: High school graduate or GED

Core Requirements: 24 credits

HORT	1000	Introduction to Horticulture	3
HORT	1021	Plant Biology	3
HORT	1024	Plant Propagation.....	3
HORT	1041	Woody Plants.....	3
HORT	1051	Herbaceous Plants.....	3
HORT	2031	Greenhouse Operations.....	3
HORT	2033	Interior Foliage Plants.....	3
HORT	2047	Landscape Design.....	3

Electives: 10 credits

Select 10 credits from the following courses:

HORT	1023	Soil Science	3
HORT	1025	Pest Management.....	3
HORT	1031	Greenhouse Crops.....	3
HORT	2041	Nursery Operations.....	3
HORT	2043	Grounds Maintenance	3
HORT	2044	Professional Landscape Management ..	3
HORT	2045	Turf Management	3
HORT	2048	Landscape Installation	3
HORT	2051	Fruits, Vegetables and Minor Crops.....	3
HORT	2055	Sports and Golf Turf Grass Management	3
HORT	1781	Horticulture Internship I	1-3

General Education/MnTC Requirements: 30 Credits

Goal 1 – Communication: 7 credits

ENGL	1021	Composition I	4
Select one of the following SPCH courses			3
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are completed

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 8 credits

BIOL 1041 Introductory Biology I.....5

MATH 1040 College Algebra or higher.....3

Goal 5 - History/Social and Behavioral Sciences: 6 credits

Two courses from two disciplines

Goal 6 - Humanities and Fine Arts: 6 credits

Two courses from two disciplines

Goals 7-10: Three credits in each of two goals

Human Services

Program Options:

Human Services Technician Certificate (30)

Human Services AS Degree (64)

Occupational Certificate

Human Services Technician

Total Number of Credits: 30

Program Description: The Human Services Technician Certificate is designed for students seeking entry-level positions in the human services field. The student will acquire an understanding of the concepts, principles, skills, methods and techniques necessary for a para-professional position in social welfare agencies.

Additional Program Requirements:

- Grade of "C" or higher in all Core/Career/Occupational courses
- Grade of "C" or higher in all specifically designated General Education course requirements

Prospective students should be aware that a background check may be required for the internships.

Core Requirements: 22 credits

HSER	1020	Introduction to Human Services	3
HSER	1030	Helping Skills	3
HSER	2000	Techniques of Working with Groups	3
HSER	2030	Working with the Mentally Ill in Human Service Settings.....	3
HSER	2040	Crisis Assessment and Intervention	3
HSER	2050	Seminar: Current Issues and Topics.....	3
HSER	2780	Human Services Internship.....	4

General Education/MnTC Requirements: 7 credits

Goal 1 - Communications: 7 credits

ENGL	1021	Composition I	4
SPCH	1051	Intercultural Communication.....	3

Additional Requirements: 1 credit

CAPL	1000	Computer Literacy	1
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**Associate in Science Degree
Human Services
Total Number of Credits: 64**

Program Description: The Human Services program is designed for students interested in the helping professions. A graduate will acquire an understanding of the concepts, principles, skills, methods, and techniques necessary for para-professional positions in social welfare agencies. This degree satisfies the MnTC requirements and also transfers into a four-year program at Metropolitan State University. See a Counselor if planning to pursue a four-year degree.

Additional Program Requirements:

1. Grade of "C" or higher in all Core/Career/Occupational courses
2. Grade of "C" or higher in all specifically designated General Education course requirements

Prospective students should be aware that a background check may be required for the internships.

Career/Occupational Requirements: 34 credits

HSER	1020	Introduction to Human Services	3
HSER	1030	Helping Skills	3
HSER	2000	Techniques of Working with Groups	3
HSER	2030	Working with the Mentally Ill in Human Service Settings.....	3
HSER	2040	Crisis Assessment and Intervention	3
HSER	2050	Seminar: Current Issues and Topics	3
HSER	2780	Internship I	4
HSER	2781	Internship II	4

Additional Requirements: 8 credits

Select 8 credits from the following courses:

HLTH	1040	Stress Management.....	2
HLTH	1050	Human Sexuality	2
HLTH	1060	Drug Education.....	3
HSER	1040	Dynamics of Violence in Contemporary Society	3
HSER	1060	Applied Theories of Family Functioning.....	3
HSER	1070	Helping Clients with Disabilities.....	3
HSER	1770	Learning Through Community Service.....	1-2
HSER	2060	Case Management.....	2

General Education/MnTC Requirements: 30 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I.....	4
SPCH	1051	Intercultural Communication.....	3

Goal 2 - Critical Thinking is fulfilled when all MnTC goals complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 6 credits

Two courses from goal 3 and/or 4

Goal 5 - History/Social and Behavioral Sciences: 6 credits

Two courses from two disciplines required

Goal 6 - Humanities and Fine Arts: 6 credits
Goals 7-10: Three credits in each of four goals

Information and Telecommunications Technology

Program Options:

Information and Telecommunications Technology (30)
Information and Telecommunications Technology AAS Degree (64)

Other computer-related courses are offered in the following disciplines: Computer Application Technology, Computer Science, Microcomputer Support Technology, Office Technology

Occupational Certificate

Information and Telecommunication Technology
Total Number of Credits: 30

Program Description: The Information and Telecommunication Technology Specialist program prepares individuals with the essential technical and organizational skills necessary to maintain modern computer and telecommunication networks in today's business and industrial environments.

Application Requirements : Assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of "C" or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Career/Occupational Requirements: 27 credits

ITT	1020	Information and Telecommunication Technologies.....	3
ITT	1031	Networking Systems I	3
ITT	1032	Networking Systems II	3
ITT	1070	Telephony systems	3
ITT	2031	Networking Systems III.....	3
ITT	2032	Network Integration.....	2
ITT	2035	Broadband and Wireless.....	3
MCST	1000	PC Hardware Services Technician.....	3
MCST	1010	Operating Systems Technology	3
		Elective.....	1

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

**Associate in Applied Science Degree
Information and Telecommunications Technology
Total Number of Credits: 64**

Program Description: The Information and Telecommunications Technology major is designed to prepare individuals to enter into technical occupations in the field of information and telecommunication technology. The program prepares individuals with the essential business, technical and organizational skills necessary to implement and maintain modern computer and telecommunication technologies for today's business and industrial environments. The curriculum is designed to focus participants to develop a strong theory-based foundation combining "hands-on" knowledge in computer machinery, operation systems, and telecommunications, with a focus on convergence and system integration of communications technologies. Additionally students will work with diagnostic and management software used to maintain global baseband and broadband network infrastructures. General education courses required will help ensure individuals have the necessary oral, written and critical thinking skills to help them with their professional responsibilities.

Application Requirements: Assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of "C" or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Career/Occupational Requirements: 44 credits

ITT	1020	Information and Telecommunication Technologies	3
ITT	1031	Networking Systems I	3
ITT	1032	Networking Systems II	3
ITT	1070	Telephony Systems	3
ITT	2010	Principles of Information Security	3
ITT	2031	Networking Systems III	3
ITT	2032	Network Integration	2
ITT	2035	Broadband and Wireless	3
ITT	2055	Network Management	3
ITT	2060	Computer Telephony Integration	3
ITT	2080	Technology Planning and Architecture	3
ITT	2780	Internship	1-6
MCST	1000	PC Hardware Services Technician	3
MCST	1010	Operating Systems Technology	3
MCST	1030	UNIX Operating System	3

General Education/MnTC Requirements: 20 credits

- Goal 1 - Communication: 7 credits*
 ENGL 1021 Composition I
- Goal 2 - Critical Thinking is fulfilled when all MnTC Goals are complete*
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals

Interior Design

Program Options:

- Home Furnishing Sales Certificate (30)**
- Kitchen and Bathroom Design (30)**
- Interior Design Consultant Certificate (16)**
- Interior Design Associate Diploma (48)**
- Interior Design AAS Degree (64)**

Occupational Certificate

- Home Furnishings Sales**
- Total Number of Credits: 30**

Program Description: Home Furnishings Sales graduates will be prepared to consult with customers and to recommend and sell residential interior furnishing products and services appropriate to customer needs. In addition, a base of skills and knowledge suitable for continuing education and/or professional growth in the industry will be acquired.

Core Requirements: 3 credits

MKTG	2060	Professional Selling	3
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Career/Occupational Requirements: 24 credits

INTD	1020	Introduction to Home Furnishings	3
INTD	1030	Design and Color	3
INTD	1040	The Home Furnishings Product	3
INTD	1050	Lighting, Art and Accessories	3
INTD	1060	Furniture Styles and Periods	3
INTD	2000	Floors, Walls and Windows	3
INTD	2010	Design Applications	3
INTD	2020	Selling the Concept	3

General Education/MnTC Requirements: 3 credits

- Goal 1 - Communication: 3 credits*
 Select one of the following communication courses:
 ENGL 1021 Composition I
 SPCH 1021 Fundamentals of Public Speaking
 SPCH 1031 Interpersonal Communication
 SPCH 1041 Small Group Communication
 SPCH 1051 Intercultural Communication

Occupational Certificate

- Kitchen and Bathroom Design**
- Total Number of Credits: 30**

Program Description: The Kitchen and Bathroom Design certificate program, which is endorsed by the National Kitchen and Bath Association (NKBA), is designed to prepare individuals for entry-level and advanced positions in the kitchen and bath design industry. This program will include the knowledge, skills and attitudes necessary for working in this specialized design area. Students will learn presentation standards, construction and mechanical systems, basics of kitchen and bath design, materials and estimation, lighting, universal design and theme

application, business practices for kitchen and bath designers, and computer-aided drafting specific for the kitchen and bathroom design industry. As a culmination of all these courses, an internship within a kitchen and/or bath design firm is required. The basic competencies of this program are based on the specifications encouraged by the National Kitchen and Bath Association (NKBA) and is supported by the use of their reference and resource materials.

Application Requirements: Assessment score placement into MATH 0030 and ENGL 1021 for those without prior higher education

Career/Occupational Requirements: 30 credits

KBD	1010	Presentation Standards.....	3
KBD	1020	Construction and Mechanical Systems.....	3
KBD	1030	Basic Kitchen and Bath design.....	3
KBD	1040	Materials and Estimating.....	2
KBD	1050	Lighting for Kitchen and Bath Design.....	1
KBD	2010	Advanced Kitchen and Bath Design.....	3
KBD	2020	CAD for Kitchen and Bath.....	3
KBD	2030	Business Practices for Kitchen and Bath Design.....	1
KBD	2080	Customized Consulting and Presentation.....	3
KBD	2781	Internship in Kitchen and Bath Design I.....	2
KBD	2782	Internship in Kitchen and Bath Design II.....	3

Select one of the following courses:

ECAD	1070	Introduction to AutoCAD.....	3
INTD	2040	Dimensional Design Drawing.....	3
KBD	2060	Advanced CAD.....	3

or any other course with instructor approval

Additional Requirements:

Students will be required to have a laptop computer, as per the specification required by the program, to use throughout the duration of the program.

Occupational Certificate

Interior Design Consultant

Total Number of Credits: 16

Program Description: The Interior Design Certificate is designed for people who are working in the industry to gain additional knowledge in specific areas and strengthen their skills. It will also prepare them to design, specify, and sell the products and services required for implementation of design.

Application Requirements:

Must have Home Furnishings Sales Certificate or applicable work experience and instructor consent.

Career/Occupational Requirements: 16 credits

Select a minimum of 16 credits from the following courses with guidance of program faculty:

INTD	2030	Advanced Sales Techniques.....	3
INTD	2750	Interior Design Topics.....	1-3
INTD	2760	Design Specialties.....	1-2
INTD	2780	Internship.....	2
MKTG	1025	Professional Development.....	3
MKTG	1030	Product Research.....	3
MKTG	2035	Trend Analysis.....	3

Diploma

Interior Design Associate

Total Number of Credits: 48

Program Description: This program prepares students to design in terms of customer/client needs, the interior furnishings of residences and to specify and sell the products and services required for implementation of that design.

Core Requirements: 15 credits

ACCT	1010	Introduction to Accounting	<i>OR</i>
ACCT	2020	Financial Accounting.....	3
BMGT	1020	Introduction to Business.....	3
ECAD	1070	Introduction to AutoCAD.....	3
MKTG	2050	Principles of Marketing.....	3
MKTG	2060	Professional Selling.....	3

Career/Occupational Requirements: 27 credits

INTD	1020	Introduction to Home Furnishings.....	3
INTD	1030	Design and Color.....	3
INTD	1040	The Home Furnishing Product.....	3
INTD	1050	Lighting, Art and Accessories.....	3
INTD	1060	Furniture, Styles and Periods.....	3
INTD	2000	Floors, Walls, and Windows.....	3
INTD	2010	Design Applications.....	3
INTD	2020	Selling the Concept.....	3
INTD	2030	Advanced Sales Techniques.....	3

General Education/MnTC Requirements: 6 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

General Education/MnTC electives.....2-3

Associate in Applied Science Degree

Interior Design

Total Number of Credits: 64

Program Description: Associate in Applied Science graduates will be prepared to design in terms of customer/client needs, the interior furnishings of residences and to specify and sell the products and services required for implementation of that design. In addition, the graduate will

have acquired a foundation in marketing and general education necessary to be able to compete in today's workplace.

Core Requirements: 15 credits

ACCT	1010	Introduction to Accounting	OR
ACCT	2020	Financial Accounting	3
BMGT	1020	Introduction to Business	3
ECAD	1070	Introduction to AutoCAD	3
MKTG	2050	Principles of Marketing	3
MKTG	2060	Professional Selling	3

Career/Occupational Requirements: 29 credits

INTD	1020	Introduction to Home Furnishings	3
INTD	1030	Design and Color	3
INTD	1040	The Home Furnishing Product	3
INTD	1050	Lighting, Art and Accessories	3
INTD	1060	Furniture, Styles and Periods	3
INTD	2000	Floors, Walls and Windows	3
INTD	2010	Design Applications	3
INTD	2020	Selling the Concept	3
INTD	2030	Advanced Sales Techniques	3
INTD	2780	Internship in Interior Design	2

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I	4
SPCH	1031	Interpersonal Communication	3

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 4 credits

PSYC	1020	General Psychology	4
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Goal 6 - Humanities and Fine Arts: 3 credits

ART	1020	Art Appreciation	3
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Goals 7-10: Three credits in one of the four goals

Law Enforcement

Associate in Science Degree
Total Number of Credits: 69

See also Criminal Justice

Program Description: This degree is primarily designed to meet the professional and educational needs of students interested in becoming licensed Peace Officers and other careers in Law Enforcement, and for students intending to continue their studies at a four-year college or university.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 21 credits

The following courses are offered at the Center for Criminal Justice and Law Enforcement (through

Minneapolis Community and Technical College.) For application requirements, see Century Counseling Center for information.

LAWE	2225	Criminal Investigations	3
LAWE	2230	Legal Issues in Law Enforcement	3
LAWE	2231	Criminal & Traffic Codes	3
LAWE	2240	Patrol Operations	3
LAWE	2299	Law Enforcement Integrated Practicum	9

Career/Occupational Requirements: 10 credits

The following courses are offered at Century College:

EMS	1015	First Responder	2
PE	1070	Fitness for Life	2
SOC	2081	Police in the Community	3
SOC	2085	Juvenile Justice	3

General Education/MnTC Requirements: 38 credits

Goal 1 - Communication: 10 credits

ENGL	1021	Composition I	4
ENGL	1022	Composition II	3

Select one of the following SPCH courses: 3

SPCH	1031	Interpersonal Communication	
SPCH	1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are completed

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 6 credits

Two courses from Goal 3 and/or Goal 4

Goal 5 - History/Social and Behavioral Sciences: 16 credits

PSYC	1020	General Psychology	4
SOC	1020	Introduction to Sociology	3
SOC	1033	Sociology of Families in Crisis	3
SOC	1051	Sociology of Minorities	3
SOC	1080	Introduction to the Criminal Justice System	3

Goal 6 - Humanities and Fine Arts: 6 credits

Two courses from two disciplines

PHIL	1031	Ethics	OR
PHIL	1035	Moral Issues in Healthcare	3

Goals 7-10: Three credits in each of two goals

Marketing

Program Options:

- Marketing Certificate (16)
- Marketing Specialty Diploma (45)
- Marketing Management AAS Degree (64)
- Marketing Communications Technology AAS Degree (64)

Occupational Certificate

Marketing
Total Number of Credits: 16

Program Description: This certificate is meant for learners exploring career options within the marketing area. Each

course is built on fundamental principles of marketing and retailing—providing the right product/service at the right price and time. The certificate credits may be applied to the 45-credit marketing specialty diploma as well as the 64-credit Associate in Applied Science (AAS) Marketing Management degree.

Core Requirements: 4 credits

MKTG	2050	Principles of Marketing	3
MKTG	1790	Independent Study	1

Career/Occupational Requirements: 12 credits

Select 12 credits from the following:

MKTG	1020	Store Planning and Visual Merchandising	3
MKTG	2000	Customer Service	3
MKTG	2010	Supervision	3
MKTG	2035	Trend Analysis	3
MKTG	2080	Retail Principles and Practices	3

Marketing Specialty Diploma

Total Number of Credits: 45

Program Description: The Marketing Specialty program is designed for students who desire employment in a marketing career in a specialty area. Students may be employed as sales professionals, retail managers, fashion merchandisers or marketing support positions in the public or private sector. The course work includes learning by doing through projects and industry experiences. Web assisted courses are integral to the program delivery.

Core Requirements: 12 credits

MKTG	1025	Professional Development	3
MKTG	2050	Principles of Marketing	3
MKTG	2060	Professional Selling	3
MKTG	2063	Advertising and Sales Promotion	3

Career/Occupational Requirements: 21 credits

BMGT	1020	Introduction to Business	3
CAPL	1010	Introduction to Software Applications	3

Select 15 credits from the following courses:

MKTG	1020	Store Planning and Visual Merchandising	3
MKTG	1040	Fashion Concepts	3
MKTG	1045	Ready-to-Wear	3
MKTG	1065	Event/Festival Marketing	3
MKTG	1067	Event Operations/Risk Management	3
MKTG	2000	Customer Service Strategies	3
MKTG	2010	Supervision	3
MKTG	2020	Negotiation Strategies	3
MKTG	2035	Trend Analysis	3
MKTG	2055	Electronic Marketing Concepts	3
MKTG	2080	Retailing Principles and Practices	3

General Education/MnTC Requirements: 6 credits

Goal 1 - Communication: 3 credits

SPCH	1031	Interpersonal Communication	3
General Education/MnTC electives			3

Additional Requirements:

Sufficient credits to total 45 with instructor approval

Associate in Applied Science Degree**Marketing Management**

Total Number of Credits: 64

Program Description: Marketing Management focuses on the decisions facing marketing practitioners who must balance the objectives and resources of an organization with the needs and opportunities in the marketplace. Graduates may pursue careers in either business-to-business marketing environments or the area of consumer markets in either the private or public sector.

Core Requirements: 12 Credits

MKTG	1025	Professional Development	3
MKTG	2050	Principles of Marketing	3
MKTG	2060	Professional Selling	3
MKTG	2063	Advertising and Sales Promotion	3

Career/Occupational Requirements: 24 Credits

ACCT	1010	Introduction to Accounting	3
BMGT	1020	Introduction to Business	3
CAPL	1010	Introduction to Software Applications	3

Select 15 credits from the following courses:

MKTG	1020	Store Planning and Visual Merchandising	3
MKTG	1040	Fashion Concepts	3
MKTG	1045	Ready-to-Wear	3
MKTG	1065	Event/Festival Marketing	3
MKTG	1067	Event Operations/Risk Management	3
MKTG	2000	Customer Service Strategies	3
MKTG	2010	Supervision	3
MKTG	2020	Negotiation Strategies	3
MKTG	2035	Trend Analysis	3
MKTG	2055	Electronic Marketing Concepts	3
MKTG	2080	Retailing Principles and Practices	3

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I	4
SPCH	1031	Interpersonal Communication	3

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Additional Requirements:

Sufficient credits to total 64 with instructor approval.

**Associate in Applied Science Degree
Marketing Communications Technology
Total Number of Credits: 64**

Program Description: This polytechnic degree program blends three Century College areas: the theories and strategies of the Marketing Program, the application skills of the Visual Communications Technology Program and the hands-on and aesthetic teachings of the Art and Art Studio course work. In addition, courses from the English, Speech-Communication and Philosophy disciplines round out this curriculum and form a balanced theory/practice approach. Learner's with this type of preparation find fulfilling careers in a variety of visual communications as well as visual marketing fields.

Core Requirements: 29 Credits

CAPL	1010	Software Applications.....	3
MKTG	2035	Trend Analysis.....	3
MKTG	2050	Principles of Marketing	3
MKTG	2055	Electronic Marketing Concepts.....	3
MKTG	2063	Advertising and Sales Promotion.....	3
VCT	1012	Principles of Digital Communications.	3
VCT	1013	Design Basics	4
VCT	1015	Project Planning.....	3
VCT	1018	Digital Imaging.....	3
VCT	2780	Portfolio.....	1

Career/Occupational Requirements: 9 Credits

Select 3 credits from the following courses:

MKTG	1020	Store Planning and Visual Merchandising.....	3
MKTG	2000	Customer Service Strategies	3
MKTG	2020	Negotiation Strategies.....	3
MKTG	2080	Retailing Principles and Practices.....	3

Select 6 credits from the following courses:

VCT	1023	Webpage Design with HTML.....	3
VCT	1030	Video I.....	3
VCT	1041	Photography I.....	3
VCT	1051	Electronic Publishing I.....	3

General Education/MnTC Requirements: 22 Credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I.....	4
SPCH	1041	Small Group Communication	3

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 9 credits

ART	1020	Art Appreciation.....	3
ARTS	1041	Drawing	3
PHIL	1031	Ethics.....	3

Goals 7-10: Three credits in one of the four goals

Additional Requirements:

Sufficient credits to total 64

Medical Assistant

Diploma

Medical Assistant

Total Number of Credits: 48

Program Description: The Medical Assistant program is designed for career opportunities as a professional, multi-skilled person dedicated to assisting in patient care management. The medical assistant performs clinical, laboratory and administrative skills in clinics, doctor offices, and other health care agencies. The clinical externship is under the direct supervision of a physician, and is a 320 hour unpaid experience. Graduates of the Medical Assistant program are eligible to take the Certification Exam of the American Association of Medical Assistants (AAMA). The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Application Requirements:

1. High School graduate or GED
2. Assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of "C" or higher
3. Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher

Additional Program Requirements:

A grade of "C" or higher must be obtained in all career/occupational requirements.

Career/Occupational Requirements: 35 credits

CAPL	1010	Introduction to Software Applications OR	
CSCI	1020	Introduction to Microcomputers	3
HLTH	1001	Medical Terminology	2
MEDA	1001	Laboratory Techniques I.....	5
MEDA	1002	Laboratory Techniques II.....	5
MEDA	1011	Clinical Assisting I.....	5
MEDA	1012	Clinical Assisting II.....	5
MEDA	1020	Medical Administrative Procedures For Medical Assistants	4
MEDA	1780	Clinical Externship	6

General Education/MnTC Requirements: 13 credits

Goal 1 - Communication: 7 credits

ENGL 1021 Composition I.....4

Select one of the following SPCH courses

SPCH 1031 Interpersonal Communication
SPCH 1051 Intercultural Communication

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

BIOL 1024 Human Biology

Goal 5 - History/Social and Behavioral Sciences: 3 or 4 credits

Select one of the following Psyc courses:.....3-4
 PSYC 1020 General Psychology **OR**
 PSYC 1040 Lifespan Psychology

Microcomputer Support Technology

Program Options:
 Personal Computer Support Specialist Certificate (30)
 Microcomputer Support Technician Diploma (48)
 Microcomputer Support Technology AAS Degree (64)

Other computer related courses are offered in the following disciplines: Computer Science, Computer Application Technology, Information and Telecommunications Technology, and Office Technology

Occupational Certificate
 Personal Computer Support Specialist
 Total Number of Credits: 30

Program Description: The PC Support Specialist Certificate program is designed to prepare the student for a career as a Help Desk Specialist or hardware/software configuration specialist. Help Desk Specialists answer questions and provide technical assistance to those who have either hardware or software problems. Hardware/software configuration specialists upgrade old computers and prepare/install new computers on a local area network. The coursework will help prepare the student for Comptia's A+ Certification and Comptia's Network+ exams.

Application Requirements: Assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of "C" or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Career/Occupational Requirements: 27 credits

CAPL	1010	Introduction to Software Applications.....	3
ITT	1031	Networking Systems I.....	3
ITT	1032	Networking Systems II.....	3
MCST	1000	PC Hardware Service Technician.....	3
MCST	1010	Operating System Technology.....	3
MCST	1018	Supporting MS Office in a Network Environment.....	3
MCST	1030	UNIX Operating System.....	3
MCST	2780	Internship.....	1
OFFT	1001	College Keyboarding.....	1
Electives		4

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

Diploma

Microcomputer Support Technician

Total Number of Credits: 48

Program Description: The Microcomputer Support Technician program prepares the student to be able to analyze organizational information needs, to recommend appropriate hardware and software systems, and to implement or to train others to implement such systems. Specific job titles that the graduate would be qualified for include network support specialist, network analyst, network engineer, PC support specialist, and PC help desk. The coursework will help prepare the student for Microsoft Windows 2000 certification exams.

Application Requirements: Assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of "C" or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Career/Occupational Requirements: 42 credits

CAPL	1010	Introduction to Software Applications.....	3
ITT	1031	Networking Systems I.....	3
ITT	1032	Networking Systems II.....	3
MCST	1000	PC Hardware Service Technician.....	3
MCST	1010	Operating Systems Technology.....	3
MCST	1018	Supporting MS Office in a Network Environment.....	3
MCST	1030	UNIX Operating System.....	3
MCST	2011	Supporting Microsoft Windows XP.....	3
MCST	2013	Supporting Microsoft Windows 2000 Server.....	3
MCST	2015	Administrating Active Directory.....	3
MCST	2017	TCP/IP.....	3
MCST	2020	Systems Analysis/End User Network Computing.....	3
MCST	2780	Internship.....	2
OFFT	1001	College Keyboarding.....	1
Electives (career related)		3

General Education/MnTC Requirements: 6 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

General Education/MnTC electives.....2-3

**Associate in Applied Science Degree
Microcomputer Support Technology
Total Number of Credits: 64**

Program Description: The Microcomputer Support Technology program prepares the student to be able to analyze organizational information needs, to recommend appropriate hardware and software systems, and to implement or to train others to implement such systems. Specific job titles that the graduate would be qualified for include network support specialist, network analyst, network engineer, PC support specialist, and PC help desk. The coursework will help prepare the student for Microsoft Windows 2000 Certification. General education courses required will help ensure individuals have the necessary oral, written and critical thinking skills to help them with their professional responsibilities.

Application Requirements: Assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of "C" or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Career/Occupational Requirements: 41 credits

CAPL	1010	Introduction to Software Applications.....	3
ITT	1020	Introduction to Information and Communications Technology	2
ITT	1031	Networking Systems I.....	3
ITT	1032	Networking Systems II	3
MCST	1000	PC Hardware Service Technician	3
MCST	1010	Operating Systems Technology	3
MCST	1018	Supporting MS Office in a Network Environment.....	3
MCST	1030	UNIX Operating System.....	3
MCST	2011	Supporting Microsoft Windows XP.....	3
MCST	2013	Supporting Microsoft Windows 2000 Server.....	3
MCST	2015	Adminstrating the Active Directory	3
MCST	2017	TCP/IP	3
MCST	2020	System Analysis/End User Network Computing	3
MCST	2780	Internship	2
OFFT	1001	College Keyboarding	1

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I	4
SPCH	1021	Individual Public Speaking.....	3

Goal 2- Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/ Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Additional Requirements: 3 credits

3 credits from the following electives and/or other courses with instructor consent:

ACCT	2020	Financial Accounting.....	3
CAPL	1050	Web Design, Creation and Management.....	3
CSCI	2011	C++ Programming I.....	3
ITT	2031	Networking Systems III.....	3
SPCH	1051	Intercultural Communication.....	3
VCT	1011	Computer Concepts for VCT.....	3

Nursing-Registered Nurse

**Associate in Science Degree
Registered Nurse - Basic Track
Total Number of Credits: 64**

Program Description: The Century College Associate Degree Nursing Program is designed to educate students who are prepared to begin professional nursing careers and administer safe, culturally competent patient-centered nursing care in a variety of healthcare settings in our increasingly diverse communities. The Nursing program is jointly sponsored and managed through a unique, cooperative arrangement between Inver Hills Community College and Century College. Coursework includes nursing theory focusing on holistic assessment, therapeutic nursing interventions including complementary/alternative modalities, communication, levels of prevention, critical thinking, collaboration and leadership/management concepts. Clinical application occurs in acute, sub-acute and long-term care facilities, community clinics, schools and home health settings. Safe, caring, competent nursing care across the lifespan is fostered. Graduates are awarded an associate in science degree in nursing and are eligible to apply to take the NCLEX-RN and meet the Minnesota State Board of Nursing requirements for licensure. The Accelerated Nursing Program is a two and one-half semester separate nursing mobility track offered to qualified licensed practical nurses (LPN). Both Basic and Accelerated nursing graduates have many lower division, liberal arts requirements needed to earn a baccalaureate degree in nursing. A Minnesota statewide nursing articulation agreement provides "seamless transfer" to students who pursue their bachelor's degree from any baccalaureate nursing program offered through the Minnesota State Colleges and Universities System.

Application Requirements: Refer to program brochure available in Admissions, the Century College website or Counseling Center

Career/Occupational Requirements: 34 credits

NURS	1020	The Registered Nurse Role in Health and Wellness	4
NURS	1025	Clinical Applications for NURS 1020	4

NURS	1030	Nursing Intervention I: Health, Healing and Holism and the Role of the Registered Nurse.....	4
NURS	1035	Clinical Applications for NURS 1030	4
NURS	2220	Pathophysiology	2
NURS	2030	Nursing Intervention II: Health, Healing and Holism and the Role of the Registered Nurse.....	4
NURS	2035	Clinical Applications for NURS 2030	4
NURS	2050	Synthesis and Transition to the Registered Nurse Role	2
NURS	2055	Clinical Application for NURS 2050	4
NURS	1026	Applied Nutrition.....	2

Nursing Electives:

NURS	2025	Clinical Specialty Focus	1-6
NURS	2785	Clinical Internship	1

General Education/MnTC Requirements: 30 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I	4
Select one of the following SPCH courses:			3
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 11 credits

BIOL	1031	Basic Human Anatomy and Physiology I.....	4
BIOL	1032	Basic Human Anatomy and Physiology II	4
BIOL	1035	Basic Medical Microbiology	3

Goal 5 - History/Social and Behavioral Sciences: 6 credits

Two courses from two disciplines

PSYC	1040	Lifespan Psychology.....	3
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Goal 6 - Humanities and Fine Arts: 6 credits

Two courses from two disciplines

PHIL	1035	Moral Issues in Healthcare - recommended.....	3
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Additional Requirements:

MATH 1000 (1 credit) or equivalent

**Associate in Science Degree
Registered Nurse - Accelerated Track
Total Number of Credits: 64**

Program Description: See description above

Application Requirements:

Refer to program brochure available in Admissions, the Century College website or Counseling Center

Career/Occupational Requirements: 34 credits

NURS	1026	*Nutrition Applications for the Health Sciences	2
NURS	1110	*Assessment of LPN Nursing Knowledge and Skills	13
NURS	1140	Health, Healing and Holism in the Role Transition from LPN to RN	4
NURS	2130	Nursing Intervention: Health, Healing and Holism and the Role of the Registered Nurse	4
NURS	2135	Clinical Applications for NURS 2130	4
NURS	2220	Pathophysiology	2
NURS	2150	Synthesis and Transition to the Registered Nurse Role	2
NURS	2155	Accelerated Clinical Application for NURS 2150.....	3

*LPN graduates are awarded credit for NURS 1026 and NURS 1110 through transfer or assessment

Nursing Electives:

NURS	2025	Clinical Specialty Focus	1-6
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General Education/MnTC Requirements: 30 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I	4
Select one of the following SPCH courses:			3
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 11 credits

BIOL	1031	Basic Human Anatomy and Physiology I.....	4
BIOL	1032	Basic Human Anatomy and Physiology II	4
BIOL	1035	Basic Medical Microbiology	3

Goal 5 - History/Social and Behavioral Sciences: 6 credits

Two disciplines required

PSYC	1040	Lifespan Psychology.....	3
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Goal 6 - Humanities and Fine Arts: 6 credits

Two disciplines required

PHIL	1035	Moral Issues in Healthcare -recommended.....	3
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Goals 7-10: Three credits in each of two goals

Office Technology

Program Options:

- Office Assistant Certificate (30)
- Office Support Diploma (48)
- Administrative Assistant AAS Degree (64)
- Medical Office Support Certificate (18)
- Medical Administrative Support Diploma (47)
- Medical Office Assistant AAS Degree (64)

Other computer related courses are offered in the following disciplines: Computer Application Technology, Computer Science, Information and Telecommunications Technology, and Microcomputer Support Technology

Occupational Certificate

Office Assistant

Total Number of Credits: 30

Program Description: Designed for students interested in the office field. A graduate may become employed as a data entry clerk, receptionist, secretary, or other administrative support positions.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 27 credits

ACCT	1010	Introduction to Accounting.....	3
BMGT	2035	Human Relations in Business.....	3
CAPL	1010	Introduction to Software Applications.....	3
CAPL	1023	Microsoft Word.....	3
OFFT	1001	College Keyboarding.....	1
OFFT	1035	Advanced Word Processing.....	3
OFFT	2000	Records Management.....	3
OFFT	2055	Office Procedures.....	3
		Electives (career related).....	5

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

Diploma

Office Support

Total Number of Credits: 48

Program Description: Designed for students interested in a comprehensive program in the office field. A graduate may become employed as a data entry clerk, receptionist, secretary, software application specialist, or other administrative related positions.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 41 credits

ACCT	1010	Introduction to Accounting.....	3
BMGT	1020	Introduction to Business.....	3
BMGT	2035	Human Relations in Business.....	3
BMGT	2060	Business Communications	OR
ENGL	1025	Technical Writing.....	3
CAPL	1010	Introduction to Software Applications.....	3
CAPL	1021	Microsoft PowerPoint.....	1
CAPL	1023	Microsoft Word.....	3
CAPL	1025	Microsoft Excel.....	3
CAPL	1027	Microsoft Access.....	3
CAPL	1050	Web Design, Creation and Maintenance.....	3
CAPL	2020	Desktop Publishing.....	3
OFFT	1001	College Keyboarding.....	1
OFFT	1035	Advanced Word Processing.....	3
OFFT	2000	Records Management.....	3
OFFT	2055	Office Procedures.....	3

General Education/MnTC Requirements: 7 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I.....	4
		Select one of the following SPCH courses:.....	3
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Administrative Assistant

Associate in Applied Science Degree

Total Number of Credits: 64

Program Description: Designed to prepare students with broad-based skills--general business knowledge and software/hardware technology. Students may be employed in various administrative support positions in business, government, and organizational operations.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 44 credits

ACCT	1010	Introduction to Accounting.....	3
BMGT	1020	Introduction to Business.....	3
BMGT	2035	Human Relations in Business.....	3
BMGT	2060	Business Communications	OR
ENGL	1025	Technical Writing.....	3
CAPL	1010	Introduction to Software Applications.....	3
CAPL	1021	Microsoft PowerPoint.....	1
CAPL	1023	Microsoft Word.....	3
CAPL	1025	Microsoft Excel.....	3
CAPL	1027	Microsoft Access.....	3
CAPL	1050	Web Design, Creation and Management.....	3
CAPL	2020	Desktop Publishing.....	3

OFFT	1001	College Keyboarding.....	1
OFFT	1035	Advanced Word Processing.....	3
OFFT	2000	Records Management	3
OFFT	2055	Office Procedures	3
Electives (career related)			3

General Education/MnTC Requirements: 20 credits*Goal 1 - Communication: 7 credits*

ENGL	1021	Composition I.....	4
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Select one of the following SPCH courses:

SPCH	1021	Fundamentals of Public Speaking	3
SPCH	1031	Interpersonal Communications	
SPCH	1041	Small Group Communications	
SPCH	1051	Intercultural Communications	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Office Technology: Medical**Occupational Certificate****Medical Office Support****Total Number of Credits: 18**

Program Description: Prepares student for work in medical office support including many health area settings: hospital departmental offices, clinics, physician offices, chiropractic and health information settings. Student will be trained in patient registration, correspondence, communication skills, document preparation, as well as terminology and organization of health care settings.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 18 credits

CAPL	1023	Microsoft Word	3
OFFT	2005	Introduction to the Medical Office	3
OFFT	2010	Office Application of Medical Terminology	3
OFFT	2020	Medical Office Procedures	3
Select two courses from the following:			
CAPL	1010	Introduction to Software Applications.....	3
OFFT	2030	Insurance and Coding for the Medical Office.....	3
OFFT	2041	Medical Machine Transcription I.....	3
OFFT	2042	Medical Machine Transcription II.....	3

Diploma**Medical Administrative Support****Total Number of Credits: 47**

Program Description: Medical support personnel are critical to the growing health care industry, and this program prepares the student for work in physician offices, clinics, hospitals, and allied offices (chiropractic, insurance, industrial and research medical facilities, foundations, and nursing homes). The Medical Administrative Support

program will prepare the student in competencies using the latest office technologies, for work in a fast-paced, challenging environment.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 43 credits

ACCT	1010	Introduction to Accounting.....	3
BMGT	2035	Human Relations in Business	3
CAPL	1010	Introduction to Software Applications.....	3
CAPL	1023	Microsoft Word	3
OFFT	1001	College Keyboarding	1
OFFT	1035	Advanced Word Processing.....	3
OFFT	2000	Records Management	3
OFFT	2005	Introduction to the Medical Office	3
OFFT	2010	Office Application of Medical Terminology	3
OFFT	2020	Medical Office Procedures	3
OFFT	2030	Insurance and Coding for the Medical Office	3
OFFT	2041	Medical Machine Transcription I	3
OFFT	2042	Medical Machine Transcription II.....	3
OFFT	2055	Office Procedures	3
Electives			3

General Education/MnTC Requirements: 4 credits*Goal 1 - Communication: 4 credits*

ENGL	1021	Composition I.....	4
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Medical Office Assistant**Associate in Applied Science Degree****Number of Credits: 64**

Program Description: Designed to prepare students with broad-based skills and opportunities for advancement using terminology and medical office procedures. Graduates may be employed in hospital offices, clinics, medical school facilities, the insurance industry, or medical device industry offices.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 44 credits

ACCT	1010	Introduction to Accounting.....	3
BMGT	2035	Human Relations in Business	3
CAPL	1010	Introduction to Software Applications.....	3
CAPL	1023	Microsoft Word	3
OFFT	1001	College Keyboarding	1
OFFT	1035	Advanced Word Processing.....	3
OFFT	2000	Records Management	3
OFFT	2005	Introduction to the Medical Office	3
OFFT	2010	Office Application of Medical Terminology	3
OFFT	2020	Medical Office Procedures	3
OFFT	2030	Insurance and Coding for the Medical Office.....	3
OFFT	2041	Medical Machine Transcription I	3
OFFT	2042	Medical Machine Transcription II.....	3
OFFT	2055	Office Procedures	3
Electives (Career Related)			4

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL 1021 Composition I4

Select one of the following SPCH courses:3

SPCH 1021 Fundamentals of Public Speaking

SPCH 1031 Interpersonal Communications

SPCH 1041 Small Group Communications

SPCH 1051 Intercultural Communications

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals.

Orthotic Practitioner

Program Options:

Orthotic Practitioner Advanced Specialty Diploma (40)

Advanced Specialty Diploma

Orthotic Practitioner

Total Number of Credits: 40

Program Description: The Orthotic Practitioner program prepares the student for a career as an orthotist. An orthotist cares for patients with disabling conditions of the limbs and spine by providing devices known as orthoses. The orthotist's duties include assisting the physician in formulating prescriptions for orthoses, taking measurements and casts, model rectification, selection of materials and components, patient fittings, adjustments and repairs of the orthosis and maintaining patient records. After a mandatory one-year National Commission of Orthotic and Prosthetic Education approved residency, the orthotist may take the National Certification Exam.

Application Requirements:

1. A Bachelor's Degree in any major
2. Three (3) semester or 4 quarter credits with a grade " C" or higher is recommended in each of the following courses:
 - Biology
 - Chemistry
 - Computer Science
 - College Algebra or Higher Math
 - Physics
 - Psychology
3. Minimum of 4 semester or 5 quarter credits is recommended in:
 - Human Anatomy, including a Lab
 - Human Physiology, including a Lab
4. Prior technical experience in orthotics. Acceptable technical experience shall include:
 - Graduate of an NCOPE accredited Orthotic Technician program,

OR

- 2080 hours of work experience as an Orthotic Technician, plus minimum fabrication requirements under an ABC Certified Orthotic Practitioner

5. Criminal background study

Career/Occupational Requirements: 40 credits

ORPR	2900	Applied Orthotic Biomechanical Physics and Patient Analysis	4
ORPR	2910	Functional Orthotic Anatomy and Pathology	4
ORPR	2920	Foot Orthoses and Ankle Foot Orthoses/Metal	3
ORPR	2925	Ankle Foot Orthoses/Plastic	2
ORPR	2930	Knee Ankle Foot Orthoses, Metal/Related Anatomy/Pathology	3
ORPR	2935	Knee Ankle Foot Orthoses/Plastic and Fracture Orthoses	3
ORPR	2950	Orthotic Upper Limb Anatomy, Path, Patient Evaluation	2
ORPR	2955	Upper Limb Orthoses	3
ORPR	2970	Orthotic Spinal Anatomy, Pathology, Patient Evaluation	3
ORPR	2975	Spinal Orthoses Fittings	3
ORPR	2980	Scoliosis Treatment and Cervical Traction, Mobility and Adaptive Equipment	3
ORPR	2990	Orthotic Practitioner Practicum	7

Orthotic Technology

Program Options:

Orthotic Technician Diploma (46)

Orthotic Technology AAS Degree (64)

Diploma

Orthotic Technician

Total Number of Credits: 46

Program Description: The Orthotic Technician program prepares students for entry into the field of Orthotics at the technician level. Didactic and laboratory coursework is combined with individualized instruction in the areas of lower limb, upper limb and spinal. Each of these areas contains instruction in anatomy, terminology, measurement forms, fabrication process, system alignment, and suspension techniques, components, materials, repair and maintenance procedures. The clinical section enables the student to practice fabrication skills in an orthotic facility for a minimum of 160 hours.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 40 credits

ORTE	1020	Introduction to the Orthotic Lab and Basic Hand Skills	5
ORTE	1030	Spinal Fabrication	5

ORTE	1040	Foot Orthosis Fabrication and Shoe Modification/Repair	3
ORTE	1050	Stirrup Layout and Fabrication	3
ORTE	1060	Ankle-Foot Orthosis Fabrication	3
ORTE	1070	Knee-Ankle-Foot Orthosis Fabrication	5
ORTE	2000	Leather Work for the A.F.O. and K.A.F.O. Orthosis	4
ORTE	2010	Thermo-Plastic Orthosis	4
ORTE	2020	Upper Limb Fabrication	4
ORTE	2780	Orthotic Technician Clinical	4

General Education/MnTC Requirements: *6 credits*Goal 1 - Communication: 3 credits*

Select one of the following communication courses:

ENGL	1021	Composition I
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

General Education/MnTC electives

*Completion of all general education credits is recommended before enrolling in ORTE 2780.

Associate in Applied Science Degree**Orthotic Technology****Total Number of Credits: 64**

Program Description: The Orthotic Technician program prepares individuals for entry into the field of Orthotics at the technician level. Didactic and laboratory coursework is combined with individualized instruction in the areas of lower limb, upper limb and spinal. Each of these areas contains instruction in anatomy, terminology, measurements forms, fabrication process, system alignment, and suspension techniques, components, materials, repair and maintenance procedures. The clinical section enables the student to practice fabrication skills in an orthotic facility for a minimum of 160 hours.

Application Requirements:

High School graduate or GED

Career/Occupational Requirements: 40 credits

ORTE	1020	Introduction to the Orthotic Lab and Basic Hand Skills	5
ORTE	1030	Spinal Fabrication	5
ORTE	1040	Foot Orthosis Fabrication and Shoe Modification/Repair	3
ORTE	1050	Stirrup Layout and Fabrication	3
ORTE	1060	Ankle-Foot Orthosis Fabrication	3
ORTE	1070	Knee-Ankle-Foot Orthosis Fabrication	5
ORTE	2000	Leather Work for the A.F.O. and K.A.F.O. Orthosis	4
ORTE	2010	Thermo-Plastic Orthosis	4
ORTE	2020	Upper Limb Fabrication	4
ORTE	2780	Orthotic Technician Clinical	4

General Education/MnTC Requirements: 20 credits*Goal 1 - Communication: 7 credits*

ENGL 1021 Composition I

SPCH 1031 Interpersonal Communication

*Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete**Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits*

PHYS 1021 Physics Concepts I-recommended

Goal 5 - History/Social and Behavioral Sciences: 3 credits

PSYC 1040 Lifespan Psychology-recommended

Goal 6 - Humanities and Fine Arts: 3 credits

PHIL 1035 Moral Issues in Healthcare-recommended

*Goals 7-10: Three credits in one of the four goals***Additional Requirements:**

Sufficient credits to total 64

Paramedic Technology*See Emergency Medical Services***Pharmacy Technician****Program Options:**

Pharmacy Technician Certificate (16)

Pharmacy Technician Diploma (36)

Pharmacy Technician AAS (64)

Occupational Certificate**Pharmacy Technician****Total number of credits: 16**

Program Description: This certificate is designed for students interested in the pharmacy field. The courses expose students to generic brand names, pharmaceutical terminology, medication orders, routes of drug administration, preparation of intravenous drug admixtures, inventory and billing software and use of a computer. Completion of the occupational certificate prepares students for the Pharmacy Technician Certificate Exam (PTCB) and the licensing process for the state of Minnesota.

Application Requirements:

High school diploma or GED, assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher, assessment score placement in MATH 1000 or above, or completion of MATH 0010 with a grade of "B" or higher, and assessment score placement in ENGL 0090 or above, or completion of ENGL 0080 with a grade of "C" or higher. **Note:** Criminal background checks are required prior to experiential training according to the Minnesota Department of Health.

Career/Occupational Requirements: 15 credits

PHAR	1020	Pharmacy Introduction.....	3
PHAR	1030	Pharmacodynamics	3
PHAR	1040	Pharmacy Techniques.....	3
PHAR	1781	Pharmacy Laboratory.....	3
PHAR	1784	Pharmacy Sterile Products Lab.....	3

Additional Requirements:
Sufficient credits to total 16 with instructor approval

Diploma
Pharmacy Technician
Total Number of Credits: 36

Program Description: The diploma is designed to prepare graduates for entry-level positions in clinics, hospitals, retail outlets, and industry-related areas. Students study current practices linked to patient drug profiles, management of billing information, potential drug interactions, and other pharmaceutical issues using computers and software programs used by the industry. The Pharmacy Technician program is also designed to prepare the employed student for the PTCB (Pharmacy Technician Certification Board) exam.

Application Requirements: High school diploma or GED, assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher, assessment score placement in MATH 1000 or completion of MATH 0010 with a grade of "B" or higher, assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of "C" or higher. **Note:** Criminal background checks are required prior to experiential training according to the Minnesota Department of Health.

Career/Occupational Requirements: 28 credits

PHAR	1020	Pharmacy Introduction.....	3
PHAR	1030	Pharmacodynamics	3
PHAR	1040	Pharmacy Techniques.....	3
PHAR	1050	Pharmacy Immunology, Toxicology and Herbatology	3
PHAR	1060	Pharmacy Medication Technology	3
PHAR	1781	Pharmacy Laboratory.....	3
PHAR	1782	Pharmacy Experimentals UD.....	2
PHAR	1783	Pharmacy Experimentals OP	2
PHAR	1784	Pharmacy Sterile Products Lab.....	3
PHAR	1785	Pharmacy Experimentals IV	3

Related Career/Occupational Requirements: 3 credits

CAPL	1000	Computer Literacy	1
MATH	1000	Medical Dosages.....	1
OFFT	1001	College Keyboarding	1

General Education/MnTC Requirements: 3 credits
Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking

SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

Additional Requirements:
Sufficient credits to total 36

Associate in Applied Science Degree
Pharmacy Technician
Total Number of Credits: 64

Program Description: The AAS program prepares graduates for technician positions in hospitals, clinics, retail pharmacies, and may also lead to careers in pharmaceutical sales, formulary, and billing. A full-charge technician may take on additional responsibilities in the supervisory area.

Application Requirements: High school diploma or GED, assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher, assessment score placement in MATH 1000 or completion of MATH 0010 with a grade of "B" or higher, assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of "C" or higher. **Note:** Criminal background checks are required prior to experiential training according to the Minnesota Department of Health.

Core Career/Occupational Requirements: 28 credits

PHAR	1020	Pharmacy Introduction.....	3
PHAR	1030	Pharmacodynamics	3
PHAR	1040	Pharmacy Techniques.....	3
PHAR	1050	Pharmacy Immunology, Toxicology and Herbatology	3
PHAR	1060	Pharmacy Medication Technology	3
PHAR	1781	Pharmacy Laboratory.....	3
PHAR	1782	Pharmacy Experimentals UD.....	2
PHAR	1783	Pharmacy Experimentals OP	2
PHAR	1784	Pharmacy Sterile Products Lab.....	3
PHAR	1785	Pharmacy Experimentals IV	3

Related Career/Occupational Requirements: 12 credits

HLTH	1001	Medical Terminology	2
MATH	1000	Medical Dosages.....	1

CAPL	1010	Introduction to Software Applications	OR
CSCI	1020	Introduction to Microcomputers	3

Select two courses from the following: 6 credits
BMGT 1020 Introduction to Business
BMGT 2030 Management Fundamentals
ENGL 1025 Technical Writing
or one of the following Speech courses (not already taken for MnTC/General Education)

SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1051	Intercultural Communication

General Education/MnTC Requirements: 20 credits

- Goal 1 - Communication: 7 credits*
 ENGL 1021 Composition I.....4
 Select one of the following Speech courses:.....3
 SPCH 1021 Fundamentals of Public Speaking
 SPCH 1031 Interpersonal Communication
 SPCH 1041 Small Group Communication
 SPCH 1051 Intercultural Communication
Goal 2 is fulfilled when all MnTC goals are complete
Goal 3 and Goal 4 - Science and Math/Logical Reasoning: 7 credits
 BIOL 1024 Human Biology.....3
 CHEM 1020 Chemistry Concepts.....4
Goal 5 - History, and the Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals

Additional Requirements:
 Sufficient credits to total 64

Prosthetic Practitioner

Program Options:
Prosthetic Practitioner Advanced Specialty Diploma (40)

Advanced Specialty Diploma Prosthetic Practitioner
Total Number of Credits: 40

Program Description: The Prosthetic Practitioner program prepares students for a career as a prosthetist. A prosthetist cares for patients with partial or total absence of limb by designing, fabricating and fitting devices known as prostheses. The prosthetist's duties include assisting with formulating prescriptions for prostheses, taking measurements, cast taking, model modifications, selection of materials and components, patient fittings, alignment of the prosthesis on the patient, and maintaining patient records. After a mandatory one year National Commission of Orthotic and Prosthetic Education approved residency, the prosthetist may take the National Certification Exam.

- Application Requirements:**
1. A Bachelor's Degree in any major.
 2. Three semester or four quarter credits with a grade of "C" or higher is recommended in each of the following courses:
 - Biology
 - Physics
 - Chemistry
 - Psychology
 - Computer science
 - College Algebra or Higher Math
 3. Minimum of 4 semester or 5 quarter credits is recommended in:

- Human Anatomy, including a Lab
 - Human Physiology, including a Lab
4. Prior technical experience in prosthetics is recommended.
 5. Acceptable technical experience shall include:
 - Graduate of an NCOPE accredited Prosthetic Technician program,
 - OR**
 - 2080 hours of work experience as a prosthetic technician, plus minimum fabrication requirements under an ABC Certified Prosthetic Practitioner
 6. Background Study

Career/Occupational Requirements: 40 credits

PRPR	2900	Introduction to Prosthetic Practitioner Program.....	3
PRPR	2905	Standard (Patella Tendon Bearing) (PTB) Prosthesis.....	3
PRPR	2910	Trans-Tibial (PTB) Prosthesis	3
PRPR	2915	Variations in Trans-Tibial (PTB) Prosthesis	4
PRPR	2930	Trans-Femoral Prosthesis	2
PRPR	2935	Trans-Femoral Suction Prosthesis	3
PRPR	2940	Knee and Hip Disarticulation Prosthesis.....	1
PRPR	2945	Trans-Femoral Hydraulic Knee Prosthesis	3
PRPR	2960	Long Trans-Radial Prosthesis.....	3
PRPR	2965	Short Trans-Radial Prosthesis.....	3
PRPR	2970	Externally Powered Prosthesis.....	2
PRPR	2975	Trans-Humeral Prosthesis.....	3
PRPR	2990	Prosthetic Practitioner Practicum.....	7

Prosthetic Technology

Program Options:
Prosthetic Technician Diploma (46)
Prosthetic Technology AAS Degree (64)

Diploma Prosthetic Technician
Total Number of Credits: 46

Program Description: The Prosthetic Technician program prepares individuals for entry into the field of prosthetics at the technician level. Didactic and laboratory coursework is combined with individualized instruction in the areas of lower limb and upper limb. Each of these areas contains instruction in anatomy, terminology, measurement forms, fabrication process, system alignment, suspension techniques, components, materials, repair and maintenance procedures. The clinical section enables the student to practice fabrication skills in a prosthetic facility for a minimum of 160 hours.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 40 credits

PRTE	1020	Introduction to Prosthetics.....	3
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PRTE	1030	Anatomy of the Trans-Tibial Amputations.....	4
PRTE	1040	Trans-Tibial Socket Inserts, Alignment and Duplication.....	3
PRTE	1050	Finishing Procedures for Trans-Tibial Prosthesis	3
PRTE	1060	Fabrication of Trans-Tibial Joint and Lacer.....	3
PRTE	1070	Anatomy of Trans-Femoral Amputations.....	3
PRTE	1080	Trans-Femoral Socket Fabrication.....	4
PRTE	2000	Finishing Procedures for Trans-Femoral Prosthesis	3
PRTE	2010	Thermo-Plastic Check Socket Fabrication	3
PRTE	2020	Anatomy of Upper Limb Amputations Long Trans-Radial Fabrication	3
PRTE	2030	Fabrication of Short Trans-Radial and Trans-Humeral Prosthesis	4
PRTE	2780	Clinical Internship Practicum	4

PRTE	1080	Amputations	3
PRTE	2000	Trans-Femoral Socket Fabrication.....	4
PRTE	2010	Finishing Procedures for Trans-Femoral Prosthesis	3
PRTE	2020	Thermo-Plastic Check Socket Fabrication	3
PRTE	2030	Anatomy of Upper Limb Amputations Long Trans-Radial Fabrication.....	3
PRTE	2780	Fabrication of Short Trans-Radial and Trans-Humeral Prosthesis	4
		Clinical Internship Practicum	4

General Education/MnTC Requirements: *6 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I	
SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	
General Education/MnTC electives			2-3

*Completion of all general education credits is recommended before enrolling in PRTE 2780.

Associate in Applied Science Degree

Prosthetic Technology

Total Number of Credits: 64

Program Description: The Prosthetic Technician program prepares individuals for entry into the field of prosthetics at the technician level. Didactic and laboratory coursework is combined with individualized instruction in the areas of lower limb and upper limb. Each of these areas contains instruction in anatomy, terminology, measurement forms, fabrication process, system alignment, suspension techniques, components, materials, repair and maintenance procedures. The clinical section enables the student to practice fabrication skills in a prosthetic facility for a minimum of 160 hours.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 40 credits

PRTE	1020	Introduction to Prosthetics	3
PRTE	1030	Anatomy of the Trans-Tibial Amputations.....	4
PRTE	1040	Trans-Tibial Socket Inserts, Alignment and Duplication.....	3
PRTE	1050	Finishing Procedures for Trans-Tibial Prosthesis	3
PRTE	1060	Fabrication of Trans-Tibial Joint and Lacer.....	3
PRTE	1070	Anatomy of Trans-Femoral	

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I.....	4
SPCH	1031	Interpersonal Communication.....	3

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

PHYS	1021	Physics Concepts I-recommended	
<i>Goal 5 - History/Social and Behavioral Sciences: 3 credits</i>			
PSYC	1040	Lifespan Psychology-recommended	

Goal 6 - Humanities and Fine Arts: 3 credits

PHIL	1035	Moral Issues in Healthcare-recommended	
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Goals 7-10: Three credits in one of the four goals

Additional Requirements:

Sufficient credits to total 64

Radiologic Technology

Associate in Applied Science Degree

Total Number of Credits: 78

Program Description: The Radiologic Technology program is designed to prepare entry-level radiologic technologists. The program is accredited by the Joint Review Committee on Education in Radiologic Technology and graduates are eligible to write the national registry examination of the American Registry of Radiologic Technologists.

Application Requirements: Refer to program brochure available in Admissions or the Counseling Center.

Career/Occupational Requirements: 58 credits

RADT	1020	Fundamentals of Radiography	3
RADT	1031	Anatomy and Positioning I.....	5
RADT	1032	Anatomy and Positioning II.....	3
RADT	1040	Radiography Exposure Factors	3
RADT	1781	Clinical Radiography I.....	6
RADT	1782	Clinical Radiography II	6
RADT	2000	Radiation Biology and Protection	1
RADT	2100	Introduction to Computed Tomography	1
RADT	2010	Imaging Pathology.....	1
RADT	2020	Introduction to Sectional Anatomy.....	2
RADT	2030	Radiation Physics and Quality	

		Control.....	2
RADT	2060	Radiography Seminar	2
RADT	2090	Topics in Radiology.....	1
RADT	2783	Clinical Radiography III.....	8
RADT	2784	Clinical Radiography IV.....	8
RADT	2785	Clinical Radiography V.....	6
Additional Optional Career/Occupational courses			
RADT	1051	Bone Densitometry I.....	1
RADT	1052	Bone Densitometry II.....	1
RADT	2095	Introduction to Mammography.....	1

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I.....	4
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Select one of the following SPCH courses:3

SPCH	1021	Fundamentals of Public Speaking	
SPCH	1031	Interpersonal Communication	
SPCH	1041	Small Group Communication	
SPCH	1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10 - Three credits in one of the four goals

Sports Facilities Management

Program Options:

- Ice Arena Management Certificate (30)**
- Golf Course Management/Maintenance Certificate (30)**
- Sports/Athletic Maintenance Certificate (30)**
- Sports Facilities Management AAS Degree (64)**

Program Description: The Sports Facility Management Program is designed to prepare individuals who seek to move into workplace positions and upgrade proficiency of individuals who are currently employed in sport facility management positions. This program develops the skills, knowledge and credentials to support advancement of individuals within an organization and the sports facility management occupational field. Coursework helps participants develop a strong blend of field experience and leadership skills.

Occupational Certificate

Ice Arena Management
Total Number of Credits: 30

Program Description:

The Ice Arena Management Certificate is designed to prepare individuals for employment as ice arena managers.

Career/Occupational requirements: 24 credits

BMGT	1020	Introduction to Business	3
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BMGT	2030	Management Fundamentals	3
BMGT	2051	Legal Environment of Business.....	3
HLTH	1010	Standard First Aid and Safety.....	2

MKTG	1065	Event/Festival Marketing	OR
MKTG	1067	Events Operation/Risk Management	3

PE	1780	Internship.....	3
PE	2080	Introduction to Sports Facilities Management.....	3

SPCH	1031	Interpersonal Communication.....	3
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PE course selected with program coordinator approval..... 1

Additional Requirements: 6 credits

Select a minimum of two courses from the following:

FST	1000	Construction Technology.....	4
FST	1030	Basic Electricity.....	3
HVAC	1041	Basic Refrigeration	3
POLS	1033	State and Local Government.....	3

Occupational Certificate

Golf Course Management/Maintenance

Total Number of Credits: 30

Program Description: The Golf Course Maintenance Certificate is designed to prepare individuals for employment at a golf course in the areas of turf maintenance, pro shop manager or greens keeper.

Career/Occupational Requirements: 30 credits

BMGT	1020	Introduction to Business	3
BMGT	2030	Management Fundamentals.....	3
BMGT	2051	Legal Environment of Business.....	3
HLTH	1010	Standard First Aid and Safety.....	2

HORT	2045	Residential and Commercial Turf Management	OR
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HORT	2055	Sports and Golf Turf Grass Management	3
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MKTG	1065	Event/Festival Marketing	OR
MKTG	1067	Events Operation/Risk Management	3

PE	1015	Golf.....	1
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PE	1780	Internship	OR
PE	2780	Internship.....	3

PE	2080	Introduction to Sports Facilities Management	3
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SPCH	1031	Interpersonal Communication.....	3
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Maximum of 3 credits of Internship applies to this certificate

Select one course from the following:

HORT	1023	Soil Science	OR
HORT	2044	Professional Landscape Management..	3

**Occupational Certificate
Sports/Athletic Maintenance
Total Number of Credits: 30**

Program Description: The Sport/Athletic Management Certificate is designed to prepare individuals for employment as sport/athletic field managers.

Career/Occupational Requirements: 30 credits

BMGT	1020	Introduction to Business	OR	
POLS	1033	State and Local Government.....		3
HLTH	1010	Standard First Aid and Safety		2
PE	1780	Internship		3
PE	2080	Introduction to Sports Facility Management		3
PE course selected with program coordinator approval.....1				
SPCH	1031	Interpersonal Communication.....		3
Select two of the following courses:				
BMGT	2030	Management Fundamentals		3
BMGT	2035	Human Relations in Business		3
BMGT	2051	Legal Environment of Business		3
MKTG	1065	Festival/Event Management.....		3
MKTG	1067	Event Operation/Risk Management.....		3
POLS	1033	State and Local Government.....		3
Select three of the following horticulture courses:				
HORT	1023	Soil Science		3
HORT	2042	Grounds Maintenance		3
HORT	2044	Professional Landscape Management...3		
HORT	2045	Residential and Commercial Turf Management		3
HORT	2055	Sports and Golf Turf Grass Management		3

**Associate In Applied Science
Sports Facilities Management
Total Number of Credits: 64**

Program Description: This Degree meets the special needs of students in that skills and knowledge taught in classes can be applied directly to the sports facility manager's job. Course and field study or internships may be offered in the workplace or structured learning environments at the College. The AAS Degree may be transferable to a four-year program in a related field.

Core Requirements: 26 Credits

ACCT	1010	Introduction to Accounting.....		3
BMGT	1020	Introduction to Business		3
BMGT	2030	Management Fundamentals		3
BMGT	2051	Legal Environment of Business		3
HLTH	1010	Standard First Aid and Safety		2
MKTG	1065	Event/Festival Marketing	OR	
MKTG	1067	Events Operation/Risk Management		3
MKTG	2050	Principles of Marketing	OR	
POLS	1033	State and Local Government.....		3

PE	1080	Foundations and Principles of Physical Education.....		3
PE	2080	Introduction to Sports Facilities Management		3

Career/Occupational Requirements: 12 credits

Students must have approval from the program coordinator in order to select more than 9 credits within any one of the following disciplines: **Note:** Credits used to meet core requirements cannot be used to meet the career/occupational requirements.

BMGT	2035	Human Relations in Business		3
BMGT	2090	Business Finance		3
FST	1000	Construction Technology.....		4
FST	1030	Basic Electricity.....		3
HORT	1000	Introduction to Horticulture		3
HORT	1023	Soil Science		3
HORT	2043	Grounds Maintenance.....		3
HORT	2044	Professional Landscape Management..3		
HORT	2045	Residential and Commercial Turf Management		3
HORT	2047	Landscape Design.....		3
HORT	2055	Sports and Golf Turfgrass Management		3
HVAC	1041	Basic Refrigeration		3
MKTG	1065	Event/Festival Management		3
MKTG	1067	Event/Operation Risk Management.....		3
MKTG	2000	Customer Service Strategies		3
POLS	1033	State and Local Government.....		3
HLTH or PE course selected with program coordinator approval.....2				

Additional Requirements: 6 credits

Select from the following internship courses:

PE	1780	Internship.....		1-6
PE	2780	Internship.....		3-6

Maximum of 6 credits of Internship applies to the degree

General Education/MnTC Requirements: 20 Credits

Goal 1 - Communication: 7 credits

ENGL	1021	Composition I		4
Select one of the following SPCH courses				
SPCH	1021	Fundamentals of Public Speaking		3

SPCH	1031	Interpersonal Communication		
SPCH	1041	Small Group Communication		
SPCH	1051	Intercultural Communication		

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Visual Communications Technologies

Program Options:

Visual Communications Technician Diploma (48)
 Visual Communications Technologies AAS
 Degree (64)

Diploma

Visual Communications Technician
 Total Number of Credits: 48

Program Description: The Visual Communications Technologies program prepares students for a career involving the exchange of messages in a visual form. Employment opportunities may be found in business and industry or educational settings that have a need for professional quality presentations enhanced through multimedia, digital video, photography or graphic design.

Core Requirements: 16 credits

VCT	1010	Introduction to Visual Communications	3
VCT	1012	Principles of Digital Communications.....	3
VCT	1013	Design Basics	4
VCT	1015	Project Planning.....	3
VCT	1018	Digital Imaging.....	3

Career/Occupational Requirements: Choose 1 of 4 Specialty Track Options

Multimedia: 29 credits

VCT	1021	Multimedia Authoring I.....	3
VCT	1023	Web Page Design with HTML	3
VCT	1027	Web Page Design with DHTML.....	3
VCT	1031	Digital Audio.....	3
VCT	1035	Digital Editing I.....	3
VCT	2021	Multimedia Authoring II.....	3
VCT	2025	3D Design and Animation I.....	3
VCT	2026	3D Design and Animation II.....	3
VCT	2029	Portfolio Development- Multimedia	1
Electives selected with instructor consent			4

Digital Video: 39 credits

VCT	1030	Video I.....	3
VCT	1031	Digital Audio.....	3
VCT	1035	Digital Editing I.....	3
VCT	2025	3D Design and Animation I.....	3
VCT	2030	Video II.....	3
VCT	2031	Video Production I.....	3
VCT	2032	Video Production II.....	3
VCT	2035	Digital Editing II.....	3
VCT	2037	Portfolio Development-Video.....	1
Electives selected with instructor consent			4

Photography: 29 credits

VCT	1040	History of Photography	2
VCT	1041	Photography I.....	3
VCT	1042	Photography II.....	3
VCT	1044	Advanced Black and White Printing....	3
VCT	1045	Color Photography.....	3
VCT	2040	Studio Photography	3
VCT	2042	View Camera.....	3
VCT	2044	Digital Photography.....	3
VCT	2046	Portfolio Development-Photo.....	1
Electives selected with instructor's consent			5

Graphic Design: 29 credits

VCT	1051	Electronic Publishing I.....	3
VCT	1052	Electronic Publishing II.....	3
VCT	1055	Imaging/Printing Methods.....	3
VCT	1057	Scanning for Electronic Publishing	3
VCT	1059	Color for Pre-Press	3
VCT	2052	Electronic Publishing III.....	3
VCT	2053	Electronic Image Imposition.....	3
VCT	2054	Pre-Press Electronic File Analysis/Pre-Flight.....	3
VCT	2056	Portfolio Development-Graphic	1
Electives selected with instructor's consent			4

General Education/MnTC Requirements: 3 credits

Suggestions for fulfilling this requirement are listed below:

ARTS	1041	Drawing
ENGL	1021	Composition I
HUM	1045	American Film
SPCH	1021	Fundamentals of Public Speaking
SPCH	1031	Interpersonal Communication
SPCH	1041	Small Group Communication
SPCH	1061	Mass Media and Communication

Associate in Applied Science Degree

Visual Communications Technologies

Total Number of Credits: 64

Program Description: The Visual Communications Technology program prepares students for a career field involving the delivery of messages in visual forms. Emphasis areas include multimedia, digital video, photography, and graphic design. In addition to these core areas, the general education courses required will help ensure individuals have the necessary oral, written and critical thinking skills to help them with their professional responsibilities.

Core Requirements: 16 credits

VCT	1010	Introduction to Visual Communications.....	3
VCT	1012	Principles of Digital Communications.....	3
VCT	1013	Design Basics	4
VCT	1015	Project Planning.....	3
VCT	1018	Digital Imaging.....	3

Career/Occupational Requirements: Choose 1 of 4 Specialty Track Options

Multimedia: 28 credits

VCT	1021	Multimedia Authoring I.....	3
VCT	1023	Web Page Design with HTML.....	3
VCT	1027	Web Page Design with DHTML.....	3
VCT	1031	Digital Audio.....	3
VCT	1035	Digital Editing I.....	3
VCT	2021	Multimedia Authoring II.....	3
VCT	2025	3D Design and Animation I.....	3
VCT	2026	3D Design and Animation II.....	3
VCT	2029	Portfolio Development-Multimedia.....	1
Electives selected with instructor's consent.....			3

Digital Video: 28 credits

VCT	1030	Video I.....	3
VCT	1031	Digital Audio.....	3
VCT	1035	Digital Editing I.....	3
VCT	2025	3D Design and Animation I.....	3
VCT	2030	Video II.....	3
VCT	2031	Video Production I.....	3
VCT	2032	Video Production II.....	3
VCT	2035	Digital Editing II.....	3
VCT	2037	Portfolio Development-Video.....	1
Elective selected with instructor consent.....			3

Photography: 28 credits

VCT	1040	History of Photography.....	2
VCT	1041	Photography I.....	3
VCT	1042	Photography II.....	3
VCT	1044	Advanced Black and White Printing.....	3
VCT	1045	Color Photography.....	3
VCT	2040	Studio Photography.....	3
VCT	2042	View Camera.....	3
VCT	2044	Digital Photography.....	3
VCT	2046	Portfolio Development-Photo.....	1
Electives selected with instructor consent.....			4

Graphic Design: 28 credits

VCT	1051	Electronic Publishing I.....	3
VCT	1052	Electronic Publishing II.....	3
VCT	1055	Imaging/Printing Methods.....	3
VCT	1057	Scanning for Electronic Publishing.....	3
VCT	1059	Color for Pre-Press.....	3
VCT	2052	Electronic Publishing III.....	3
VCT	2053	Electronic Image Imposition.....	3
VCT	2054	Pre-Press Electronic File Analysis/Pre-Flight.....	3
VCT	2056	Portfolio Development-Graphic.....	1
Electives selected with instructor consent.....			3

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

ENGL 1021	Composition I.....	4
Select one of the following SPCH courses:.....		3
SPCH 1021	Fundamentals of Public Speaking	
SPCH 1031	Interpersonal Communication	
SPCH 1041	Small Group Communication	
SPCH 1051	Intercultural Communication	

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Goal 5 - History/Social and Behavioral Sciences: 3 credits

Goal 6 - Humanities and Fine Arts: 3 credits

Women's Studies

Academic Certificate

Total Number of Credits: 15

Program Description: The Women's Studies Certificate program offers an interdisciplinary field of study focused on the rich diversity of women's experiences across time, cultures, and social/economic classes. In Women's Studies courses, students and faculty reexamine and reevaluate assumptions about women's role in society, uncovering the central role of women in the human experience. The program is a valuable addition to any academic field and provides a career advantage in many areas. In addition, the Women's Studies Certificate is an excellent preparation for transfer students wishing to major or minor in Women's Studies at other institutions. See page 44 for transfer agreements with this certificate.

Note: A maximum of two courses transferred from other institutions can be used to help fulfill the 15-credit Women's Studies Certificate.

Core Requirement: 3 credits

WST	1061	Foundations of Women's Studies.....	3
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Course Requirements: Select 12 credits from the following list of courses:

Core Courses:

WST	2061	Women in Global Perspective.....	3
WST	2770	Special Topics in Women's Studies....	1-3

Discipline Courses:

ANTH	2031	Sex and Gender.....	3
ENGL	2061	Women in Literature: British and Colonial Tradition	3
ENGL	2062	Women in Literature: American.....	3
ENGL	2063	Women in Literature: World Voices.....	3
HIST	2061	U.S. Women's History	3
HIST	2063	Women, Health and Medicine	3
HUM	1063	Gender Images: Critical Readings for Men and Women	3
HUM	2061	Women in the Arts.....	3
SOC	1061	The Sociology of Gender and Work.	3
SPCH	2071	Communication and Gender	3



7 Course Descriptions

COURSE IDENTIFICATION

Prefixes and Numbers

Courses at Century College are identified by discipline prefix (Art, Engl, etc.) and number. Courses numbered 1000 to 1999 are designed as foundations for future learning. Courses numbered 2000 to 2999 require higher level skills in thinking and are often based on foundation courses. Career course numbers do not necessarily follow the above system.

Courses numbered below 1000 do not meet the requirements of "college level" as specified for each of the several degrees offered by Century.

Prerequisite, Restriction, Recommendation

Course prerequisites, restrictions, recommendations, and requirements are listed immediately below the course descriptions.

A *prerequisite* is a body of knowledge or level of competence a student should have achieved to ensure readiness for a course. In special circumstances, a prerequisite may be waived by approval of the appropriate department. Students are not permitted to register for courses for which prerequisites have not been met. A prerequisite is met by earning credit in a course. Some courses may have specific grade requirements. See course description for grade requirements.

A *restriction* indicates a condition which may prevent a student from earning credit in a particular course. Exceptions to a restriction may be granted by the instructor.

A *recommendation* indicates a condition which is desirable but not necessary. They usually are used to indicate when prior learning or experience makes success in the course more attainable.

Schedule of Courses

The schedule of when some courses may be offered has been included with some course descriptions. Codes of "F", "S", and "SS" may be seen indicating fall, spring, and summer sessions. These courses may be scheduled day or evening. Courses without a code may be offered every semester or on a rotation basis of every other year or more. Century College will honor the schedule given to every extent possible but makes no guarantees that schedules will not be changed due to enrollment or budgetary limitations.

COURSE TRANSFERABILITY

Students are responsible for knowing whether courses for which they register will transfer to a specific school as a required course, as an elective, or not at all. To obtain this information, students should check with the college of their choice and with a Century counselor.

Accounting

Introduction to Accounting

ACCT 1010 **3 Credits**

An introduction to the practice of accounting. Topics include transaction analysis, double-entry accounting, cash, pettycash, purchases/payables, sales/receivables, specialized journals, year-end procedures and financial statement preparation for service and merchandise companies, payroll, inventory valuation, and corporate structure and equity accounting. Offered F, S.

Recommendation: Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of "C" or higher.

Payroll Procedures

ACCT 1020 **3 Credits**

This course covers the numerous laws pertaining to employment practice and compensation as well as computations and payment of salaries and wages and related taxes. Topics include employment record keeping requirements, preparation of payroll register, individual earnings records, tax reports, and other forms required by government agencies. Also covered is the accounting practice necessary to properly account for payroll. Offered F.

Prerequisite: ACCT 1010 or ACCT 2020, or concurrent enrollment.

Computerized Accounting Applications

ACCT 1030 **3 Credits**

An introduction to Accounting Applications using commercial software. Students will perform various accounting procedures using "Quickbooks" accounting software. Included are sales/receivables, purchases/payables, inventory, financial statement preparation, payroll, and fixed assets accounting. Offered S.

Prerequisite: ACCT 1010 or ACCT 2020 with a grade of "C" or better.

Federal Income Taxation

ACCT 1040 **3 Credits**

A study of taxation policy and the application of that policy to the preparation of federal income tax returns. Topics include taxable income, deductions, exemptions, and tax credits. This course includes the use of a computer software package.

Recommendation: ACCT 1010 or ACCT 2020.

Financial Accounting

ACCT 2020 **3 Credits**

This course incorporates the conceptual aspects of financial accounting with the technical aspects. The course includes the recording of transactions, the

preparation of financial statements, the analysis of the effects of transactions on financial statements, and the theoretical justification for the recording and reporting of financial information. Offered F, S.

Prerequisite: Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of "C" or higher. **Recommendation:** Knowledge of Excel.

Managerial Accounting

ACCT 2025 3 Credits

This course introduces the foundations in managerial accounting. The emphasis is on management's use of accounting information for planning, controlling, and decision making. Topics covered are cost behavior, an overview of job order costing and process costing, cost volume profit analysis, budgeting, cost analysis, and capital budget decisions.

Prerequisite: Assessment score placement in MATH 1040 or above, or completion of MATH 0070 with a grade of "C" or higher; ACCT 1010 or 2020.

Recommendation: Knowledge of Excel.

Intermediate Accounting

ACCT 2050 4 Credits

This course provides students with an in-depth presentation of accounting for balance sheet accounts, financial statement preparation, and analysis. This is an expanded course in Financial Accounting. Offered F.

Prerequisite: ACCT 1010 or ACCT 2020.

Professional Issues in Accounting

ACCT 2060 3 Credits

This course requires students to apply financial accounting concepts and examine current issues in the accounting profession. Topics covered include the development of work papers, writing of accounting reports, understanding accounting documents, and the accountant-client relationship.

Prerequisite: ACCT 1010 or ACCT 2020 and ENGL 1021. **Recommendation:** CAPL 1025 or CSCI 1021.

Accounting Cases and Applications

ACCT 2070 3 Credits

A course that examines the accounting profession through case studies and the application of accounting principles. This course includes group projects, an examination of professional ethics, and the writing aspects of the profession.

Prerequisite: ACCT 2060 and consent of instructor.

Special Topics

ACCT 2790 1 - 3 Credits

Topics of special interest which may vary.

Prerequisite: Consent of instructor and dean.

Anthropology

Introduction to Anthropology: Physical & Archeology

ANTH 1021 3 Credits

MnTC: Goals 05 & 10

An introduction to anthropology by studying the origin and development of humans. This includes an analysis of the anatomy and behavior of primates and the examination of human and non-human primate fossil evidence. Old, Middle and New Stone Age cultures are examined along with an introduction to the method and theory of anthropological archeology. Intended for new students in anthropology. Offered F, S, SS.

Introduction to Anthropology: Culture

ANTH 1023 3 Credits

MnTC: Goals 05 & 07

An introduction to anthropology by studying culture, the human life way. The development of culture from primitive to modern is reviewed and a few selected world cultures are used as examples. The history and development of theories of functionalism, structuralism, cultural ecology, cultural evolution, and psychological anthropology will be introduced. Intended for new students in anthropology. Offered F, S, SS.

Anthropology of Human Nature

ANTH 1061 3 Credits

MnTC: Goals 05 & 10

This course is an introduction to the broad anthropological study of human behavior from a Darwinian perspective. Topics include: evolution of sex and sex differences; evolutionary psychology; parenting; language; non-human primate comparisons; human universals; Darwinian medicine. Offered S.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Sex and Gender

ANTH 2031 3 Credits

MnTC: Goals 05 & 08

This course will examine sex and gender from an anthropological perspective. Anthropology's approach to studying humans is an interactionistic one—that is, it recognizes that human behavior and social systems arise as a result of the interaction of our biology and our environment. This class will begin by studying sex from an evolutionary, anthropological perspective. Later, the class will turn to the topic of gender, which is the behavior associated with each sex as defined varyingly by different cultures. Anthropology 2031 examines gender across many different cultures around the world, looking for patterns and seeking a better understanding of our species and ourselves.

Recommendation: Completion of ANTH 1021 or ANTH 1023 with a grade of "C" or higher. Assessment score placement in RDNG 1000 or above, or completion of RDNG 1000 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

Prehistory and Cultures of Native Americans
ANTH 2051 3 Credits

MnTC: Goals 05 & 10

This course will examine the archaeological record of human settlement of the New World, followed by an exploration of the varied cultures that arose both prior to and following contact with Europeans. An emphasis on cultural adaptations and ecology will be used to explore the patterns seen in Native American cultural systems. Intended for new students in anthropology.

Recommendation: Completion of ANTH 1021 or ANTH 1023 with a grade of "C" or higher. Assessment score placement in RDNG 1000 or above, or completion of RDNG 1000 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

Art

Art Appreciation

ART 1020 3 Credits

MnTC: Goal 06

A thematic introduction to the visual arts. Properties common to all styles and periods of art; technical aspects of various media, and major aesthetic theories will be emphasized. Offered F, S, SS.

Art History

History of Western World Art I

ARTH 1031 3 Credits

MnTC: Goals 06 & 08

This survey course examines the development of human thinking and activities using visual records from pre-history to Romanesque times. Offered F.

History of Western World Art II

ARTH 1032 3 Credits

MnTC: Goals 06 & 08

This survey course examines the continuation of human thinking and development using visual records from the Gothic era to modern time. Offered S.

American Art

ARTH 1041 3 Credits

MnTC: Goals 06 & 07

This survey course examines American art and architecture. Native and European influences from

Colonial times to the present will be covered. Offered F.

Art Studio

Note: All ARTS classes require two additional hours per week open lab.

Art Structure: Design Basics

ARTS 1020 3 Credits

MnTC: Goal 06

Introduction to a variety of media and art techniques based on the elements of design: line, shape, form, space, color, texture, value, time, and motion. A basic course designed to provide a design foundation for all art studio courses. Course includes an overview of principles of design and visual perception patterns. Design problems of two and three-dimensional forms are explored in a series of exercises to be completed by students. Recommended as an introduction to the art field. Success in this course is possible for students at all levels. Offered S.

Photography

ARTS 1031 3 Credits

MnTC: Goal 06

A basic "hands-on" experience in taking and printing black and white pictures. The course covers equipment selection, equipment handling, film processing, print processing, and darkroom techniques. The course interweaves technical facility as well as aesthetic consideration of photography. Student must supply 35mm camera and supplies. Offered F, S.

Drawing

ARTS 1041 3 Credits

MnTC: Goal 06

Introduction to a variety of drawing media and problems aimed at sharpening students' ability to draw from nature and the figure. Highly recommended for all art majors. Because there is no basic "skill" required at the beginning of this course, it is assumed that it would be interesting and valuable for a wide range of students. Offered F, S, SS.

Painting I

ARTS 1051 3 Credits

MnTC: Goal 06

The technical rudiments of painting in acrylic paints, with emphasis on color mixing and the techniques of mixing paint on the canvas surface, as preparation for meaningful visual statements. This course can be rewarding for all levels of students, and is recommended for anyone interested in the creative arts.

Painting II

ARTS 1052 **2 Credits**

This course is concerned with the application of the basic knowledge of painting techniques learned in ARTS 1051. Emphasis will be given to increase in size of the painting, development of style, the large canvas, and greater critical awareness.

Prerequisite: ARTS 1051.

Watercolor

ARTS 1055 **3 Credits**

MnTC: Goal 06

An introduction to watercolor painting for beginners. Students explore color and composition in a series of exercises to build basic skills and confidence. Demonstrations of watercolor techniques with critiques of students' work. Emphasis is on developing perceptual understanding of the organization of two-dimensional surfaces. Offered F, S, SS.

Sculpture

ARTS 1061 **2 Credits**

Introduction to the basic technical aspects of the sculptural media of modeling in clay. Emphasis on direct positive forms.

Pottery I: Handbuilding and Wheel Throwing Techniques

ARTS 1071 **3 Credits**

MnTC: Goal 06

Introduction to handbuilding techniques: pinch pots, slabbing, coiling and combinations. Also introduction to wheel throwing techniques: centering, opening up, bringing up, trimming. Work on the wheel to make simple forms, cylinders and bowls. Introduction to glaze formulas and use of glazes in the decorative processes.

Pottery II: Exploring Ceramic Forms

ARTS 1072 **3 Credits**

A continuation of ArtS 1071 with emphasis on individual experimentation. Individual projects as approved by the instructor will combine previously learned skills in handbuilt and wheel-thrown pottery to create combination forms. Allows students to work on major projects such as ceramic murals, ceramic sculpture, slip casting, and glaze formulating. Students will learn how to load, fire and down load the electric kiln.

Prerequisite: ARTS 1071 or consent of instructor.

Lettering: Freehand Pen and Brush Techniques

ARTS 1081 **3 Credits**

Introduction to freehand lettering. Designed to develop skills of speedball pen and brush lettering in several styles. Recommended for students interested in graphic arts, advertising, marketing, and commercial art areas, as well as art and theater students. Lettering on

the Gerber Signmaker IVB will be demonstrated and the role of the computer as a lettering tool will be discussed. Computerized pounce patterns will be demonstrated. Offered S.

Independent Study

ARTS 1790 **1 - 5 Credits**

An opportunity for an in-depth study of a specific area of studio arts, and to produce a final project. The project and approach will be determined by the student and instructor.

Prerequisite: Consent of instructor and dean.

Auto Body

Introduction to Auto Body and Trade

ABOD 1000 **4 Credits**

In this course, students will learn shop safety, tool maintenance, professionalism and the major work areas in a typical shop and show how a wrecked vehicle moves through these areas when being repaired.

Introduction to Welding for Auto Body

ABOD 1010 **4 Credits**

In this course, students will learn identification and performance on gas, plasma cutting, and MIG equipment. Students will also learn welding terms and safety procedures, setup, shutdown and performance on various gauges of steel in a variety of positions. Student will perform bead, lap and butt weld in the vertical and overhead positions. Both sheet metal and plate steel will be used in advanced MIG welding.

Auto Body Sheet Metal

ABOD 1020 **2 Credits**

In this course, students will be taught the characteristics of sheet metal repair processes in minor damage, along with tools and equipment which students will apply to actual sheet metal panels or damaged vehicle panels.

Introduction to Auto Body Refinishing

ABOD 1030 **4 Credits**

In this course, students will be taught refinishing safety, tools, equipment, surface preparation and material application procedures.

Corrosion Protection and Body Fillers

ABOD 1040 **3 Credits**

In this course, students will be taught rust repair techniques and corrosion material product safety, tools, equipment and application. Safe use of body fillers, repair sectioning or replacement of fiberglass body repairs.

Prerequisite: ABOD 1000, ABOD 1020, or concurrent enrollment.

Glass, Trim and Hardware**ABOD 1050 2 Credits**

In this course, students will be taught safe procedures for the removal and replacement of all stationary and movable glass and various types of attachment on auto body trim and hardware.

Collision Repair and Overall Refinishing**ABOD 1060 3 Credits**

In this course, students will be taught the overall techniques for restoring car damages. Content focuses on various methods of vehicle reconditioning and clean-up including new car accessories, refinishing procedures and preparation for overall refinishing, hammer and dooley techniques, and removal of paint from damaged area.

Prerequisite: ABOD 1030, ABOD 1040, or concurrent enrollment.

Auto Body Electrical and Mechanical Components**ABOD 1070 5 Credits**

In this course, students will be taught air conditioning systems, charging and recharging systems and identifying components on air conditioning systems. The course also covers personal and shop safety. How to replace a damaged water pump, radiator, or engine bracket is included. Electrical repairs covered include repairing severed wiring, replacing engine sensors, scanning for computer or wiring problems.

Specialty Refinishing**ABOD 2000 4 Credits**

In this course, students will be taught identification and correction of color mismatching, techniques in spot repairing full panels, application of pinstripping, woodgrain, interior and plastics repairs, chip protection, and custom paint finishes.

Prerequisite: ABOD 1060.

Computer Estimating**ABOD 2010 2 Credits**

In this course, students will be taught identification and calculation of vehicle damage, calculating cost of parts, material and labor.

Unibody and Frame and Damage Replacement**ABOD 2020 4 Credits**

In this course, students will be taught safe repair of unitized and conventional frame vehicles, and replace collision damaged panels using current procedures.

Major Collision Lab**ABOD 2030 5 Credits**

Students will work in a lab setting, performing goals and objectives learned in prior courses focusing on analysis of impact damage and repair.

Prerequisite: ABOD 2020 or concurrent enrollment.

Auto Body Management**ABOD 2040 1 Credit**

In this course, students will be taught proper shop management procedures including parts ordering, payroll, employer-employee relations, customer relations, and communication skills.

Refinishing Lab**ABOD 2050 4 Credits**

This course focuses on color theory, terms, and repair procedures. It also includes undercoat and topcoat functions, types of undercoats, and application techniques.

Prerequisite: ABOD 2000.

General Auto Body Lab**ABOD 2060 4 Credits**

Students will work in a lab setting, performing goals and objectives learned in prior course. Performance will be satisfactory if work is completed and meets the criteria list.

Prerequisite: ABOD 1010, ABOD 2020, or concurrent enrollment.

Mechanical Suspension and Wheel Alignment**ABOD 2070 6 Credits**

In this course, students will be taught personal and shop safety, replacing a damaged water pump, radiator and engines. Also includes proper wheel alignment and suspension. Mechanical components like these are often damaged in a major collision. Electrical repairs include repairing severed wiring, replacing engine sensors, scanning for computer or wiring problems.

Prerequisite: ABOD 1000.

Automotive Service

Note: Prior to registering for any AST course, students must attend a SOAR session, program orientation and registration session.

Automotive Engines**AST 1000 4 Credits**

This course covers engine construction, operating theory and overhaul procedures. All engine subsystems will be studied in great detail. Students will perform a complete engine overhaul on a component engine.

Engine Diagnosis**AST 1010 3 Credits**

This course covers the diagnostic test procedures used to determine the operating condition of a gasoline engine. Students will perform diagnostic testing and test interpretation.

Prerequisite: AST 1000 or concurrent enrollment.

Cooling System Service**AST 1020 2 Credits**

This course covers the operation and service of the cooling system. Students will perform cooling system service and coolant recovery/recycling procedures.

Prerequisite: AST 1010 or concurrent enrollment.

Emission Control**AST 1030 3 Credits**

This course studies the need for vehicle emission control. A complete description of the function, operation and testing of most common emission control devices will be covered. Students will practice testing emission control devices.

Prerequisite: AST 1020 or concurrent enrollment.

Automotive Brakes**AST 1040 4 Credits**

This course covers drum and disc brake systems, hydraulic systems, power brakes and the basic theory of anti-lock brake systems. Theory, diagnosis, adjustment, and complete system rebuilding will be included during group discussions and shop applications.

Steering and Suspension Systems**AST 1050 3 Credits**

This course provides the basis for repairs and adjustments to the steering and suspension systems found on the modern automobile. Operating design theory, diagnosis, adjustment, and repair are included during group discussions and shop applications.

Four Wheel Alignment**AST 1060 4 Credits**

This course covers diagnosis, corrections, and adjustments of the steering and suspension systems to correct poor handling, noise, and abnormal tire wear. Alignment theory, pre-alignment inspection, and adjustments using factory adjustments and after-market modifications on modern equipment are covered in group discussions and shop applications.

Prerequisite: AST 1050 or concurrent enrollment.

Standard Drive Train**AST 1070 4 Credits**

This course covers the theory and operation of: manual transmissions/transaxles, clutches, R.W.D. universal joints, constant velocity joints, differentials and 4-wheel drive systems. Group activities and shop work include the adjustments, repair, replacement, and/or rebuilding of these units.

Prerequisite: AST 1060 or concurrent enrollment.

Automotive Service**AST 2000 2 Credits**

In this course, students will learn automotive tools and

equipment, perform tire service, lubrication, safety inspection, aim headlights, exhaust repair, drill and tap threads, install a helicoil, and interpret numbers associated with automotive repairs.

Automatic Transmission**AST 2010 4 Credits**

This course covers automatic transmission theory, sub-assembly operation, and operational controls. Rebuilding techniques, service procedures, and diagnosis are covered in group discussions and shop applications.

Electrical Principles**AST 2020 3 Credits**

In this course, students will gain an understanding of electrical terms; what electricity is; what it does as it flows through a circuit, series and parallel circuits; Ohms Law; how to connect and use a VOM; battery theory and how to test batteries using a VAT-40.

Body Electrical Systems**AST 2030 2 Credits**

In this course, students will learn how to use wiring diagrams and how to test: power door locks; power windows; the turn and brake light circuits; the blower motor circuits; parking, headlights and dimmer circuits; along with the wipers and washer circuits. Students will learn on training boards and then move into testing and repair on live vehicles.

Prerequisite: Completion of AST 2020 with a grade of "C" or higher.

Starting and Charging Systems**AST 2040 4 Credits**

In this course, students will learn the components, circuits and theory of operation of the starting and charging systems. Students will learn how to: use test equipment, use diagnosis procedures and flowcharts, and interpret test results so that the correct repairs will be performed on inoperative starting and charging systems.

Prerequisite: Completion of AST 2030 with a grade of "C" or higher.

Computerized Engine Control**AST 2050 3 Credits**

This course covers the fundamentals of the microcomputer system used to control the automotive engine. Concepts covered include: central processing, memory/storage devices, input/output devices, adaptive strategy and on-board diagnostics. Students will operate computer scanners to test and analyze the engine control computer system.

Prerequisite: Completion of Occupational Certificate in Basic Automotive Service; completion of AST 2040 with a grade of "C" or higher.

Electronic Fuel Injection**AST 2060** 2 Credits

This course covers the operation and service of electronic fuel injection systems. Students will perform system testing and make necessary repairs.

Prerequisite: AST 2050 or concurrent enrollment.

Engine Performance Maintenance**AST 2070** 4 Credits

This course covers ignition system theory, testing and repair procedures, four-gas analysis, and engine performance maintenance. Students will perform engine performance maintenance using a variety of diagnostic test equipment.

Prerequisite: AST 2060 or concurrent enrollment.

Supplemental Computer Systems**AST 2080** 3 Credits

In this course, students will study supplemental computer systems used to control anti-lock brakes, automatic transmissions, and inflatable restraint systems. Repair and diagnostic procedures will be performed on live vehicles.

Prerequisite: AST 2070 or concurrent enrollment.

Air Conditioning**AST 2090** 3 Credits

This course covers the fundamentals and service of the automotive air conditioning system. Topics of study include: system operation, recovery/recycling of R-12 and 134A, system charging, leak detection, performance testing, and retrofitting. Students will perform air conditioning service using typical service equipment.

Prerequisite: AST 2080 or concurrent enrollment.

Biology**Basic Concepts Biology****BIOL 1020** 4 Credits**MnTC: Goal 03**

A biology course dealing with basic concepts of general biology: cell study, energy capture and conversion functions in living things, reproduction, development and heredity in living things, and the origin, descent, life histories, and environmental relationships of living things including man. Laboratory experiences are provided to acquaint students with basic methods and lab techniques. This is a lab-science course primarily intended for students distant from or without a high school biology course. Offered: F, S, SS.

Restriction: Credit may not be earned if, within the past three years, any college biology course or any senior high school biology course was completed.

Recommendation: High school chemistry or CHEM 1020 or equivalent.

Human Biology**BIOL 1024** 3 Credits**MnTC: Goal 03**

A course dealing with a survey of the human organ systems: integumentary, skeletal, muscular, nervous, endocrine, circulatory, respiratory, digestive, and urogenital by structure and function. Human reproduction, development and heredity are other topics integrated into the biology of the human body. This is a course intended for people contemplating pursuit of more advanced courses in biology or for liberal arts majors. Offered F, S.

Restriction: Closed to students who have earned credit in BIOL 1030 or BIOL 1031 or BIOL 1032 or BIOL 2040 or BIOL 2045. **Recommendation:** High school biology or BIOL 1020 or equivalent.

Field Studies Biology**BIOL 1025** 4 Credits**MnTC: Goal 03**

A study of the interrelationships between environmental influences and plants and animals including humans; a non-technical survey of the local flora and fauna.

Concerns considered include: global warming, ozone depletion, ground water contamination, acid rain, and hazardous waste disposal, among others. An experience-centered course in which students have the opportunity to learn fundamental environmental principles and basic concepts of biology and conservation through integrated laboratory-lecture presentation and field work. This is a field-studies course intended for liberal arts majors. Offered: S. **Recommendation:** High school biology or BIOL 1020 or equivalent.

Useful Plant Biology**BIOL 1026** 4 Credits**MnTC: Goal 03**

A study of the biological, historical, and cultural perspectives of the roles that plants have played in human civilizations. Begins with an overview of the roles of plants in our daily lives and follows with a consideration of the theories of the origins of agriculture, while integrating discussions on hundreds of plants and plant products and potentially exploitable plants for the future. Laboratory demonstrations provide students with direct access to plants and plant products necessary to everyday life. This is a lab-science course intended for liberal arts majors.

Recommendation: High school biology or BIOL 1020 or equivalent.

Regional Ecological Biology**BIOL 1028** 4 Credits**MnTC: Goals 03 & 10**

A course dealing with basic concepts of ecology: physical factors influencing the distribution and

abundance of organisms, population regulation and interactions, nutrient cycling and energy flow, and community change and succession. Natural and human disturbances of ecosystems and the concept of sustainability will also be integrated within the basic concepts of ecology. The major biomes of Minnesota--prairie and coniferous and hardwood forests--will be used as a vehicle to further explore these concepts. Local field trips will be employed to examine ecosystems, succession, and other ecological concepts as well as to examine the use of sampling and testing techniques. This is a lab-science course intended for liberal arts majors. Offered: F.

Recommendation: High school biology or BIOL 1020 or equivalent.

Basic Human Anatomy and Physiology I
BIOL 1031 4 Credits
MnTC: Goal 03

This is the first semester of a two-semester course. Human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Homeostasis is an integrating theme throughout this course. Subjects considered include: basic anatomical and directional terminology; fundamental concepts and principles of cell physiology; histology; the integumentary, skeletal, muscular, endocrine, nervous, and hematopoietic systems. This is a lab science course primarily intended for nursing students and others pursuing careers in allied health fields.

Prerequisite: CHEM 1020 and BIOL 1020 or high school biology and chemistry within the last three years; RDNG 0090 or higher, or appropriate assessment score. **Restriction:** Closed to students who have earned credit in BIOL 2040 or BIOL 2045. **Recommendation:** BIOL 1041 and CHEM 1041.

Basic Human Anatomy and Physiology II
BIOL 1032 4 Credits
MnTC: Goal 03

This is the second semester of a two-semester course. Human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Homeostasis is an integrating theme throughout this course. Subjects considered include: the cardiovascular system; the lymphatic system and immunity; the respiratory system; the digestive system and metabolism; the urinary system; fluid/electrolyte and acid/base balance; and reproductive systems. This is a lab science course primarily intended for nursing students and others pursuing careers in allied health fields.

Prerequisite: BIOL 1031 or equivalent. **Restriction:**

Closed to students who have earned credit in BIOL 2040 or BIOL 2045.

Basic Medical Microbiology
BIOL 1035 3 Credits
MnTC: Goal 03

A systematic study of viruses, bacteria, chlamydiae, rickettsiae, mycoplasmas, fungi, and animal parasites with attention to their morphology, physiology and identification. Emphasis is placed on organisms causing disease in humans, and considers the methods of transmission of microbial disease, the pathogenesis of disease, methods of control, and principles of treatment. Mechanisms responsible for microbial virulence are considered, together with various methods by which the human body protects itself against pathogenic microorganisms, especially the immune system. This is a lab-science course primarily intended for nursing students and other students pursuing careers in allied health fields. Offered: F, S. **Prerequisite:** Completion of or concurrent enrollment in BIOL 1032 or BIOL 2045.

Introductory Biology I
BIOL 1041 5 Credits
MnTC: Goal 03

A general introduction to biological principles. Topics include molecular and cellular biology, energy acquisition and use, cellular and organismal reproduction, genetics, ecology and evolution. Laboratory exercises provide students with practical means to understand basic biological principles. This is a laboratory science course for biology and related liberal art majors, and for pre-professional students. Four one-hour lectures and one three-hour laboratory per week. Offered: F.

Prerequisite: CHEM 1020 and BIOL 1020 or equivalents; RDNG 0090 or higher, or appropriate reading assessment score.

Introductory Biology II
BIOL 1042 5 Credits
MnTC: Goal 03

A taxonomic survey of the major groups of organisms. This course is a continuation of Biol 1041. Topics include phylogeny, morphology, development, and structure-function relationships of viruses, bacteria, protists, fungi, plants and animals. Laboratory exercises consist of practical identification of various organisms and structures. This is a laboratory science course intended for biology and related majors. Four one-hour lectures and one three-hour laboratory per week. Offered S.

Prerequisite: BIOL 1041 or equivalent.

General Biology Independent Study**BIOL 1790 1 - 3 Credits**

An opportunity for an in-depth study of a particular topic.

Prerequisite: Consent of instructor and dean.

General Biology Independent Research**BIOL 1795 1 - 3 Credits**

Prerequisite: Consent of instructor and dean.

Comprehensive Human Anatomy**BIOL 2040 4 Credits**

A comprehensive course dealing with a detailed anatomical study of the human organ systems: integumentary, muscular, skeletal, nervous, endocrine, digestive, cardiovascular, lymphatic, respiratory, and urogenital, and which focuses on an anatomical treatment of the human body while not ignoring principles of physiology. Laboratory experiences provide students with a practical means to understanding human gross anatomy through comparisons of cat and selected organ dissections. This is a lab-science course intended for students in medically related programs. Offered: F.

Prerequisite: BIOL 1041 and CHEM 1020 or equivalents. *Recommendation:* CHEM 1041.

Comprehensive Human Physiology**BIOL 2045 4 Credits**

A comprehensive course dealing with a detailed physiological study of the human organ systems: for protection, construction and locomotion; for coordination and sensation; for hormonal regulation; for circulation and immuno-regulation; for respiration and digestion; and for excretion and reproduction, and which focuses on a functional treatment of the human body while not ignoring principles of human anatomy. Laboratory experiences provide students with a practical means to an understanding of human physiological concepts through individual experimentation and computer simulation. This is a lab-science course intended for students in medically related programs. Offered: S.

Prerequisite: BIOL 2040 or equivalent.

Human Disease Concepts**BIOL 2050 2 Credits**

A course designed to provide students with a foundation in the structural and functional changes caused by disease or injury in tissues and organs, and emphasizing the more common and important diseases affecting the various human organ systems. Basic disease concepts are emphasized and correlated with both the clinical manifestations of disease, and with the principles of treatment. This is a lecture-demonstration course primarily intended for students in allied health programs. Offered: S.

Prerequisite: BIOL 1030, or BIOL 1031 and BIOL 1032, or BIOL 2040 and BIOL 2045, or equivalents.

Business Management**Introduction to Business****BMGT 1020 3 Credits**

An introduction to contemporary business concepts in the areas of management, human resource management, organizing, marketing, accounting, computers, finance, and the future scope of business. Develop a business vocabulary and understand application of concepts in the real world. Examines the business interrelationships with the government, economic, and social systems. Offered F, S.

Survey of Business Economics**BMGT 1030 3 Credits**

Survey of economic institutions, the tools and techniques of economic analysis. Viewpoint of the course is that of the business community. Students will study the background of current economic issues and the impact of economic decisions upon individual and aggregate business activity. This course will not satisfy any part of the Macroeconomics course requirements. Offered F.

Restriction: May not be taken for credit if credit has been earned in ECON 1021.

Independent Study**BMGT 1790 1 - 3 Credits**

An opportunity for an in-depth study of a particular topic.

Prerequisite: Consent of instructor and dean.

Management Fundamentals**BMGT 2030 3 Credits**

Builds on foundations and principles of management. Develop understanding of management functions and structures. Emphasis on planning, organizing, staffing, leading, and controlling. Offered S.

Prerequisite: BMGT 1020.

Human Relations in Business**BMGT 2035 3 Credits**

Discussion of the background and basis for human relations. Examines human behavior in the work environment including motivation, job enrichment, team building, leadership styles, counseling and managing change, and developing and rewarding personnel. Self-analysis of motivation. Develop strategies for interpersonal and leadership effectiveness. Offered F.

Human Resource Management**BMGT 2040 3 Credits**

A study of the importance of human resource

management in contributing to the achievement of an organization's objectives. The principle functions performed in human resource management include planning and recruitment; training and career development; compensation and security; productive work environments and employee-management relations are examined. Students are made aware of some of the leaders who have contributed to the field as well as the various laws, events, and forces that have an impact upon it. Offered S.

Legal Environment of Business

BMGT 2051 **3 Credits**

A survey of the principles, rules and logic of business law and its relation to the social, economic and moral forces underlying justice in our society. Deals with an overview of the legal system, basic laws, contracts, constitutional law, and tort law. Offered F, S.

Government Regulation of Business

BMGT 2055 **3 Credits**

A survey of the legal obligations of a business, particularly those deriving from actions of government regulatory agencies and not normally explored in business law courses nor a part of the Uniform Commercial Code. Topics covered include antitrust, securities, transportation, communication, pollution control, employee protection, and consumer protection.

Business Communications

BMGT 2060 **3 Credits**

A study of business communication with emphasis on theory and processes. Concentrates on building skills and strategies used by business professionals including etiquette, interviewing, small and large group meetings, oral presentations, telecommunications, and negotiations. Course examines nonverbal, intercultural, technological, and ethical aspects of business communications. Students develop employment search skill for career entry or advancement.

Prerequisite: ENGL 1021. **Restriction:** May not be taken for credit if credit has been earned in BMGT 2022.

Credit and Collections

BMGT 2065 **3 Credits**

A study of credit instruments and agencies; use of financial statement analysis and credit reports in establishing customer credit; credit limits and control; and collection techniques. This course is divided into a study of consumer credit, credit management, and commercial credit.

Prerequisite: 6 credits of Business Management or consent of instructor.

Production Operations Management

BMGT 2070 **3 Credits**

Explores the provision and layout of facilities, material

requirements, material flow and inventory control systems, quality standards and statistical control of quality planning, scheduling, production processes, machine lines, job design, production standards and work measurement, productivity-based wage plans, cost calculation and budgets, production control, order control, automation, and computer usage.

Recommendation: Knowledge of descriptive statistics helpful.

Business Finance

BMGT 2090 **3 Credits**

An overview of financial management from the perspective of finance executives, employees, shareholders, and creditors. Students will engage in problem solving activities related to financial analysis and forecasting, leverage, current asset management and short-term financing, time value of money, capital budgeting and long-term equity and debt financing. Offered F.

Prerequisite: ACCT 2020.

Introduction to International Business

BMGT 2095 **3 Credits**

This course will focus on the key issues involved in the conduct of international business. Topics will include a brief analysis of international economics, comparative management styles and methods, international marketing, international financing, the conduct of business within the major trading regions of the world, and the ethical issues that international marketers must consider. Offered SS.

Recommendation: ECON 1021.

Special Topics

BMGT 2790 **1 - 3 Credits**

Topics of special interest which may vary.

Prerequisite: Consent of instructor and dean.

Career Studies

Strategies for College Success

CRRS 1000 **1 Credit**

This course helps students develop tools for creating greater academic, career, and personal success. Topics will focus on transitioning to college, enhancing self-awareness, motivation, self-reliance, and learning college policies and resources.

Pathways to College Success

CRRS 1001 **2 Credits**

A holistic, interactive approach for achieving success in college where the personal component of success is considered along with the academic component.

Career Exploration and Planning**CRRS 1005 1 Credit**

Designed to aid students in the general exploration of appropriate career and educational options. Students will examine self in relation to major or career aspiration through assessment of interests, values and skills.

Career and Life Planning**CRRS 1010 2 Credits**

This course guides students through the career exploration and decision-making process. It includes an examination of individual strengths, interests, values, and skills; exploring the world of work and educational options; and the establishment of specific goals. Students will learn a process for determining what gives meaning to their lives, especially the work role and on integrating that role with other life roles.

Chemical Dependency**Introduction to Drugs and Alcohol****CDEP 1020 3 Credits**

An overview of present and post-drug use, classification of mood altering chemicals, theories of substance abuse and treatment modalities, signs and symptoms of chemical use behavior. The course is designed to assist students to better understand alcohol and drugs in our society.

Pharmacology of Chemical Dependency**CDEP 1030 3 Credits**

An overview of the fundamental principles of pharmacology as applied to various classifications of mood altering chemicals. Knowledge to include social, psychological, physiology, behavioral, and socio-political aspects of drug distribution and use.

Prerequisite: CDEP 1020 or consent of instructor.

Overview of Gambling**CDEP 1040 3 Credits**

An overview of the history of gambling. Provides an explanation of gambling and identifies different types of gamblers. The course will also identify diagnostic criteria and treatment strategies for the pathological gambler and how gambling impacts family, society and crime.

Chemical Dependency Seminar**CDEP 1060 3 Credits**

This course will discuss the 12 core functions of a counselor and the continuum of care: prevention, assessment, inpatient, outpatient, after care and rehabilitation. Students will also have a practical framework for reflecting on ethical issues concerning addiction.

Prerequisite: CDEP 1020.

Chemical Dependency Assessments**CDEP 2010 3 Credits**

A study of assessment skills in the determination of abuse and dependency on mood altering drugs. Students will have an understanding of standardized assessment approach and criteria, including Rule 25 assessment.

Prerequisite: CDEP 1060, HSER 1030.

Advanced Counseling Skills**CDEP 2020 3 Credits**

This course focuses on enhancing motivation for change in substance abuse treatment. Students will discover the elements of effective motivational interventions. They will learn how to assess a client's stage of change and counseling skills appropriate for each particular stage. Emphasis will be placed on reframing the notion of resistance. Students will have an opportunity to explore the impact of chemicals on culturally diverse populations as required by MN Alcohol & Drug Counselor Licensure. This course meets the individual counseling competencies of TAP 21 and several Core Functions required by MN Alcohol & Drug Counselor Licensure.

Prerequisite: CDEP 1030, CDEP 1060, HSER 1030, or consent of instructor.

Group Counseling**CDEP 2030 3 Credits**

This course teaches the dynamics of group counseling. Students learn the skills of group counseling through lecture and in-class group participation. A strong emphasis is placed on writing and charting skills required by the profession. Topics include culturally appropriate models for group counseling, formation of a group, ground rules, interventions, documentation as it relates to client treatment planning, confidentiality, and rules of professional conduct. This course meets the group counseling competencies of TAP 21 and several Core Functions required by MN Alcohol & Drug Counselor Licensure.

Prerequisite: CDEP 1030, CDEP 1060, HSER 1030, or consent of instructor.

Topics in Alcohol & Drug Abuse**CDEP 2050 3 Credits**

Students will be aware of the different tracking methods used in different health/treatment centers, i.e., S.O.A.P. (Subjective Objective Assessment Plan), DAP (Data Assessment and Plan), and Narrative. Students will practice goal setting, treatment planning as related to chemical dependency. An overview of the DSM-IV, multi-axial assessments, depression and anxiety and personality disorders. Legal issues will be discussed.

Prerequisite: CDEP 1030.

Chemical Dependency Internship I

CDEP 2781 5 Credits

An opportunity for work experience in the Chemical Dependency field. Placement will be individually arranged with Chemical Dependency Coordinator. In addition to work experience, students will attend weekly on-campus seminars. This will assist students in bridging the gap between theory and practice.

Prerequisite: Consent of Chemical Dependency Coordinator and all required Chemical Dependency and Human Services courses completed. Students must be formally admitted into the Chemical Dependency Program. **Recommendation:** Students should complete CDEP 2781 and CDEP 2782 in two consecutive semesters.

Chemical Dependency Internship II

CDEP 2782 5 Credits

An opportunity for work experience in the Chemical Dependency field. Placement will be individually arranged with Chemical Dependency Coordinator. In addition to work experience, students will attend weekly on-campus seminars. This will assist students in bridging the gap between theory and practice.

Prerequisite: Consent of Chemical Dependency Coordinator and all required Chemical Dependency and Human Services courses completed. Students must be formally admitted into the Chemical Dependency Program. **Recommendation:** Students should complete CDEP 2781 and CDEP 2782 in two consecutive semesters.

Chemistry

Chemistry Concepts

CHEM 1020 4 Credits

MnTC: Goal 03

A chemistry course dealing with the basic concepts of chemistry. Topics include general properties of matter, the development of the model of the atom, basics of chemical bonding, chemical equations and their uses, acids and bases, and oxidation-reduction. The laboratory segment of the course introduces students to basic equipment and procedures used in the science laboratory and provides an opportunity to observe some of the concepts discussed in the classroom. This course is intended for students who have not had a high-school chemistry course. Offered F, S, SS.

Prerequisite: Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of "C" or higher. **Restriction:** Students cannot take this course for credit if, in the past three years, a grade of "B" or better was earned in a high-school chemistry course, or if the student has earned credit in a college chemistry course.

Principles of Chemistry I

CHEM 1041 5 Credits

MnTC: Goal 03

An introductory course that investigates the basic concepts of chemistry including: stoichiometry, atomic theory, periodic properties of the elements, chemical bonding, molecular structure, the behavior of gases, liquids, solids, and solutions. The laboratory work deals with quantitative experiments and emphasizes observation, organization of data, and analysis of data. This course is intended for students who need a course in general chemistry to fulfill a requirement for a variety of majors such as: chemistry, medicine, biology, nursing, dentistry, forestry, and liberal arts. Offered F.

Prerequisite: Assessment score placement in MATH 1040 or above, or completion of MATH 0070 with a grade of "C" or higher. **Recommendation:** Minimum assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher.

Principles of Chemistry II

CHEM 1042 5 Credits

MnTC: Goal 03

A continuation of Chem 1041 dealing with: equilibrium, chemical kinetics, acids and bases, oxidation-reduction, ionic equilibria, thermodynamics, solid state structure and reactions, coordination compounds, nuclear chemistry, and an introduction to organic and biochemistry. Offered S.

Prerequisite: CHEM 1041. **Recommendation:** Minimum assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher.

Independent Study

CHEM 1790 1 - 3 Credits

An opportunity for an in-depth study of a particular topic.

Prerequisite: Consent of instructor and dean.

Organic Chemistry I

CHEM 2041 5 Credits

An introduction to organic chemistry. Topics include a review of covalent bonding, acid-base chemistry, and reaction energetics, and an introduction to organic functional groups, stereochemistry, and substitution reactions. The laboratory work provides an introduction to laboratory techniques used in organic chemistry synthesis, and the use of chromatography and spectroscopy in the analysis of organic compounds. Offered F.

Prerequisite: CHEM 1042 or equivalent.

Organic Chemistry II

CHEM 2042 5 Credits

A continuation of Chemistry 2041. Topics include the

study of the properties and reaction of carbonyl compounds, alkenes, aromatic compounds, and free radicals. Applications of organic chemistry, including polymers, natural products, and photochemistry will be introduced and discussed. The laboratory work will include examples of these reactions and the chemical and instructional identification of organic compounds. Offered S.

Prerequisite: CHEM 2041 or equivalent.

Computer Application

Computer Literacy

CAPL 1000 1 Credit

Appropriate for first-time users. In a hands-on lab environment, students will be introduced to the computer and its terminology. You will also learn how to use the mouse and begin a basic exploration of some popular software packages. This class explores the impact of technology on the way we live and work.

Prerequisite: OFFT 0092 or consent of instructor.

Introduction to Software Applications

CAPL 1010 3 Credits

This introductory course is an overview of the following Microsoft Office programs: Microsoft Word--a word processing program; Excel--an electronic spreadsheet; Access--a database program; and PowerPoint--a presentation graphics program. This course emphasizes hands-on computer applications.

Prerequisite: Keyboarding or equivalent.

Microsoft PowerPoint

CAPL 1021 1 Credit

A course that covers text handling, outlining, drawing, graphing and other presentation management tools to create professional-looking presentations.

Prerequisite: Keyboarding.

Microsoft Word

CAPL 1023 3 Credits

This course is designed to teach students to create professional looking documents using a comprehensive word processing program. Students will develop letters, memos, announcements, resumes, fax cover sheets, mailing labels, mail-merge documents, Web pages, and other types of documents.

Prerequisite: OFFT 1001 or consent of instructor.

Microsoft Excel

CAPL 1025 3 Credits

This hands-on course covers spreadsheet applications that enable the student to organize data, work with formulas, charts and graphics, work with reports, and develop a professional worksheet. Also covered will be Excel lists, use of multiple worksheets/workbooks and

Excel's editing and Web tools. The materials used are Microsoft approved courseware; this course would prepare the student to become a Microsoft Office User Specialist at the Expert level.

Prerequisite: CAPL 1010 or CSCI 1020.

Microsoft Access

CAPL 1027 3 Credits

This course teaches the use of a database management system to organize, store, and manipulate and retrieve important facts and figures. Databases can be used to organize inventory lists, transactions and other business or personal data. The techniques learned will be used to create and modify tables, queries, forms and reports. The materials used are Microsoft Office approved courseware, which would prepare the student to become a Microsoft Office User Specialist at the Expert level.

Prerequisite: CAPL 1010 or CSCI 1020.

Web Design, Creation & Management

CAPL 1050 3 Credits

This course offers a case-based, problem-solving approach to learning the essential features of Microsoft Internet Explorer and to learning the basic to advanced features of Microsoft FrontPage. It teaches students how to create, enhance and publish Web pages with HTML, links, graphics, tables, frames, and form applications using FrontPage. The textbook is an approved study guide for the Microsoft Office User Specialist exam at the expert level.

Prerequisite: Keyboarding (35 WPM or OFFT 1001) and basic knowledge of either Microsoft Word or WordPerfect or instructor consent.

Introduction to Macromedia-Dreamweaver, Fireworks, and Flash

CAPL 1053 3 Credits

Students will learn how to develop exciting, interactive Web sites--sites with animation, multimedia, and graphically enhanced pages. Fireworks is used to edit and manipulate images as well as, create image maps, buttons and rollovers, and animations--all of which can greatly enhance the visual appeal of a Web page and make it easier for users to navigate. Along with covering the basics of Flash, the course focuses on best practices and design, stressing the importance of usability, optimization, and performance.

Prerequisite: Keyboarding (35 wpm) and basic knowledge of a document formatting software such as Microsoft Word. **Restriction:** Basic knowledge of the Web environment and Web browsers.

Desktop Publishing

CAPL 2020 3 Credits

The course is designed for students already familiar with word processing. Students will use the advanced

features and design concepts in Word and Publisher to create a variety of business and personal publications. Document examples include conference signs, cover sheets, fax sheets, agendas, memos, letterheads, envelopes, business cards, compact disc (CD) covers, calendars, address labels, personal stationery, and certificates. Throughout the course, students will demonstrate problem-solving, critical-thinking, and creative-thinking abilities as well as the hands-on computer skills.

Prerequisite: CAPL 1023 or consent of instructor.

Computer Science

Introduction to Microcomputers

CSCI 1020 3 Credits

Intended to give the lay person an understanding of microcomputers. Microcomputer concepts and applications will be covered. The concepts presented will help a student learn how the computer works. Students will learn current business applications (such as word processing, database, spreadsheet, and the Internet) through hands-on use of the computer. Offered F, S, SS.

Recommendation: CAPL 1000 or equivalent experience.

Spreadsheet & Database Software

CSCI 1021 3 Credits

This course teaches the theory and application of spreadsheet and database management software. The current software technologies will be used to demonstrate these concepts and principles. Students will study and apply spreadsheet concepts such as data lists, pivot tables, one-variable and two-variable input tables, importing data, and the creation of spreadsheet applications using a programming language. Students will study and apply database concepts such as table relationships, queries, forms and reports, macros, and the creation of database applications using a programming language. The intent of this course is to prepare programming students to be able to customize spreadsheet and database software applications.

Prerequisite: Introductory knowledge of spreadsheets and databases; CAPL 1000 or equivalent knowledge.

Microcomputer Operating Systems: Windows

CSCI 1025 2 Credits

A first course in Windows featuring hands-on instruction. Related topics to be covered include Internet fundamentals, data backup procedures, virus prevention and detection, the installation of hardware peripherals and software packages, use of multimedia, and basic DOS commands. Students will be assigned extensive hands-on exercises to become familiar, comfortable and confident with the use of the Windows

operating system.

Recommendation: CSCI 1020 or equivalent.

Introduction to the Internet

CSCI 1050 3 Credits

This course is designed for students with little or no exposure to the Internet who would like an overview of terminology and concepts, as well as the practical skills required to use the Internet effectively. Topics include how the Internet works, social implications of the Internet, and the practical aspects of electronic mail, list services, discussion boards, file transfer, Internet conferencing, information browsing and searching, beginning Web site design, and Internet security. Current software technologies such as Internet Explorer, introductory HTML and Dreamweaver will be used to demonstrate concepts.

Prerequisite: CAPL 1000 or equivalent knowledge.

Recommendation: OFFT 0091 or equivalent.

Fundamentals of Basic Programming

CSCI 1060 3 Credits

QuickBasic programming language will be introduced for use on microcomputers. The programs to be written will stress programming techniques, fundamental instructions, input/output operations, functions, and string processing. Offered F, S, SS.

Recommendation: CAPL 1000 or equivalent.

Visual Basic

CSCI 1065 3 Credits

Intended to introduce students to the use of Visual Basic for Windows (Visual Basic.NET). The programs to be written will emphasize the essential features of Visual Basic, including the use of controls and communicating with other applications. Offered F, S.

Prerequisite: Working knowledge of some programming language (such as Quick Basic, C, C++, Fortran or Pascal); rudimentary knowledge of the use of Microsoft Windows. No knowledge of Windows programming is required. **Recommendation:** CAPL 1000 or equivalent experience.

Elementary COBOL

CSCI 1070 3 Credits

Basic COBOL programming will be introduced. The programs to be written will stress structured procedures, fundamental instructions, and programming techniques. One program will be an edit program. Offered F.

Prerequisite: CSCI 1020 or equivalent, or consent of instructor.

Internet Programming: Client-Side Scripting and Applications

CSCI 2005 3 Credits

This course is designed to provide knowledge of how to create Internet programs. The course will focus on

current technologies used to develop Internet client applications that take full advantage of today's powerful browsers. These client-side technologies include XHTML, JavaScript, Cascading Style Sheets, cookies, Dynamic HTML, client-side data access components and XML.

Prerequisite: Working knowledge of a programming language such as Java, C++ or Visual Basic.

Recommendation: CSCI 1050; introductory knowledge of database concepts and techniques; familiarity with HTML.

Internet Programming: Server-side Applications CSCI 2006 3 Credits

This course focuses on the server-side components involved in developing Internet programs. The course will examine current languages, interfaces and technologies used to develop server-based applications that work in concert with client-side logic. Server-side scripting languages such as Perl, PHP and JSP will be discussed in the context of the CGI (Common Gateway Interface). Servlets and database access techniques (using, for example, Perl DBI) will also be covered.

Prerequisite: Working knowledge of Java.

Recommendation: CSCI 2005; working knowledge of HTML and a client-side scripting language such as JavaScript. Introductory knowledge of database concepts and techniques.

Concepts and Applications of Online Education Technology CSCI 2007 3 Credits

This course will provide an introduction to concepts and application of online education technology. Students learn how information is created, stored, transmitted and accessed on the Internet and the relationship of these technologies to the creation and delivery of online education. A survey of current hardware and software technologies will be presented. Students will gain practical experience applying current technologies to the development of online content. Additional topics include integration of electronic instruction with other instructional and training strategies, use of various assessment techniques available, evaluation of instructional effectiveness, accreditation issues and compensation practices. The course also examines intellectual property rights, privacy and other legal issues pertaining to online delivery. This course is valuable not only for CSci students but for any students or professionals who are interested in learning about online education technologies.

Prerequisite: CAPL 1000 or equivalent knowledge.

C++ Programming I CSCI 2011 3 Credits

An introduction to fundamental computer concepts and structured programming techniques. C++ will be used

to teach the basic concepts of program design, implementation, debugging, and testing. Topics include: simple data types, problem solving, program design, functions, and control structures. Offered F, S.
Prerequisite: Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of "C" or higher. **Recommendation:** CSCI 1020 or equivalent.

C++ Programming II CSCI 2012 3 Credits

A continuation of the fundamentals and techniques of programming introduced in C++ Programming I. Topics include: Text files, static arrays, pointers, dynamic allocation, dynamic arrays, structures, file inclusion, project files, and classes. Offered F, S.

Prerequisite: CSCI 2011 or equivalent, or consent of instructor.

Discrete Structures of Computer Science CSCI 2014 4 Credits

CSCI 2014 covers discrete mathematical techniques and structures used in computer science. This course focuses on the foundations of discrete mathematics including sets, sequences, functions, big-O, propositional and predicate logic, proof methods, counting methods, recursion and recurrences, relations, and trees and graph fundamentals. It also includes introductory logic, methods of proof, relations, graphs, and trees. Upon completing this course the student should be able to define the fundamental discrete mathematical structures used in computer science and give examples of how they are used. The student should also be able to apply them in problem solving and analysis. The student should know basic problem solving strategies and be adept at using them.

Prerequisite: MATH 1061 with a grade of "C" or higher, or assessment score placement in MATH 1081.

Assembly Language CSCI 2015 3 Credits

This course will familiarize students with assembly language for the IBM compatible microcomputers. Concepts include: number bases and data representation, machine language instructions, assembly language coding, addressing techniques, indexing, floating point arithmetic, looping, character manipulation, input-output operations, logical operations, subroutine linkage, and transfer. Offered S.

Prerequisite: Working knowledge of a previous language, or consent of instructor. **Recommendation:** CAPL 1000 or equivalent.

Machine Architecture and Organization CSCI 2016 4 Credits

This course is an introduction to computer organization for CSCI students. This course covers the basic

hardware and informational aspects of computer systems. It considers basic building blocks of computers and their interaction in acquisition, processing, storage and output of character, numeric, audio, and video data.

Prerequisite: CSCI 1020 or equivalent working knowledge; some experience in high-level language programming, and familiarity with basic concepts in computer science, such as those covered in high-level language programming courses.

Object-Oriented Programming Using JAVA

CSCI 2020 3 Credits

This course will introduce students to general concepts of object oriented computer programming. Students will learn the basics of problem solving with computer programs: data types, expressions, statements, logic and flow of control, syntactic elements, algorithm design and coding, subprogramming, program style, design, testing, and debugging. Students will learn how to write JAVA applications and JAVA applets. Internet applications will be discussed. Offered F, S.

Prerequisite: Working knowledge of another programming language such as C, C++, Pascal or FORTRAN.

Introduction to Numerical Computing

CSCI 2031 3 Credits

An introduction to numerical computing for CSCI students. Uses computing methods to cover numerical error, root finding, systems of equations, interpolation, numerical differentiation and integration, least squares, and differential equations. The goal is to teach the principles of Numerical Analysis, especially the concepts and tools involving in modeling real continuous mathematical problems on the digital computer, and the effects of using floating point arithmetic.

Prerequisite: MATH 2082.

Data Structures and Algorithms

CSCI 2040 3 Credits

This course introduces the student to the theory, use, design and implementation of common data structures and related algorithms. Topics include algorithm analysis, software engineering, linked lists, queues, stacks, trees, graphs, sorting and hashing. Class assignments will include writing programs for selected data structures.

Prerequisite: CSCI 2012 or CSCI 2020 or consent of instructor.

Database Management Systems

CSCI 2050 3 Credits

Covers the theory and use of Database Management Systems (DBMS). Concepts include DBMS functions, data base models, normalization, data base processing

(inquiry, update, etc.), and underlying data structures. Selected commercial data base systems will be studied. SQL will be studied and used. Offered S.

Prerequisite: CSCI 1020 or equivalent, knowledge of a programming language, or consent of instructor.

Operating Systems

CSCI 2060 3 Credits

Covers the overall structure and function of operating systems. Specific topics include: processor allocation, memory management, I/O and files, and protection. Operating system principles will be learned through the use of a modern operating system such as Linux (UNIX) or Windows. Offered S.

Prerequisite: CSCI 2015 or consent of instructor.

Advanced Visual Basic

CSCI 2065 3 Credits

This course will present some of the advanced features and techniques available in Visual Basic. An emphasis will be placed on the use of Visual Basic to create database applications, using the current object models and techniques. Additional features of Visual Basic such as component creation and Internet programming may also be covered (depending on time and current industry trends). Students will use Visual Basic to create programs.

Prerequisite: CSCI 1065 or consent of instructor.

Recommendation: Introductory knowledge of database concepts and techniques.

Visual Basic for Applications

CSCI 2067 3 Credits

This course is designed to provide knowledge of how to use Visual Basic for Applications (VBA) to customize Microsoft Office applications. The course will examine techniques used to program customized Microsoft Word, Excel, Access, and PowerPoint applications. The course will also examine techniques used to integrate applications, perform VBA database programming, and use VBA in programming for the Internet and intranets. VBA will be used by students to create customized applications.

Prerequisite: Working knowledge of a programming language; CSCI 1020 or equivalent working knowledge of Microsoft Office.

Data Communications and Distributed

CSCI 2070 3 Credits

A study of data communications hardware and software, as well as network concepts. Topics discussed include communications protocols (e.g. TCP/IP), architectures and standards, and network design and operation, and distributed processing. Emphasis on LAN concepts and applications along with the Internet and Intranets. Offered F.

Prerequisite: CSCI 1020 or consent of instructor.

Introduction to Functional Programming
CSCI 2090 1 Credit

Students will learn to use a functional programming language (such as Scheme) as a formal way of creating programs and expressing program ideas. Recursion will be presented as an algorithm development technique. Use of abstraction to hide program details and of modularity to manage complexity of large programs will be emphasized through the course.

Prerequisite: CSCI 2011, CSCI 2040, CSCI 2012 or CSCI 2020.

Cosmetology

Preclinical Introduction
COS 1000 3 Credits

This course provides an introduction to cosmetology careers including professional image, Minnesota laws and rules, safety, and sanitation. Anatomy, electricity, and chemistry as related to the profession will also be included.

Preclinic Hair Care
COS 1005 3 Credits

This course provides elementary hair service skills including trichology, shampooing, conditioning, cutting, and styling.

Prerequisite: COS 1000 or concurrent enrollment.

Preclinic Nail Care
COS 1010 3 Credits

This course provides an introduction to nail care including manicuring, pedicuring, and artificial nails.

Prerequisite: COS 1000 or concurrent enrollment.

Preclinic Chemical Control
COS 1015 3 Credits

This course provides an introduction to cosmetology chemicals and their applications. This includes curl reformation, permanent waving, soft curl perming, and chemical relaxing.

Prerequisite: COS 1000 or concurrent enrollment.

Preclinic Skin Care
COS 1020 3 Credits

This course provides an introduction to dermatology facials and make-up.

Prerequisite: COS 1000 or concurrent enrollment.

Preclinic Hair Color
COS 1025 3 Credits

This course provides an introduction to temporary, semi-permanent, permanent, and de-colorization hair color services.

Prerequisite: COS 1000 or concurrent enrollment.

Advance Hair Care
COS 1030 3 Credits

This course provides advanced skill training in hair cutting, styling, chemical control, and hair color.

Prerequisite: COS 1005 or concurrent enrollment.

Salon Preparation
COS 1040 3 Credits

This course prepares students for clinical experiences including salon management, Minnesota cosmetology laws and rules, communication skills and retail operations.

Prerequisite: COS 1000 or concurrent enrollment.

Clinic I
COS 1051 3 Credits

This course provides students with initial exposure to clinical experience to provide practical skill development.

Prerequisite: COS 1000 or concurrent enrollment.

Clinic II
COS 1053 3 Credits

This course provides students with initial exposure to clinical experience to provide practical skill development.

Prerequisite: Minimum of 240 hours in Cosmetology.

Clinic III
COS 1055 3 Credits

This course provides students with initial exposure to clinical experience to provide practical skill development.

Prerequisite: Minimum of 240 hours in Cosmetology.

Clinic IV
COS 1057 3 Credits

This course provides students with an opportunity to expand their knowledge and develop practical skills necessary for entry level salon work.

Prerequisite: Minimum of 240 hours of Cosmetology.

Clinic V
COS 1059 3 Credits

This course provides students with an opportunity to expand their knowledge and develop practical skills necessary for entry level salon work.

Prerequisite: Minimum of 240 hours in Cosmetology.

Clinic VI
COS 1061 3 Credits

This course provides students with an opportunity to expand their knowledge and develop practical skills necessary for entry level salon work.

Prerequisite: Minimum of 240 hours in Cosmetology.

Clinic VII**COS 1063 3 Credits**

This course provides students with the opportunity to finalize the decision-making process in skill development and student responsibility to instructor satisfaction.

Prerequisite: Minimum of 750 hours in Cosmetology.

Clinic VIII**COS 1065 2 Credits**

This course provides the student with the opportunity to finalize the decision making process in skill development and student responsibility to instructor satisfaction.

Prerequisite: Minimum of 750 hours in Cosmetology.

Clinic IX**COS 1067 2 Credits**

This course provides the student with the opportunity in finalize the decision making process in skill development and student responsibility to instructor satisfaction.

Prerequisite: Minimum of 750 hours in Cosmetology.

Salon Preparation II**COS 1068 3 Credits**

This capstone course enables students to update current trends in all areas of cosmetology. Prepares them for the demands of a Salon by using the peer teaching/learning process. This course prepares students for their written state examinations and practical exam (Certification of Skills).

Prerequisite: Minimum of 750 hours in Cosmetology.

Nail Clinic**COS 1070 4 Credits**

This course provides students with an opportunity to finalize the decision making process in skill development and student responsibility to instructor satisfaction. This course also prepares students for their written examination and skills certification.

Prerequisite: COS 1051 or concurrent enrollment.

Salon Operations I**COS 1080 1 - 3 Credits**

This course gives students additional time to complete the required services and/or hours for licensure, and students desiring Wisconsin licensure.

Prerequisite: Minimum of 750 hours in Cosmetology or 175 hours in nail technology.

Salon Operations II**COS 1090 1 - 3 Credits**

This course gives students time to complete the required services and/or hours for Wisconsin licensure.

Prerequisite: Minimum of 750 hours in Cosmetology or 175 hours in nail technology.

40 Hour Refresher Course**COS 2000 2 Credits**

This course gives students the Minnesota 40-hour refresher course requirements needed for license renewal.

Prerequisite: Previous Minnesota Cosmetology or Manicurist license.

155 Hour Reactivation Course: Theory**COS 2011 3 Credits**

This course gives students the theory portion of the Minnesota 155-hour Reactivation Course requirements for reactivating license.

Prerequisite: Previous Minnesota Cosmetology license.

155 Hour Reactivation Course: Practical**COS 2013 3 Credits**

This course gives students the practical portion of the Minnesota 155-hour Reactivation Course requirements for reactivating license.

Prerequisite: COS 2011 or concurrent enrollment; previous Minnesota Cosmetology license.

155 Hour Reactivation Course: License Preparation**COS 2015 1 Credit**

This course prepares students for their written examination and skills certification required for reactivation of license.

Prerequisite: COS 2013 or concurrent enrollment; previous Minnesota Cosmetology license.

Dental Assisting**Introduction to Dental Assisting****DENA 1000 3 Credits**

This is an introductory course that explores the role of a Certified Dental Assistant and a Registered Dental Assistant. Topics to be covered include dental history, terminology, occupational safety, common dental emergencies and professional development. This is a chance to explore the dental clinic and dental laboratory utilizing dental instruments and equipment.

Dental Assisting Pre-Clinic I**DENA 1011 3 Credits**

This course meets accredited guidelines with basic understanding and knowledge of oral embryology / histology, oral health and dental nutrition. Also included is a strong foundation in general anatomy / physiology, head & neck anatomy and tooth morphology.

Prerequisite: DENA 1000 or concurrent enrollment.

Dental Assisting Pre-Clinic II**DENA 1012 3 Credits**

This course includes content in the intraoral and

extraoral diseases, disease transmission concepts and prevention, OSHA guidelines, and dental pharmacology as it relates to dental procedures.

Prerequisite: DENA 1011 or concurrent enrollment.

Dental Materials

DENA 1020 3 Credits

This course is an essential component for most clinical procedures and provides the basic knowledge and skills required for the Dental Assistant in the dental office. Technical and practical hands-on experience will be given for dental materials used in operative, restorative, specialty and laboratory procedures.

Prerequisite: DENA 1012 or concurrent enrollment.

Dental Radiology I

DENA 1031 2 Credits

The course will focus on the study and practical application of the principles of radiation safety, operating and maintaining radiographic equipment and exposing and processing diagnostically acceptable intraoral radiographs on mannequins.

Prerequisite: Completion of DENA 1020 or concurrent enrollment in DENA 1041 and DENA 1042 or documented approval granted by the Minnesota State Board of Dentistry. **Restriction:** If a student is pregnant, a physician's approval is required for enrollment because of radiation exposure.

Recommendation: MATH 0030 with a grade of "C" or higher or assessment placement score in MATH 0070 or higher.

Dental Radiology II

DENA 1032 3 Credits

This course will focus on the study and practical applications of exposing, processing and evaluating diagnostically acceptable intraoral radiographs on mannequins and patients.

Prerequisite: Completion of DENA 1031 or concurrent enrollment in DENA 1061 and DENA 1062 or documented approval granted by the Minnesota State Board of Dentistry. **Restriction:** If a student is pregnant, a physician's approval is required for enrollment because of radiation exposure.

Recommendation: MATH 0030 with a grade of "C" or higher or assessment score placement in MATH 0070 or higher.

Chairside Dental Assisting I

DENA 1041 2 Credits

This course will focus on how to utilize and maintain a dental clinic. This course follows the American Dental Association Occupational Safety Health Act and the Centers for Disease Control guidelines in preparing, assisting with and dismissing patients. The student will utilize chairside four-handed dentistry in a variety of procedures, as well as teach personal oral hygiene to patients.

Prerequisite: DENA 1020 or concurrent enrollment.

Chairside Dental Assisting II

DENA 1042 3 Credits

This course will focus on how students will take and record dental and medical histories of patients, chart the oral cavity, take and record vital signs, apply topical medications and varnishes. The student will also be able to recognize the effects certain medications have on patients and apply the principles and techniques of operative dentistry.

Prerequisite: DENA 1041 or concurrent enrollment.

Dental Specialties

DENA 1050 3 Credits

This course provides instruction in fundamental principles, instrumentation and procedures for the specialty areas of dentistry: oral & maxillofacial surgery, endodontics, periodontics, fixed & removable prosthodontics, pediatric dentistry community dentistry, the medically and physically compromised patient, and orthodontics.

Prerequisite: DENA 1042 or concurrent enrollment.

Dental Assisting Advanced Functions I

DENA 1061 3 Credits

This course will focus on the following Minnesota Registration Advanced Functions: take impressions and bite registration; apply topical medications; place and remove rubber dam; remove excess cement; place and remove periodontal dressing; remove sutures; pre-select orthodontic bands; place ligatures and o-rings; and remove excessive orthodontic adhesive.

Prerequisite: Completion of DENA 1050, or concurrent enrollment in DENA 1062 and DENA 1063, or documented approval granted by the Minnesota State Board of Dentistry.

Dental Assisting Advanced Functions II

DENA 1062 2 Credits

This course is a continuation of the Dental Assisting Advanced Functions I. It covers the following: coronal polish, fluoride application and applying pit and fissure sealants.

Prerequisite: Completion of DENA 1050, or concurrent enrollment in DENA 1061 and DENA 1063, or documented approval granted by the Minnesota State Board of Dentistry.

Nitrous Oxide Inhalation Sedation

DENA 1063 1 Credit

This course will focus on the utilization of nitrous oxide sedation for anxiety and pain control in dentistry.

Prerequisite: Completion of DENA 1050 or concurrent enrollment in DENA 1061 and DENA 1062 or documented approval granted by the Minnesota State Board of Dentistry.

Introduction to Dental Assisting Internships

DENA 1780 3 Credits

This course is an introduction to the business aspect of a dental practice and completion of professional development activities. It includes preparation for employment and knowledge of legal and ethical standards. Students will review their prior knowledge in preparation for their clinical internships.

Prerequisite: Completion of or concurrent enrollment in, all courses prior to DENA 1780. **Recommendation:** Keyboarding and computer skills.

Dental Assisting Specialty Internship

DENA 1781 3 Credits

This course focuses on the application and practice of dental assisting skills in a dental specialty practice.

Prerequisite: All previous courses must be completed. Must have HBV series of inoculations; must be covered by medical insurance and professional liability insurance.

General Clinical Internship

DENA 1782 4 Credits

This course focuses on the application and practice of dental assisting skills in a general dental practice.

Prerequisite: All previous courses must be completed. Must have HBV series of inoculations; must be covered by medical insurance and professional liability insurance.

Dental Hygiene

Head and Neck Anatomy

DENH 1021 2 Credits

Study of hard and soft tissues of the head and neck, including the skeletal muscular, nervous, and venous systems with particular emphasis on the masticatory system.

Oral Anatomy

DENH 1023 2 Credits

Study of the anatomy of the oral cavity and the functional and morphological characteristics of the teeth, with an emphasis on root morphology.

Oral Histology and Embryology

DENH 1025 2 Credits

Study of the microscopic anatomy of the oral tissues and embryonic development of the face and oral cavity with emphasis on the masticatory system.

Advanced Radiology

DENH 1030 1 Credit

This course reviews the basic principles of radiology and introduces students to radiographic interpretation and the treatment of patients undergoing radiation therapy.

Dental Hygiene Principles I

DENH 1040 3 Credits

This course will provide students with the fundamental dental hygiene theory needed prior to seeing their first patient. Focus is on the history, philosophy, and theories relevant to the dental hygiene discipline; the prevention of disease transmission; introduction to the periodontium; patient assessment and education; etiology and prevention of oral diseases; infection/exposure control and hazardous materials; introduction to the SOAP method of record-keeping.

Dental Hygiene Practice I

DENH 1045 2 Credits

This course provides an introduction to clinical dental hygiene with emphasis on preventing disease transmission in the dental office, current sterilization techniques and theories, the use and care of equipment, introduction to instrumentation, with a focus on the psychomotor skills necessary for the delivery of preventive, educational, and therapeutic dental hygiene procedures.

Periodontology

DENH 1050 3 Credits

This study of the science of periodontal diseases including pathogenesis, diagnosis, nonsurgical, and surgical treatments. Emphasis will be on the progression of periodontal disease and the role of the hygienist as a prevention specialist and periodontal co-therapist.

Prerequisite: DENH 1021, DENH 1023, DENH 1025, DENH 1030, DENH 1040, DENH 1045. Concurrent enrollment in DENH 1080 and DENH 1085.

Dental Pharmacology

DENH 1060 2 Credits

This course will provide an introduction to drug actions, mechanisms of drug actions, and bodily reactions. Special emphasis will be given to the oral and other implications of drugs as they affect dental treatment.

Prerequisite: CHEM 1020, BIOL 1030 or concurrent enrollment in DENH 1040 and DENH 1045.

Applied Biochemical Nutrition for the Dental Hygienist

DENH 1070 3 Credits

The study of cellular biochemistry and general nutrition including recent advances in dental nutrition, and the application of this knowledge to nutritional counseling and dietary analysis of patients with high dental caries rates, dental erosions, stomatitis, glossitis, periodontal disease, eating disorders, morning sickness, and nursing bottle caries within the framework of the patient's cultural, economic, and psychosocial environment.

Dental Hygiene Principles II**DENH 1080 3 Credits**

This course is a continuation of DENH 1040 and introduces students to more dental hygiene theory needed to make a comprehensive patient assessment. Theory during the first half of the semester will focus on developing a dental hygiene diagnosis, developing the dental hygiene treatment plan, and record-keeping. The second half of the semester will focus on providing dental hygiene treatment to special needs patients.

Prerequisite: Concurrent enrollment in DENH 1050 and DENH 1085.

Dental Hygiene Practice II**DENH 1085 3 Credits**

This course is a continuation of DENH 1045 and provides further instrumentation techniques, more advanced assessment skills, new clinical procedures, development of the dental hygiene diagnosis, and the development of a dental hygiene treatment plan as students begin to see their first patients from an outside population.

Prerequisite: Concurrent enrollment in DENH 1050 and DENH 1080.

Dental Hygiene Principles III**DENH 2000 1 Credit**

This course introduces students to the theoretical portion of techniques needed to diagnose and treat clients with high caries rates, advanced periodontal disease, orthodontic patients, and patients requiring local anesthesia, and nitrous oxide sedation. Emphasis on emergency care for all procedures.

Prerequisite: DENH 1040, DENH 1045, DENH 1080. Concurrent enrollment in DENH 2005.

Dental Hygiene Practice III**DENH 2005 2 Credits**

This course introduces students to the lab/clinic portion of techniques needed to diagnose and treat patients with high caries rates, advanced periodontal diseases, orthodontic patients, and patients requiring local anesthesia and nitrous oxide sedation. Emergency procedures will be taught for all new procedures introduced.

Prerequisite: DENH 1040, DENH 1045, DENH 1080, DENH 1085. Concurrent enrollment in DENH 2000.

Dental Hygiene Principles IV**DENH 2010 2 Credits**

Advanced dental hygiene techniques including the study of implants, pulp vitality testing, Actisite fibers, gingival curettage, periodontal dressings, suture removal, and journal article review of current literature. Case presentations will be used during the second half of the semester to help students develop their abilities to use the findings of the medical history, hard/soft

tissue exams, perio exams, x-rays, and cultural assessment to develop their dental hygiene diagnosis and treatment plan.

Prerequisite: DENH 2005. Concurrent enrollment in DENH 2015, DENH 2020, DENH 2030 and DENH 2040.

Dental Hygiene Practice IV**DENH 2015 4 Credits**

Dental Hygiene clinic with emphasis on the treatment of moderate to advanced periodontal disease, the development of speed, and the introduction of advanced clinical techniques for treatment of periodontal patients.

Prerequisite: DENH 2005. Concurrent enrollment in DENH 2010, DENH 2020, DENH 2030 and DENH 2040.

Oral Pathology**DENH 2020 2 Credits**

Study of the principles of diseases and immunology pertaining to the head and neck.

Prerequisite: BIOL 2050, DENH 1021, DENH 1023, DENH 1025, DENH 1030. Concurrent enrollment in DENH 2010, DENH 2015, DENH 2030 and DENH 2040.

Community Dental Health and Epidemiology**DENH 2030 3 Credits**

Characteristics of community dental health programs are examined with emphasis on epidemiology, dental public health, and assessment of community needs, program planning, implementation, and evaluation.

Prerequisite: PSYC elective, SOC elective, SPCH elective, and ENGL 1021. Concurrent enrollment in DENH 2010, DENH 2015, DENH 2020 and DENH 2040.

Community Dental Health Practice**DENH 2035 1 Credit**

Students will assess, plan, implement, and evaluate dental health education talks and projects before a wide range of populations in the community.

Prerequisite: DENH 2030.

Legal Aspects of Dental Practice**DENH 2040 2 Credits**

This course focuses on the ethical and legal implications of providing dental and dental hygiene care. A case studies approach will be used throughout the course to provide students experience in resolving legal and ethical dilemmas in a simulated dental office setting.

Prerequisite: DENH 2005. Concurrent enrollment in DENH 2010, DENH 2015, DENH 2020 and DENH 2030.

Dental Hygiene Principles V

DENH 2060 1 Credit

This course focuses on topics of interest to the graduating hygienist, including resume writing, interviewing skills, remuneration for professional services, fringe benefits, appointment control, teamwork, professional development, service to the community, and involvement in professional associations.

Prerequisite: DENH 2005. Concurrent enrollment in DENH 2065.

Dental Hygiene Practice V

DENH 2065 5 Credits

Continued refinement of advanced periodontal skills and the development of speed that is at a pace more congruent with that of a private office.

Prerequisite: DENH 2005. Concurrent enrollment in DENH 2060.

Economics

Macroeconomics

ECON 1021 3 Credits

MnTC: Goal 05

An introductory study of macroeconomics. Emphasis on theory of demand and supply, national income, fiscal and monetary policy, money and banking, unemployment and inflation, price level determinants, and topics in international economics, to include exchange rates, international trade theory, foreign exchange and balance of international trade. This course is typically required for economics, accounting, and business administration majors, and also has broad general education applications. Offered F, S, SS.

Microeconomics

ECON 1023 3 Credits

MnTC: Goal 05

An introductory study of microeconomics. Emphasis on price system, resource allocation, income distribution, firms in different market structures, production costs, and application of theory. The impact of international economics will also be discussed as applications to specific areas. This course is typically required for economics, accounting, and business administration majors, and also has broad general education applications. Offered F, S, SS.

Prerequisite: ECON 1021.

Statistics for Business and Economics

ECON 2021 3 Credits

An introduction to quantitative decision making. Probabilistic and statistical techniques as applied to business decision-making. Topics include probability, classical statistics, expected value, and sampling. This

course includes the use of a statistical software package. Offered F, S.

Prerequisite: Assessment score placement in MATH 1081 or above, or completion of MATH 1040 with a grade of "C" or higher.

Education

Portfolios for Educators I

EDUC 1020 1 Credit

This course is recommended as a first semester course for all education majors. Participants will study current education issues, national education news, educational law and portfolio pedagogy. Students will begin an education portfolio containing current events which effect education in Minnesota and the nation.

Recommendation: CAPL 1000.

Portfolios for Educators II

EDUC 1021 1 Credit

This second portfolio course presents the Minnesota Consortium of Paraeducators (MCP) standards for paraeducators as well as the Interstate New Teacher and Student Consortium (INTASC) standards. Students will expand the process portfolios begun in EDUC 1020 by developing templates using the MCP or INTASC standards.

Prerequisite: EDUC 1020 and nine credit hours.

Recommendation: Completion of ENGL 1021 or ENGL 1022.

Portfolios for Educators III

EDUC 1022 1 Credit

Portfolios for Educators III is the capstone project for students in the education program. Students will prepare portfolios for presentation at a mock employment interview. The course will assist students to complete their competencies in the Minnesota Paraeducators Consortium Standards for Paraeducators or INTASC standards as applicable. The final portfolio will be reviewed by peers and staff.

Prerequisite: EDUC 1020, EDUC 1021, and 30 credits. **Recommendation:** ENGL 1021 or ENGL 1022.

Education Standards

EDUC 1025 1 Credit

This course focuses primarily on Minnesota's K-12 academic standards and the assessment tools used to determine student growth. Through reading and discussing, students will gain an understanding of the complex issue of balancing educational activities that meet the needs of a diverse student population while collecting data that keeps educators accountable for student growth.

Prerequisite: Assessment score placement into RDNG 1000 or completion of RDNG 0090 with a grade of "C"

or higher.

Orientation to Education

EDUC 1045 **3 Credits**

This course is designed to introduce potential teachers/paraeducators to the foundations of the American education system. Throughout this course students will examine the teaching profession through the historical, philosophical, social, curricular, and assessment foundations of education.

Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher.

Reading and Study Skills Strategies for Paraeducators

EDUC 1050 **3 Credits**

This course presents the basic strategies used in teaching K-12 reading and study skills. The focus is on sensory modalities and their application to the diverse learning abilities and styles within the K-12 classroom. Visits to K-12 classrooms off campus can be arranged and are highly recommended for interaction with students and opportunities to practice and reflect on strategies learned in class.

Prerequisite: Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher.

Basics in TESOL for Paraeducators

EDUC 1060 **3 Credits**

This course will introduce students to the basics of TESOL (teaching English to speakers of other languages), i.e., teaching the English language and American school culture to speakers of other languages, in American schools. Students will learn strategies for being effective paraeducators in ESL classrooms and with English-language learners in mainstream classes. Visits to K-12 classrooms off campus can be arranged and are highly recommended for interaction with non-native English speakers and opportunities to practice and reflect on ESL strategies.

Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher. For non-native speakers of English: concurrent enrollment in or completion of ESL 1010 with a grade of "C" or higher, or English language proficiency equivalent to ESL 1010; see course instructor. **Recommendation:** Basic computer literacy.

Mathematics Support Strategies for Paraeducators

EDUC 1070 **3 Credits**

This course provides the skills that paraeducators need to assist teachers in the K-8 mathematics educational setting. Topics include current standards in mathematics education, sensory modalities, learning styles, error analysis, use of technology, and use of

manipulatives. Students will complete a portfolio of various games, activities, and manipulatives that can be used to support K-8 mathematics instruction.

Prerequisite: MATH 0070 with a grade of "C" or higher, or assessment score placement into MATH 1025 or higher.

Creating Culturally Responsive Classrooms

EDUC 2025 **3 Credits**

This course is designed to prepare teacher/paraeducator students to work in culturally diverse classrooms. Students will investigate assumptions about culture, cultural backgrounds, how culture influences student motivation, and how culture impacts the learning setting.

Prerequisite: Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher. **Recommendation:** EDUC 1045.

Classroom Management for Paraeducators

EDUC 2040 **3 Credits**

The focus of this course is to guide paraeducators as they develop a vision for creating a positive classroom atmosphere. Fundamental principles of classroom management and discipline are presented along with ways to involve students in the creation of their learning environment.

Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher. **Recommendation:** Basic computer literacy.

Legal Issues in Education

EDUC 2050 **3 Credits**

This course presents an overview of the legal environment and legal issues in education. The course will contrast sources of regulation from federal, state and local authorities and will examine a variety of issues relating to the rights and obligations of both students and educators. Students in the class will learn to recognize circumstances in the education environment which may have legal consequences.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Writing Support Strategies for Paraeducators

EDUC 2055 **3 credits**

This course is designed to provide students with the skills necessary to support and reinforce the instruction of K-12 students in writing following written and oral lesson plans developed by licensed teachers. Students will learn instructional strategies in writing, will be trained in all required competencies for paraeducators in the academic area of writing, and may observe and

practice writing-support skills in K-12 settings off campus.

Prerequisite: Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher, and assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher.

Special Education Issues for Paraeducators EDUC 2070 3 Credits

This course provides a foundation of knowledge and practice pertaining to special education, with an emphasis on the role of the paraeducator in the EC-12 school system. Students may observe and practice skills with special education programs and populations in educational settings. Off campus activities may be included.

Restriction: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "B" or higher. **Recommendation:** Completion of EDUC 1020.

Emergency Medical Services

CPR for the Professional Rescuer, American Heart EMS 1010 1 Credit

The focus of this course is on basic life support of the cardiac and/or respiratory arrest victim for the health care provider. The techniques of resuscitation and management of airway obstruction for adults and pediatric patients are covered. Health Care Provider (level C) CPR, American Heart Association card provided at successful completion of course.

Note: For basic level American Red Cross CPR, see HLTH 1005.

First Responder EMS 1015 2 Credits

This course is designed to provide the First Responder at a scene of a medical or trauma emergency, the necessary knowledge and skill to manage patient care until the arrival of ambulance personnel.

Recommendation: Current CPR certification is preferred.

First Responder - Refresher EMS 1017 1 Credit

This course, approved by the Minnesota EMSRB, will refresh the student to the most current First Responder standards in the State of Minnesota. It is intended as an update on revised emergency care skills and techniques for re-certification. Successful completion will result in a re-newed two-year certification as a First Responder.

Prerequisite: Must provide Minnesota First Responder number and expiration date. **Restriction:** As a result of

1999 Minnesota Legislation, First Responders who have committed misdemeanors, gross misdemeanors, or felonies may not qualify to regain certification as a Minnesota First Responder. Students whose First Responder status has been expired for greater than one year are not allowed to take the First Responder Refresher course. Expiration of greater than one year will result in retaking a First Responder course to gain certification in Minnesota.

Emergency Medical Technician EMS 1020 6 Credits

This course will present the 7 modules of the updated National EMT Curriculum. This course will emphasize the EMT role, safety concerns, Airway Management, Patient Assessment, Medical Emergencies, Trauma Emergencies, Infants and Children, and Ambulance Operations. Students will prepare for the National Registry of EMT practical and written tests offered at the end of the semester. As a result of successful national testing, students will obtain certification as an EMT for the state of Minnesota and National Registry of EMT.

Prerequisite: Health Care Provider (level C) CPR.

Emergency Medical Technician - Refresher EMS 1022 2 Credits

This course, approved by the Minnesota EMSRB, will refresh the student to the most current EMT-Basic standards in the State of Minnesota. It is intended as an update on revised emergency care skills and techniques for re-certification. Completion of course requirements and successful State of Minnesota practical testing will result in a new two-year certification as an EMT-Basic.

Prerequisite: Must provide proof of a current Healthcare Provider CPR card prior to course completion. Must provide Minnesota EMT number and expiration date. **Restriction:** As a result of 1999 Minnesota Legislation, EMT's who have committed misdemeanors, gross misdemeanors, or felonies may not qualify to regain certification as a Minnesota or Nationally Registered EMT. Students whose EMT status has been expired for more than one year will need to contact the EMSRB to determine if this course will fulfill all the requirements needed to regain certification as an EMT in the State of Minnesota.

EMS Interventions I EMS 1025 4 Credits

A course to prepare the EMT to interface with advanced life support personnel (paramedics) and/or to prepare the EMT for the paramedic program. The course consists of verbal and written communication techniques, patient lifting/moving, set-up and assisting with invasive skills, basic pharmacology, triage and a review of basic life support skills.

Prerequisite: Current State or National Registry certification as an EMT-B or higher or pending certification provided the student receives certification prior to attending internship. **Recommendation:** Letter of recommendation from the student's EMT instructor verifying the following: minimum grade of 80% in the EMT class; attendance at a minimum of 80% of the EMT class; proficiency in all skill components of the class; no outstanding fees; no disciplinary issues or dismissal from class or clinical sites.

EMS Interventions II

EMS 1026 2 Credits

A course to enable the EMT to interface with advanced life support personnel (paramedics) and/or prepare for the paramedic program. The student will be afforded the opportunity to practice the skills and knowledge gained in the classroom in a clinical setting. Students will be assigned experience in an advanced life support ambulance, emergency department and in a vehicle maintenance/inventory clinical.

Prerequisite: Current State or National Registry certification as an EMT-B or higher, current CPR certification, completion of a criminal background check, completion of immunizations, and successful completion of EMS 1025 with a minimum grade of 70% within past year.

Paramedic Orientation

EMS 1041 4 Credits

An introduction to the paramedic program. Functions of the paramedic, medical terminology, research, ethics, well being of the paramedic and injury prevention will be studied. An overview of pathophysiology and anatomy and physiology will be presented.

Prerequisite: Acceptance into the paramedic program.

Advanced Prehospital Assessment

EMS 1046 3 Credits

A continuation of patient assessment from the emergency medical technician program. This course provides the conceptual approach and process of conducting a patient assessment. History, physical examination technique, clinical decision making, communications, documentation and therapeutic communications are covered in this course. Students will demonstrate assessment techniques and communicate their findings via written and oral communications.

Prerequisite: Successful completion of EMS 1041 with the past year.

Prehospital Community Building and Education

EMS 1047 2 Credits

Nationwide, paramedics are now involved in public education as a part of their job duties. This course will introduce the student to adult learning principles and

techniques as well as the process of preparation and presentation of a topic to a targeted group. The student will begin to interface with the public to provide injury prevention education. The course will enhance the paramedic student's communications skills. The student will verify as an American Heart Association Basic Life Support Instructor.

Prerequisite: Acceptance into the paramedic program.

Advanced Prehospital Operations

EMS 1048 3 Credits

Because the emergency workers are frequently in the middle of all types of rescue situations, this course is offered to provide the paramedic student with an awareness of hazards they may encounter and how to protect themselves and their patients. This training will help prevent well intentioned, uninformed responders from endangerment in hazardous situations. This course also provides instruction in ambulance operations and behind the wheel experience driving an ambulance.

Prerequisite: Acceptance into the Paramedic Program and a valid driver's license.

Advanced Prehospital Pharmacology

EMS 1049 4 Credits

This course is designed to help the paramedic student implement a patient management plan based on the principles and applications of pharmacology. Course content includes: pharmacology foundation material, drug classification, general properties of medications, special considerations, personal responsibilities, safety and legal issues. The autonomic nervous system will be presented to enhance an understanding of the mechanism of action of drugs. The course also provides instruction and practice on safe and precise venous access and medication administration. Methods for calculating dosages will also be presented.

Prerequisite: Completion of EMS 1041 within the past six months.

Advanced Emergency Medical Care I

EMS 1053 4 Credits

This course prepares the paramedic student to manage medical emergencies in the pre-hospital setting. Various medical emergencies will be discussed including: shock, respiratory emergencies, renal problems, and anaphylaxis. This didactic presentation will also provide the paramedic student with an overview of the normal changes experienced throughout the aging process. Students will be expected to manage medical emergencies in mock scenarios.

Prerequisite: Completion of EMS 1049 within the past year.

Advanced Emergency Medical Care II**EMS 1054 4 Credits**

This course prepares the paramedic student to manage medical emergencies in the prehospital setting. Various medical emergencies will be discussed including: toxicological, environmental, psychiatric, crisis, neurological and communicable diseases and infection. Material will also be presented on dealing with death and dying and the cultural diverse population. The student will be expected to manage medical emergencies in mock scenarios.

Prerequisite: Completion of EMS 1049 within the past year.

Advanced Emergency Trauma Care**EMS 1064 3 Credits**

Students will learn and practice the management of soft tissue, central nervous system and musculoskeletal traumatic emergencies in simulated situations. They will also manage emergencies of the spine, thorax, head and facial areas. Students will also be expected to implement a management plan for the burn patient. Course includes Basic Life Support Trauma Providers Certification.

Prerequisite: EMS 1049 within the past one year.

Prehospital Special Considerations**EMS 1066 4 Credits**

The course is designed to provide the paramedic with prehospital treatment strategies for a special population. Management of the pediatric, obstetrical, neonate, challenged, chronic care and abused patient will be presented. The course includes verification as a provider of Pediatric Advanced Life Support (PALS) following the guidelines of the American Heart Association. The student will also qualify as a Pediatric Education Prehospital Professional (PEPP) provider. The student will demonstrate skills required to manage the patient with special considerations.

Prerequisite: Completion of EMS 1068 within the past six months.

Advanced Cardiac Physiology and Assessment**EMS 1067 2 Credits**

This course presents management of the cardiac patient in the pre-hospital setting. Topics include: review of cardiac anatomy and physiology; coronary artery disease; myocardial infarction; 12 Lead EKGs and monitoring; action potential; axis deviation; and, assessment of the cardiac patient.

Prerequisite: Completion of EMS 1049 within the past six months.

Advanced Management of Cardiac Emergencies**EMS 1068 4 Credits**

This course presents management of the cardiac dysrhythmias in the pre-hospital setting. Topics include: supraventricular and ventricular rhythm interpretation

and management along with interpretation of 12 Lead EKG changes in heart disease. Students will have extensive hands on training on rhythm interpretation, patient monitoring, cardiac patient management and use of pacemakers and defibrillators. Students will also certify as American Heart Association Advanced Life Support Providers.

Prerequisite: Completion of EMS 1049 within the past six months.

Clinical Orientation**EMS 1070 2 Credits**

Students will be oriented on clinical expectations, assignments, evaluations, and objectives by clinical site staff and faculty. Assessment of overall knowledge of didactic material and psychomotor skills will be performed.

Prerequisite: Completion of all didactic courses of the Paramedic Program.

Integration of the Paramedic Role**EMS 1080 2 Credits**

This course focuses on the preparation of the paramedic student for the entry level paramedic role. Job seeking techniques will be provided. Integration of the entire paramedic curriculum into the practice expected of the entry-level paramedic will be provided. Students will apply knowledge gained from the didactic and clinical portion of the program towards state and national certification.

Prerequisite: Completion of all didactic and clinical courses of the Paramedic Program.

Paramedic Clinical Experience I**EMS 1781 3 Credits**

Students are assigned to emergency rooms and critical care areas in hospitals in the Twin Cities. Under the supervision of preceptors, the paramedic student gains clinical experience in the management of the emergency patient.

Prerequisite: Completion of EMS 1070 within the past six months.

Paramedic Clinical Experience II**EMS 1782 3 Credits**

Students are assigned to a variety of hospitals in the Twin Cities for this experience. Under the supervision of preceptors, the paramedic student gains clinical experience in areas of obstetrics, pediatrics, psychiatrics, and anesthesia.

Prerequisite: Completion of EMS 1070 within the past six months.

Advanced Life Support Internship I**EMS 1785 3 Credits**

This course provides competency based experiences for the paramedic student with advanced life support

ambulance services. Students work under the supervision of a paramedic preceptor to expand knowledge and skills obtained during the didactic portion of the Paramedic Program.

Prerequisite: Completion of EMS 1070 within the past six months.

Advanced Life Support Internship II
EMS 1786 3 Credits

This course continues to provide a variety of competency based experiences for the paramedic student with advanced life support ambulance services. Students work under the supervision of a paramedic preceptor to expand knowledge and skills obtained during the didactic and clinical portion of the paramedic program.

Prerequisite: Completion of EMS 1070 within the past six months.

Advanced Life Support Internship III
EMS 1787 3 Credits

This course continues to provide a variety of competency based experiences for the paramedic student with advanced life support ambulance services. During this course students also have the opportunity to intern with scheduled advanced life support services. Students work under the supervision of a paramedic preceptor to expand knowledge and skills obtained during the didactic and clinical portion of the paramedic program. In addition, students will select an elective site where they will intern.

Prerequisite: Completion of EMS 1070 within the past six months.

Engineering

Introduction to Engineering
ENGR 1020 4 Credits

This course presents the art and practice of engineering. Design, prototyping, use of computer packages, and visual, oral, and written communication. Engineering graphics will be presented including the use of CAD software. Team and individual project work includes reverse engineering of existing products and creative design and fabrication of new ideas and products. Speakers from industry will discuss engineering career options. The Century engineering curriculum and transfer options will be presented. Offered F, S.

Statics
ENGR 1080 3 Credits

A study of rigid body mechanics where bodies are in equilibrium. Topics include: force and moment vectors, principles of statics, equilibrium analysis; applications to simple trusses, frames and machines; distributed

loads, centroids, and area moments of inertia; principles of friction. Integrated treatment of design. Offered S.

Prerequisite: PHYS 1081 and concurrent enrollment in MATH 1082.

Dynamics
ENGR 2080 3 Credits

A study of rigid body motion and the forces that cause motion. Topics include: a review of particle dynamics; planar kinematics and kinetics of a rigid body; vibrations. Design of elementary dynamic systems. Offered F.

Prerequisite: ENGR 1080.

Deformable Body Mechanics
ENGR 2085 3 Credits

A sophomore level course intended for students in mechanical, civil, aerospace and other engineering fields. Topics include: stress and strain, material behavior and linear elasticity, uniaxially loaded members, shafts in torsion, beams in bending, shear and moment diagrams, stress and strain transformation, and design of shafts and beams. Offered S.

Prerequisite: ENGR 1080.

Circuits I
ENGR 2091 4 Credits

Intended for sophomore level engineering students. Topics include: DC circuits; Kirchoff's Laws, mesh analysis, nodal analysis, source transformations, superposition, Thevenin's theorem; transient circuits, R.L.C. circuits. Design examples. Electronics topics include diodes, transistors, and operational amplifiers. Includes a two-hour lab each week. Offered F.

Prerequisite: PHYS 1082; concurrent enrollment in MATH 2081.

Circuits II
ENGR 2092 4 Credits

A continuation of Circuits I. Topics include: sinusoidal analysis, phasors, frequency response, two-port networks, Laplace transforms, Fourier analysis, high-frequency response of BJT's, FET's, and Amplifiers. Design of AC circuits. Includes a two-hour lab each week. Offered S.

Prerequisite: ENGR 2091; concurrent enrollment in MATH 2082.

Digital Fundamentals
ENGR 2094 2 Credits

This course provides an introduction to digital circuits and is intended primarily for mechanical engineering students. Topics include Boolean algebra, logic gates, Karnaugh mapping, and analysis of combinational circuits. The course includes a two-hour lab each week

for eight weeks. Credit will not be granted for both ENGR 2094 and ENGR 2095.

Prerequisite: MATH 1081.

Introduction to Digital Design

ENGR 2095 **4 Credits**

Intended for students in electrical and computer engineering. Topics include: Boolean algebra and logic gates; Karnaugh mapping; analysis and design of combinational and sequential circuits; computer simulation of digital circuits; VHDL modeling. Includes a two-hour lab each week. Credit will not be granted for both ENGR 2094 and ENGR 2095.

Prerequisite: MATH 1081.

Engineering CAD

Interpreting Engineering Drawings

ECAD 1020 **3 Credits**

This course is designed to give students an understanding of the concepts required to read industrial blueprints. Topics include sketching, multiview drawing, symbols, scaling, dimensioning, finishes, screw threads, auxiliary and assembly drawings. Also covered is an introduction to Geometric Tolerancing.

Basic Drafting

ECAD 1030 **2 Credits**

This course is an overview of the drafting profession and instruction in the use of various drafting instruments. Topics include geometric construction, freehand lettering, multiview drawings using 1st & 3rd angle projection, and simple dimensioning.

Engineering Drafting I

ECAD 1040 **4 Credits**

Detail drawings will be created that incorporate auxiliary and section views, tolerancing, finishes, and manufacturing processes. Other topics: drafting office practices such as ECO's, revisions and standard parts are also covered.

Prerequisite: Completion of or concurrent enrollment in ECAD 1020, ECAD 1030 or ECAD 1050, and ECAD 1060.

Introduction to Computer Aided Drafting-CAD

ECAD 1050 **3 Credits**

This course will introduce students to CAD concepts, terminology, hardware, and software. Students will create, manipulate, and edit 2D geometry and symbols; section, dimension, and print 2D drawings.

Prerequisite: ECAD 1020 or equivalent.

Materials and Manufacturing Process

ECAD 1060 **3 Credits**

When designing and drafting industrial products, the individual parts, materials, and manufacturing processes must be considered. This course is an introduction to engineering materials and properties; common manufacturing processes such as casting, forging, machining, welding, forming, and molding.

Introduction to AutoCAD

ECAD 1070 **3 Credits**

Students will learn the fundamental concepts, tools, and commands of the AutoCAD software. AutoCAD knowledge learned includes skills necessary to draw, edit, set up and plot drawings, as well as to display two-dimensional drawings. Students will also learn to identify the components of AutoCAD drawings. Instruction will be taught with a hands-on approach to learning and will build a foundation for continued training or self-instruction.

Geometric Dimensioning and Tolerancing

ECAD 2020 **2 Credits**

This course provides in depth coverage of form, orientation, runout, profile, and location tolerances. Applications include analyzing production drawings, investigating inspection procedures, and calculating and specifying tolerances.

Prerequisite: ECAD 1020 or equivalent industrial experience.

Geometric Dimensioning and Tolerancing Lab

ECAD 2025 **1 Credit**

In this course, students will investigate tooling, machining, and inspection aspects of GDT.

Prerequisite: ECAD 2020.

Descriptive Geometry and Applications

ECAD 2030 **2 Credits**

Students will graphically solve problems dealing with true lengths, sizes, distances, angles, and intersections of various points, lines, and planes. Other topics include vectors, sheet metal development and detail drawings and bend allowance calculations.

Prerequisite: MATH 1015, ECAD 1040.

Engineering Drafting II

ECAD 2040 **4 Credits**

Various fastening methods are covered such as welding, threaded and non-threaded fasteners, keys, and springs. This leads to the creation of assembly drawings and bills of material. The design process and several methodologies are introduced.

Prerequisite: MATH 1015, ECAD 1040, ECAD 2020, or concurrent enrollments.

3D CAD**ECAD 2050 3 Credits**

Students will create, manipulate, and edit 3D geometry resulting in detail, assembly, and pictorial drawings. Cadkey and Draft-Pak software will be used.
Prerequisite: ECAD 1050.

Introduction to Solid Modeling**ECAD 2055 3 Credits**

Students will learn the basics of creating solid models using Pro/Engineer software by Parametric Technology Corp.
Prerequisite: ECAD 1020 or ENGR 1020 or equivalent. **Recommendation:** ECAD 2050 (Cadkey) or other CAD experience.

Basic Tooling Fixtures**ECAD 2060 3 Credits**

This course will introduce students to tool design. Topics include workholding theory, standard tooling components, drill jigs, milling fixtures, and inspection gauges.
Prerequisite: ECAD 1060, ECAD 2050.

Power Transmission Devices**ECAD 2070 4 Credits**

Topics covered include determining dimensions, loads, stresses and sizes of gears, cams, bearings, seals, clutches, belt and chain drives to create detail and assembly drawings. Various design practices will be discussed.
Prerequisite: MATH 1015, PHYS 1041, ECAD 2040.

Applying Pro/E**ECAD 2075 3 Credits**

Students will use Pro/Engineer software to investigate applications such as the design of a working jig, fixture, die, mold and new product design.
Prerequisite: ECAD 2055. **Recommendation:** ECAD 2060.

English

Note: Students registering for an English course for the first time must take a reading and writing assessment as described in the Assessment section of this publication. Students must begin any English coursework at their assessed skill level. Students who do not follow listed assessment and prerequisite requirements will be required to change registration to comply with Century's Assessment Policy.

Basic Writing and Grammar**ENGL 0080 4 Credits**

The main purpose of this course is to develop and/or enhance the student's use of English sentences and increase competence in recognizing and composing

sentences and short paragraphs. Special emphasis will be placed on eliminating common errors such as fragments, comma splices, and run-ons. Students enrolled in sections of 0080 meeting fewer than four hours per week must complete one hour per week of supervised writing center time.

Prerequisite: Assessment score placement in ENGL 0080 or above and assessment score placement in RDNG 0080 or above. **Restriction:** Students may not enroll in more than one composition course in one semester.

Introduction to Writing**ENGL 0090 4 Credits**

This course introduces students to basic principles of composition, including organization, development, unity, and coherence in paragraphs and brief essays. Special emphasis will be placed on eliminating common errors and increasing fluency. Students enrolled in sections of 0090 meeting fewer than four hours per week must complete one hour per week of supervised writing center time.

Prerequisite: Assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of "C" or higher, and assessment score placement in RDNG 0090 or above or completion of RDNG 0080 with a grade of "C" or higher. **Restriction:** Students may not enroll in more than one composition course concurrently.

Composition I**ENGL 1021 4 Credits****MnTC: Goal 01**

This college composition course for all students emphasizes the expository essay, purposeful writing, selection and organization of material, and fluency. Students will be introduced to citing and documenting outside sources. Students enrolled in sections of 1021 meeting fewer than four hours per week must complete one hour per week of supervised writing center time.

Prerequisite: Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher, and assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher. **Restriction:** Students may not enroll in more than one composition course concurrently. **Recommendation:** Word processing proficiency.

Composition II**ENGL 1022 3 Credits****MnTC: Goal 01**

This college composition course emphasizes analytical writing and the techniques of academic research using literature and other texts as the basis for composition.

Prerequisite: ENGL 1021 with a grade of "C" or higher. **Recommendation:** Word processing proficiency.

Technical Writing**ENGL 1025****3 Credits**

This course emphasizes writing in workplace environments using current technology. Typical assignments include instructions, informational reports, abstracts and summaries, proposals for action, letters of application, and extended projects. The course includes consideration of format, design, and visuals. This course assumes familiarity with a word processing program.

Prerequisite: ENGL 1021 with a grade of "C" or higher.
Recommendation: CAPL 1010 or equivalent.

American Literature: Colonial to Civil War**ENGL 2011****3 Credits****MnTC: Goal 06**

A study of major writers of the American Renaissance and of some of their colonial and federal forebears. Typical writers include Bradstreet, Edwards, Franklin, Emerson, Thoreau, Fuller, Hawthorne, Douglas, Melville, Poe, Dickinson, and Whitman.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

American Literature: Civil War to Present**ENGL 2012****3 Credits****MnTC: Goals 06 & 07**

A study of major writers of the late 19th and 20th Centuries. Typical writers studied include Clemens, Crane, Chopin, James, Cather, Fitzgerald, Hughes, Faulkner, Hurston, Hemingway, and Frost.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

African American Literature**ENGL 2013****3 Credits****MnTC: Goals 06 & 07**

A study of the major works of literature of African American authors from the colonial period to modern time. Typical authors include Phyllis Wheatley, Jean Toomer, Nikki Giovanni, Alice Walker, Richard Wright, Langston Hughes, and James Baldwin.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Minnesota Writers**ENGL 2014****3 Credits****MnTC: Goal 06**

A study of the works of Minnesota writers such as Rolvaag, Lewis, and Fitzgerald, as well as more contemporary authors including Judith Guest, Kate Green, Pat Hampl, Robert Bly, Carol Bly, Bill Holm and August Wilson.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

American Indian Literature**ENGL 2015****3 Credits****MnTC: Goals 06 & 07**

An introductory survey of major literary works written by or attributed to American Indian authors, from the oral tradition to contemporary literature. Selections might include works by Sherman Alexie, Black Elk, Ella Vine Deloria, Louise Erdrich, Linda Hogan, N. Scott Momaday, and Leslie Marmon Silko.

Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher. **Recommendation:** Completion of ENGL 1021 with a grade of "C" or higher.

American Folklore and Folklife**ENGL 2018****3 Credits****MnTC: Goals 06 & 07**

An introduction to Folklore and Folklife by examining oral, customary, and material folklore and by examining particular aspects of folklife as seen in specific groups such as the Amish. Included in the oral folklore section will be the study of folk speech and naming, riddles, proverbs, legends and songs. Customary folklore can include the study of traditional games, superstitions, and community festivals. In material folklore, students will examine traditional arts and crafts, folk architecture, costumes and foods. Genealogy and oral history are components of folklife and will be included, as well as a close examination of the folklife ways of specific groups.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Creative Writing: Poetry & Fiction**ENGL 2023****3 Credits**

A workshop in which students write poetry and fiction and critique one another's work. Students will also examine forms of poetry and fiction.

Prerequisite: ENGL 1022 with a grade of "C" or higher, or consent of instructor.

Creative Writing: Nonfiction**ENGL 2025****3 Credits**

A study and practice of various forms of prose writing - narrative, description, argument - with emphasis in writing for popular magazines, journals, or newspapers.

Prerequisite: ENGL 1021 with a grade of "C" or higher, or consent of instructor.

British Literature: Medieval to Romantic**ENGL 2031****3 Credits****MnTC: Goals 06 & 08**

A survey of British Literature from the Middle Ages to the Restoration and 18th Century. It will include works by such authors as Malory, More, Marlowe, Shakespeare, Donne, Jonson, Milton, Bunyan, Swift, and Pope.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

British Literature: Romantic to Present
ENGL 2032 3 Credits

MnTC: Goals 06 & 08

A survey of British Literature from the Romantic period to the present. It will include works by such authors as William Blake, Percy Shelley, Mary Wollstonecraft, Charles Dickens, Robert Browning, Elizabeth Barrett Browning, Christina Rossetti, Thomas Hardy, James Joyce, Virginia Woolf, and Doris Lessing.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Shakespeare
ENGL 2035 3 Credits

MnTC: Goal 06

An introduction to some of Shakespeare's plays. Students will read representative plays and study the Elizabethan Theater and the English Renaissance.

Prerequisite: ENGL 1021. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Literature and Film
ENGL 2043 3 Credits

MnTC: Goal 06

A study of a variety of films and how these relate to written literature and to our lives. Students read and discuss literature with particular attention to its translation from print to the screen. Some attention is given to film techniques.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Modern World Literature
ENGL 2051 3 Credits

MnTC: Goals 06 & 08

An examination of world literature during the first half of the 20th century. Readings may include short stories, poems, plays, and/or novels. Offered F, S.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Contemporary World Literature
ENGL 2052 3 Credits

MnTC: Goals 06 & 08

An examination of world literature during the second half of the 20th century. Readings may include poetry, short fiction, plays, and/or novels. Offered F, S.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Mythology
ENGL 2055 3 Credits

MnTC: Goal 06

An introduction to several major works of Greek, Roman, and world mythology. Students will relate the

works and ideas to modern thinking and world literature. Offered F, S.

Prerequisite: ENGL 1021. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Women in Literature: British & Colonial
ENGL 2061 3 Credits

MnTC: Goals 06 & 08

A study of works written in English by women in England and the British Empire. It considers social, economic, political, and cultural issues, including colonialism. Authors may include Mary Wollstonecraft, Mary Shelley, George Eliot, Elizabeth Barrett Browning, Florence Nightingale, the Brontes, Isak Dinesen, Virginia Woolf, and Nadine Gordimer.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Women in Literature: American
ENGL 2062 3 Credits

MnTC: Goals 06 & 09

A study of works written by American women. The course examines women writers forging a distinct literary tradition with its own perspectives and themes. It considers each work as a reflection of the attitudes towards women of its time and examines the social, ethical, political, and economic conditions of society as they emerge in the works.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Women in Literature: World Voices
ENGL 2063 3 Credits

MnTC: Goals 06 & 08

A study of works written by contemporary women writers from major regions of the world. Readings include translated short stories, poems, plays and novels. Students are encouraged to better understand an increasingly interdependent world and be exposed to some intellectual and psychological challenges posed by values and ways of life that are very different from their own.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Children's Literature
ENGL 2071 3 Credits

MnTC: Goal 06

An examination of the history and range of Children's Literature. Students will learn to define, analyze and evaluate the major categories of Children's Literature. Students will study children's poetry, folktales and fables, picture books and novels.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Short Novel
ENGL 2073 3 Credits
MnTC: Goal 06

A study of several short novels. The course emphasizes the elements of this genre, particularly main themes, style, and form.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Science Fiction and Fantasy
ENGL 2075 3 Credits
MnTC: Goal 06

A study of science fiction and fantasy. Representative authors may include Mary Shelley, Jules Verne, H.G. Wells, Isaac Asimov, Arthur C. Clarke, Ray Bradbury, C.S. Lewis, J.R.R. Tolkien, and Ursula LeGuin. Offered F, S.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Mystery
ENGL 2077 3 Credits
MnTC: Goal 06

A study of the mystery story. An examination of its 19th century roots - with an emphasis on Edgar Allan Poe and Conan Doyle - is followed by a consideration of various 20th century developments (for example the hard-boiled detective, the psychological thriller, and the spy story). Readings may include such authors as Dorothy Sayers, Dashiell Hammett, Raymond Chandler, John LeCarre, and P.D. James.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Latin American Literature
ENGL 2083 3 Credits
MnTC: Goals 06 & 08

A study of Latin American literature which may include poetry, short stories, and novels by authors such as Marquez, Neruda, Borges, Allende, Cortazar, Lispector, and Paz.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Bible As Literature
ENGL 2085 3 Credits
MnTC: Goal 06

A study of primarily Old Testament literature and its many genres: epic narrative, drama, poetry, biography, and short story. The class studies the literary techniques, individuals, and events of the Bible. The course does not study theology or doctrine, but rather focuses on the events and characters of a book which has changed the course of Western civilization.

Recommendation: Assessment score placement in

RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Ethics and Environment: The Literature of Place
ENGL 2095 3 Credits
MnTC: Goals 06 & 10

A study of writing about the relationship between humans and their environments. Works include historical, philosophical, scientific, and literary perspectives. Writers are chosen from among many traditions and cultures and may include Thoreau, Leopold, Carson, Abbey, Berry, and Silko.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

English as a Second Language

Note: Enrollment for all ESL classes is determined by a proficiency test, a writing sample, an onsite interview, and an evaluation of educational background. Students must meet with ESL staff before registering. Call the Assessment Office at 651-779-3352 for more information about testing.

Grammar II
ESL 0071 4 Credits

This course is designed to help nonnative speakers of English build on existing English skills to prepare them for entrance into a program in the college. This course focuses on a basic introduction and analysis of the grammatical structure of English and its application.

Prerequisite: Appropriate scores on the ESL proficiency test, and/or advisor approval.

Recommendation: Students should take advantage of community based ABE/ESL programs and have some previous English speaking experience, along with some previous formal educational experiences to build basic study skills. Work experience is also very helpful.

Writing II
ESL 0072 4 Credits

This course is designed to help nonnative speakers of English build on existing English skills to prepare them for entrance into a program in the college. This course focuses on the step-by-step process of paragraph and short composition writing, revising and editing skills, grammatical structures, writing mechanics and lexical features.

Prerequisite: Appropriate scores on the ESL proficiency test, and/or advisor approval.

Recommendation: Students should take advantage of community based ABE/ESL programs and have some previous English speaking experience, along with some previous formal educational experiences to build basic study skills.

Reading II**ESL 0073****4 Credits**

This course is designed to help nonnative speakers of English build on existing English skills to prepare them for entrance into a program in the college. This course focuses on reading strategies, giving details, sorting out pertinent details, word analysis, technical/academic vocabulary paraphrasing, outlining, mood, and literary and rhetorical forms.

Prerequisite: *Appropriate scores on the ESL proficiency test, and/or advisor approval.*

Recommendation: *Students should take advantage of community based ABE/ESL programs and have some previous English speaking experience, along with some previous formal educational experiences to build basic study skills.*

Listening/Speaking II**ESL 0074****4 Credits**

This course is designed to help nonnative speakers of English build on existing English skills to prepare them for entrance into a program in the college. This course emphasizes both micro-listening and macro-listening skills, the development of clear speech and self-expression, and a deeper understanding of common idioms.

Prerequisite: *Appropriate scores on the ESL proficiency test, or advisor approval.*

Recommendation: *Students should take advantage of community based ABE/ESL programs and have some previous English speaking experience, along with some previous formal educational experiences to build basic study skills.*

Grammar & Writing III**ESL 0081****5 Credits**

A study of grammar and basic academic writing skills. Students will write personal narratives, descriptions, and simple expository essays. Grammar work includes sentences, basic verb tenses, questions, and an introduction to complex sentences. Students will learn and practice basic computer skills for writing essays.

Prerequisite: *Appropriate score on the language proficiency test, background information, oral interview and writing sample.*

Reading & Listening III**ESL 0083****5 Credits**

A study of reading, listening, and vocabulary development in preparation for college-level work. Students will increase reading fluency and comprehension. Emphasis is on identification and understanding of an author's main ideas and the acquisition of strategies to approach unfamiliar vocabulary. Students will be able to use resources in the library and computer center.

Prerequisite: *Appropriate score on the language*

proficiency test, background information, oral interview and writing sample.

Pronouncing American English**ESL 0084****3 Credits**

This course provides an introduction to the basics of speech sound production for American English. Students will study how to pronounce more precise consonants, consonant clusters and vowels. Intonation and stress patterns of English will also be studied. Learning a phonetic alphabet will be emphasized so that students can better understand the differences between written and spoken language.

Prerequisite: *Appropriate score on the language proficiency test, oral interview, or consent of instructor.*

Grammar & Writing IV**ESL 0091****3 Credits**

A study of high-intermediate-level grammar and writing skills. Students will gain fluency and accuracy in writing extended narratives and expository essays. Grammar emphasizes the more difficult verb tenses and complex sentence structure. Students will practice computer skills for writing essays.

Prerequisite: *ESL 0081 and ESL 0083 with grades of "C" or higher, or appropriate score on the language proficiency test, background information, oral interview, and writing sample.*

Reading & Listening IV**ESL 0093****3 Credits**

A study of reading, listening, and vocabulary development at the high-intermediate level. Students will practice identifying main ideas and details and recognizing simple patterns of organization. Summary writing and usage of library resources are also included. Vocabulary development emphasizes recognition and use of common affixes and roots and understanding meaning in context.

Prerequisite: *ESL 0083 with a grade of "C" or higher, or appropriate score on the language proficiency test, background information, oral interview, and writing sample.*

Speaking English**ESL 0094****3 Credits**

An expansion of speaking skills for the American classroom and for giving formal presentations. Focus will be on intonation, classroom questions and answers, role-playing, interviewing, organization and presentation of ideas. Emphasis will be placed on the academic and social uses of spoken English, and the cultural contexts of language use.

Prerequisite: *Functional oral comprehension and fluency; ESL 0084; concurrent enrollment in ESL 0091, ESL 0093 or ESL 1010, or consent of instructor. Students should be completing a college ESL program.*

ESL Individualized Study

ESL 0790 1 Credit

An opportunity for students to work in any area of ESL--for example, grammar, listening, reading, pronunciation, vocabulary--which can improve their basic skills. Programs are designed for the individual student.

Prerequisite: *Appropriate score on the language proficiency test, background information, oral interview, and writing sample; or grades of "C" or higher in other ESL classes.* **Recommendation:** *Concurrent or prior registration in another ESL course.*

Occupational English as a Second Language - Grammar

ESL 0791 1 - 3 Credits

This course provides program support for eligible students who have been accepted into their major programs but still need ESL support. Goals of the course are content-based and focus on the individual student's needs.

Prerequisite: *Minimum completion of ESL 0080s with grades of "C" or higher, or assessment score placement in ESL 0090 or above, or consent of instructor.*

Occupational English as a Second Language - Writing

ESL 0792 1 - 3 Credits

This course provides program support for eligible students who have been accepted into their major programs but still need ESL support. Goals of the course are content-based and focus on the individual student's needs.

Prerequisite: *Minimum completion of ESL 0080s with grades of "C" or higher, or assessment score placement in ESL 0090 or above, or consent of instructor.*

Occupational English as a Second Language - Reading

ESL 0793 1 - 3 Credits

This course provides program support for eligible students who have been accepted into their major programs but still need ESL support. Goals of the course are content-based and focus on the individual student's needs.

Prerequisite: *Minimum completion of ESL 0080s with grades of "C" or higher, or assessment score placement in ESL 0090 or above, or consent of instructor.*

ESL for College

ESL 1010 3 Credits

A survey of college reading, writing, and the use of library resources. Students review the grammar of complex sentence structure and also practice listening

and note-taking for college lectures. Students will improve computer skills for writing essays.

Prerequisite: *Appropriate score on the language proficiency test, background information, oral interview and writing sample; or grades of "C" or higher in developmental levels of ESL.*

American English: Advanced Speaking and Listening

ESL 1034 3 Credits

This course addresses students' need for reducing accent interference, and for effective communication, both speaking and listening, in American English. Students will focus on increasing verbal and nonverbal skills, improving listening comprehension, and increasing a student's ability to participate effectively in small and whole group processes. The skills and strategies learned in this course will serve to help students throughout their educational and professional careers.

Prerequisite: *Successful completion of ESL 0094 with a C or better, or an oral interview and permission of the instructor.*

Facility Systems Technology

Construction Technology

FST 1000 4 Credits

This course covers the repair of the building itself including hand and power tools, fasteners, wall patching, wall construction, roof repairs, water damage repairs, blueprint reading, and concrete repairs.

Plumbing Basics

FST 1020 3 Credits

Basic plumbing systems as well as installation and maintenance will be covered.

Prerequisite: *FST 1000 or concurrent enrollment, or consent of instructor.*

Basic Electricity

FST 1030 3 Credits

This course looks at electricity from a practical not electronic point of view and covers power distribution, Ohms Law, circuit layout, electrical terms, motors, schematics, and repairs in both the HVAC and Facility Systems field.

Basic Electrical Systems

FST 1033 3 Credits

This course deals with electrical fundamentals including capacitors, inductors, AC terminology, power factor, transformers, wire sizing, codes and motors. The students will safely use meters and wiring diagrams to diagnose and repair circuits.

Prerequisite: *FST 1030 or concurrent enrollment.*

Locks, Keys, and Security**FST 1060** 2 Credits

This course covers cutting keys, mounting locks, lubricating locks, security systems and re-keying.

Prerequisite: FST 1000 or consent of instructor.

Introduction to Hydraulics**FST 2000** 3 Credits

This course is designed to give maintenance personnel basic information on hydraulic systems including valves, cylinders, pumps, motors and pressure regulating devices.

Prerequisite: FST 1000 or consent of instructor.

Auxiliary Electrical Systems**FST 2020** 3 Credits

Students will trace and modify low voltage electrical circuits, troubleshoot and service paging, music systems, small appliances, and maintain battery-powered equipment. Examine building wiring systems, including wiring, basic electrical circuits, such as service panels, 3 way switches and receptacles.

Prerequisite: FST 1033 or concurrent enrollment.

Forced Air Systems and Controls**FST 2030** 2 Credits

This course includes types of air distribution systems, electric and pneumatic controls, and fan systems.

Prerequisite: HVAC 1060.

Computerized Maintenance Systems**FST 2050** 2 Credits

This course covers computerized maintenance management including preventive maintenance and scheduling and energy management using computers.

Prerequisite: FST Commercial Certificate; CSCI 1000 or consent of instructor.

French**Beginning French I****FREN 1011** 5 Credits

An introduction to French. Basic grammar, correct self-expression, aural comprehension and reading are stressed. Weekly tape listening and laboratory work are required. Introduction to French-speaking cultures. Offered F.

Restriction: If students have completed three years of high school French, consent of instructor is required.

Beginning French II**FREN 1012** 5 Credits

A continuation of French 1011. Continued development of all four language skills (speaking, listening comprehension, writing, and reading) is stressed. Weekly tape listening and laboratory work are required.

Introduction to French-speaking cultures. Offered S.

Prerequisite: FREN 1011 (or equivalent). **Restriction:**

If students have completed four years of high school French, consent of instructor is required.

Independent Study**FREN 1790** 1 - 3 Credits

An opportunity for an in-depth study of a particular topic.

Prerequisite: Consent of instructor and dean.

Intermediate French I**FREN 2021** 5 Credits**MnTC: Goals 06 & 08**

A comprehensive review of oral and written French employing a variety of literary and cultural texts. Oral and aural skills developed in Beginning French with new emphasis on written composition. Study of historical and contemporary issues facing French speakers. Weekly tape listening and laboratory work are required.

Prerequisite: FREN 1012 or equivalent.

Intermediate French II**FREN 2022** 5 Credits**MnTC: Goals 06 & 08**

A comprehensive review of oral and written French employing a variety of literary and cultural texts. Oral and aural skills developed in Beginning French with new emphasis on written composition. Study of historical and contemporary issues facing French speakers. Weekly tape listening and laboratory work are required.

Prerequisite: FREN 2021 or equivalent.

Special Topics**FREN 2790** 1 - 3 Credits

Topics of special interest which may vary.

Prerequisite: Consent of instructor and dean.

Geography**Physical Geography****GEOG 1021** 3 Credits**MnTC: Goals 05 & 10**

An introduction to the physical systems and features of the earth. Included in Physical Geography is the study of the distribution of and the processes influencing world patterns of climate, vegetation, and land forms. The class also focuses on the influence of human activities on environmental systems. Offered F, S, SS. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher, or concurrent enrollment in RDNG 0090.

Human/Cultural Geography

GEOG 1023 3 Credits

MnTC: Goals 05 & 08

A geographic study of world cultural areas. Topics of study include: world populations (growth, distribution, migrations, characteristics), cultural geography (patterns of language and religion, folk customs, globalization of popular culture), global economic activity and development, and political organization of the world (evolution of states, territorial conflicts). The course enlists case studies from all parts of the earth to exemplify key geographic concepts. Offered F, S, SS.
Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher, or concurrent enrollment in RDNG 0090.

World Regional Geography

GEOG 1031 3 Credits

MnTC: Goals 05 & 08

A survey of principal world cultural realms including: Anglo-America, Latin America, Europe, the former Soviet Union, East and Southeast Asia, the Middle East and North Africa, and Sub-Sahara Africa. Emphasis is on the environmental, cultural, political, and economic differences and similarities from one world region to another, as well as how various world regions are affected by globalization. Offered S.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher, or concurrent enrollment in RDNG 0090.

Minnesota Geography

GEOG 1041 3 Credits

MnTC: Goals 05 & 07

A geographic appraisal of Minnesota. Included is the study and analysis of Minnesota's physical environment, the cultural landscape including human diversity, the Twin Cities, and the State's changing economy. Offered F, S.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher, or concurrent enrollment in RDNG 0090.

Health

Medical Terminology

HLTH 1001 2 Credits

This course includes a study of the structure of medical words/terms including the spelling, definition, pronunciation, common prefixes, suffixes, word roots, and how to combine them to form medical words. Learning strategies for dealing with new terminology as students progresses in the health care field are

included.

Prerequisite: RDNG 0080 with a grade of "B" or higher, or appropriate assessment score, or recommendation from reading instructor.

Worker Right to Know: Health and Safety in the Workplace

HLTH 1003 1 Credit

Worker Right to Know is designed to provide students with an understanding of the development and application of health and safety regulations in the workplace. Topics addressed include the Hazard Communication Standard, Minnesota Right to Know, properties of hazardous substances, labeling of hazardous materials, safety practices and equipment, and the storage and disposal of hazardous wastes.

Basic CPR, Red Cross

HLTH 1005 1 Credit

A study of citizen responder principles in areas of choking, and respiratory and cardiac arrests. This is a lab course involving adult, child, and infant situations. Upon successful completion, students will receive American Red Cross certification in Standard First Aid and Adult CPR plus Infant and Child CPR. Offered F, S, SS.

Note: For Professional level American Heart CPR, see EMS 1010.

Standard First Aid and Safety

HLTH 1010 2 Credits

A study of first aid principles and CPR. This is a lecture-lab course that includes victim evaluation, adult, child, and infant CPR and basic first aid care. Upon completion, student will receive American Red Cross certification in "Community First Aid CPR" with adult 2-person endorsement. Offered F, S.

Personal and Community Health

HLTH 1020 3 Credits

A study of health concepts and practices as applied to wellness. This is a lecture-discussion course of general health topics designed to stimulate critical thinking and awareness of where responsibility lies in the promotion of health in the home and community. Offered F, S, SS.

Stress Management

HLTH 1040 2 Credits

Modern concept of stress management for everyday living. Review subjects are: theories and concepts, disease connection, mind/body connection, and stress management skills. Offered F,S,SS

Human Sexuality

HLTH 1050 3 Credits

An inter-disciplinary study which will introduce the student to the many facets of human sexuality in a

diverse society. This course provides a basis for understanding the dynamics of human sexuality from many perspectives; physical, psychological, socio-cultural, theological, and legal.

Drug Education

HLTH 1060 3 Credits

Explores the fundamental psychological and social aspects of use and abuse of mood altering chemicals. Subjects reviewed are: history of use, classification of drugs, and the effects on the family and social concerns. Special emphasis is on the role alcohol and drugs have in our society and the responsibility we have in focusing on communication, preventing abuse and improving these health-related issues. Offered: F, S, SS.

Restriction: Closed to students who have earned credit in CDEP 1020.

Nutrition

HLTH 1070 3 Credits

Study of basic principles of nutrition throughout the lifecycle. Personal dietary analysis is included in course. Offered: F, S, SS.

Recommendation: Chemistry or biology is helpful.

Heating, Ventilation, and Air Conditioning Technology

Sheet Metal and Metal Brazing Practices

HVAC 1000 2 Credits

Refrigeration, heating and air conditioning require both tasks. Students will do soldering and brazing on copper tubing as in a refrigeration installation and will make basic sheet metal fittings used when installing heating and air conditioning systems.

Load Calculating

HVAC 1020 2 Credits

Students will become familiar and will be able to work with a psychometric chart. They will also become familiar with the procedure for determining a proper residential heating and cooling load. Students will be able to describe properties of air and air measurements.

Basic Refrigeration I

HVAC 1041 3 Credits

This course covers the following items in the basic refrigeration area: introduction, pressure temperature relations, refrigeration cycles, systems, compressors, condensers, evaporators, metering devices, controls, and accessories.

Prerequisite: Completion of or concurrent enrollment in any core course.

Basic Refrigeration II

HVAC 1042 3 Credits

This course describes the following area of refrigeration: applications and properties, refrigerant oils, piping, dehydration, charging and recovery, recycling, reclaiming, installations, heat pumps, part load and troubleshooting. Students will be able to pass CFC Certification Test and service refrigeration systems.

Prerequisite: HVAC 1041.

Fundamentals of Heating

HVAC 1060 2 Credits

Students will become familiar with the history of heating. They will become acquainted with different types of heating systems and fuels and become familiar with different types of accessories for heating systems and service procedures for these accessories. Students will also state the theory of the combustion process.

Prerequisite: Completion of or concurrent enrollment in any core course.

Oil Heat

HVAC 1063 3 Credits

Students will become familiar with oil heat. They will be able to describe how fuel oil and air are prepared and mixed in the oil burner unit for combustion. Students will be able to list products produced as a result of combustion of the fuel oil. Students will also become acquainted with the components of the gun-type oil burner.

Prerequisite: HVAC 1060.

Oil Heating Service and Troubleshooting

HVAC 1065 3 Credits

Students will become familiar with oil heating service procedures and maintenance. They will become familiar with combustion efficiency testing procedures and perform these skills and adjust equipment to peak efficiency. Students will also become familiar with a procedure and perform skills for logically troubleshooting an oil-fired heating system.

Prerequisite: HVAC 1063 or concurrent enrollment.

Gas Heat

HVAC 1067 4 Credits

Students will become familiar with gas heat. They will learn the purpose and application of gas burners, gas controls, gas ignition, safety, and operating controls. Students will learn and perform service and maintenance on gas furnaces, learn combustion efficiency testing procedures, and adjust equipment to peak efficiency. Students will also learn a procedure and perform skills for logically troubleshooting a gas heating system.

Prerequisite: HVAC 1060.

Heat Pumps, Chillers and Electric Heat

HVAC 1069 2 Credits

This will introduce students to alternate systems used to heat and cool a residence. They will become familiar with installation, function, performance and limitations. Students will also do basic tests on heating and cooling systems and controls. The student will also become familiar with commercial chillers.

Prerequisite: Completion of, or concurrent enrollment in, any core HVAC or FST course.

Electronic Ignition and Condensing Furnaces

HVAC 1070 2 Credits

Students will become familiar with the different types of ignition systems and provide service to these systems. They will become familiar with flame rectification and how to troubleshoot the systems with flame rectification. Students will also become familiar with high efficiency condensing furnaces and perform installation, maintenance and troubleshooting procedures.

Prerequisite: HVAC 1067.

Hydronic Heating/Boilers

HVAC 1073 3 Credits

Students will describe a basic boiler and hydronic heating systems and become familiar with zone controls for hydronic heating. They will become familiar with the boiler construction and control devices. Students will perform procedures for eliminating air from the system. They will also describe the piping and radiation for the delivery of the heat and will list and perform maintenance procedures for the hydronic heating systems. Students will gain knowledge to pass the Minnesota State Special Engineer License.

Prerequisite: Completion of, or concurrent enrollment in, any HVAC or FST core course.

Advanced Refrigeration I

HVAC 2051 4 Credits

Students will be given functioning equipment to work on, allowing them to make needed tests and measurements. Students will also be required to diagnose and repair standard problems which frequently appear in systems.

Prerequisite: HVAC 1042.

Advanced Refrigeration II

HVAC 2052 4 Credits

Students will be required to do standard maintenance on malfunctioning units. This troubleshooting and repair process will be either on school equipment, customer equipment or your own refrigeration equipment.

Prerequisite: HVAC 2051.

History

Western Civilization: From Antiquity to the 18th Century

HIST 1021 3 Credits

MnTC: Goals 05 & 08

This course is a survey of human experience in the Western world from ancient civilizations to the 18th Century. The focus is on the West in relation to the rest of the world, with emphasis on the major social, cultural, political, and economic developments. Major topics include Classical Greece and Rome, Medieval Culture, the Renaissance, and Overseas Exploration. Factors such as social/economic class, gender, and race are a critical part of historical analysis and will be integrated throughout the course.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

Western Civilization: From the 18th Century to the Present

HIST 1022 3 Credits

MnTC: Goals 05 & 08

This course is a survey of human experience in the Western world from the 18th Century to the present. The focus is on the West in relation to the rest of the world, with emphasis on the major social, cultural, political, and economic developments. Major topics include the Scientific Revolution and the Enlightenment, the Industrial Revolution, Victorian Culture, Imperialism, World Wars I and II, and the Post Cold War Era. Factors such as social/economic class, gender, and race are a critical part of historical analysis and will be integrated throughout the course.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

U.S. History: Pre-Columbian to 1865

HIST 1031 3 Credits

MnTC: Goals 05 & 07

A study of American political, social, cultural, and diplomatic developments from pre-European contact through the Civil War. Topics include: Early Native American cultures, colonial settlements, the Revolution, the Constitution, the National Period, Jacksonian America, the ante-bellum South, the Western movement and the Mexican War, and the Civil War.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

U.S. History: Since 1865**HIST 1032****3 Credits****MnTC: Goals 05 & 07**

A study of American political, social, cultural, and diplomatic developments from Reconstruction to the present. Topics include: Reconstruction, the American West, Industrial America, Urbanization, Immigration, Imperial America, Progressivism, the decade of the 1920's, Franklin Roosevelt and the New Deal, World War II, the Cold War, the Civil Rights Movement, and American Multiculturalism.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

Minnesota History**HIST 1035****3 Credits****MnTC: Goals 05 & 09**

A survey of the political, social, economic and cultural developments of Minnesota from its origins to the present. Topics to be studied include the Native American background, explorers, immigration, political development and leaders, pioneer life and economic development and changes.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

East Asia Since 1600**HIST 1051****3 Credits****MnTC: Goals 05 & 08**

This course covers the political, economic, social, and intellectual history of East Asia, focusing on China, Japan, Korea, and their neighbors from the seventeenth century through the present.

Recommendation: Assessment score placement in Reading 1000 or above, or completion of Reading 0090 with a grade of "C" or higher and assessment score placement in English 1021, or completion of English 0090 with a grade of "C" or higher.

World History: 1400 to Present**HIST 1061****3 Credits****MnTC: Goals 05 & 08**

This course explores global connections and disconnections, studying both global themes and regional variations. Class lectures, readings, and discussions will stress issues of diversity, power imbalances, and interactive factors such as race, ethnicity, class, and gender. In addition, we will explore intended and unexpected consequences as regions and cultures handle or resist connection or change.

Recommendation: Assessment score placement in RDNG 1000; assessment score placement in ENGL 1021.

American Myth**HIST 2041****3 Credits****MnTC: Goals 05 & 09**

An analysis of American society from the perspective of myth as a "cultural story." Special attention is given to the wide range of symbols, stereotypes, and distortions which form one's sense of American history and cultural tradition. Myths to be examined will vary, but may include such topics as race and gender in America, war and peace, common ideals like success or freedom, immigration, the west, or American heroes.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

The United States Since 1945**HIST 2043****3 Credits****MnTC: Goals 05 & 09**

This course is a broad survey of the political, social, and economic development of the United States during the second half of the twentieth century. Using a combination of media, reading, lectures, and discussions, students will focus on a range of topics including American involvement in international affairs, changes in popular attitudes towards national institutions, issues of civil rights and multiculturalism, and the development of modern consumer society.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

The American West: An Environmental History**HIST 2045****3 Credits****MnTC: Goals 05 & 10**

In this survey of the American West, students will use a combination of media, reading, lectures, and discussions to investigate the historical intersection between the western environment, the region's dependence on natural resources, its ethnic and cultural diversity, popular myths, and the modern environmental movement.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

20th Century Global Conflicts and Crises**HIST 2051****3 Credits****MnTC: Goals 05 & 09**

This course examines major international political, military, economic, and social conflicts of the 20th century from an historical and ethical perspective. How

did Imperialism influence the outbreak of World War I? What can we learn by comparing the world-wide influenza epidemic of 1918 and the reactions to the devastation of Africa by HIV? How do we understand the persistence of genocide from the Holocaust to Bosnia? From the two World Wars, to conflicting interpretations of human rights, the class will explore the complex causes and of global crises and analyze the success or failure of attempted resolutions.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 1000 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

Southeast Asia and the Vietnam War

HIST 2053 3 Credits

MnTC: Goals 05 & 08

A survey of modern Southeast Asia history with emphasis (two-thirds of the course) on the Vietnam War. Topics include regional geography, the colonial period, nationalism and independence movements, the French and American Indochina Wars, and Southeast Asia today. Materials/activities include readings, films, and lecture-discussion.

Recommendation: Assessment score placement above RDNG 1000, or completion of RDNG 1000 with a minimal grade of "C"; and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a minimal grade of "C".

U.S. Women's History

HIST 2061 3 Credits

MnTC: Goals 05 & 07

This course will examine the diversity of women's history in the United States from the colonial period to the present. Students will analyze how race, class, age, and belief systems influence women's experiences and the way in which historical events often affect women and men differently. We will explore both the changes and continuity in women's roles over the last three centuries, covering topics such as Colonial Women, Changes in Family Life, Legal Position and Political Rights, Women and War, Consumer Society, Sexuality, and Work.

Prerequisite: Completion of ENGL 1021 with a grade of "C" or higher.

Women, Health and Medicine

HIST 2063 3 Credits

MnTC: Goals 05 & 07

This course investigates the intersection of Western medical practice and cultural norms from the 18th century to the present. Students will analyze and discuss female physiological functions, the professionalization of medicine, and the gendered structure of medical research. Topics include Woman-

Centered Childbirth, Surgical Gynecology, Reproductive Technology, and Women as Health Care Professionals.

Special Topics

HIST 2790 1 - 3 Credits

Topics of special interest which may vary.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

Horticulture

Introduction to Horticulture

HORT 1000 3 Credits

The horticulture industry offers many exciting, challenging, and rewarding career opportunities. Horticulture includes landscape design, landscape installation, the nursery industry, grounds maintenance, greenhouse crop production, interior foliage plants, fruit and vegetable production, Christmas tree production, and much more. Nearly everyone uses horticulture daily whether they are involved with sports, visit parks or conservatories, purchase flowers, or eat fruits and vegetables, etc. Gardening is the number one hobby in America and, as such, requires an industry to supply the needed plants and support. This survey class will acquaint students with the field of horticulture and some basic horticulture practices, such as basic plant identification, pruning, fertilizing, and pest control. Other topics include hydroponics and genetic engineering.

Issues and Opportunities in Horticulture

HORT 1010 2 Credits

Horticulture careers follow several professional tracks: natural resource management, agriculture, arboriculture, environmental sciences, turf and lawn maintenance for park and recreation departments, golf courses, sports fields as well as nursery and greenhouse production facilities, garden center retailing, interior and exterior landscaping. This course covers the nature, organization, history and professional development opportunities in the field. Learners will investigate the current issues and challenges that the "green" industry faces in business today.

Biology of Horticulture Plants

HORT 1021 3 Credits

The field of horticulture deals with plants. Horticulturists need to have an understanding of how plants function. Students will learn about the structure and parts of plants and how they function. In this course, students

will be acquainted with classification and taxonomy principles. Some areas covered include photosynthesis, respiration, transpiration, cell division reproduction, genetics, plant breeding, and genetic engineering.

Soil Science
HORT 1023

3 Credits

Plants obtain their nutrients and water from the soil. In order to grow health plants, it is important to have an understanding of soil. In this course, students will learn about the soil profile, soils of the world, nutrients and fertilizers, soil testing, soils for container growing and greenhouse potting soils, soil working equipment, and hydroponics.

Plant Propagation
HORT 1024

3 Credits

Plant propagation is a class on how to increase plants used in the horticulture industry. Areas covered include seed propagation, as well as asexual methods such as division, cuttings, layering, grafting, and tissue culture. Students will become acquainted with commercially accepted methods of propagating woody plants, herbaceous plants and foliage plants. Students will also have some hands-on experience propagating many species of plants.

Pest Management
HORT 1025

3 Credits

Pests can cause a great deal of esthetic and economic damage to plants. In this class, the students will look at pests that affect the quality and production of horticultural plants and ways to manage the pests by chemical means or natural methods. Students will examine weeds, diseases, insects and other pests.

Greenhouse Crops
HORT 1031

3 Credits

Producing greenhouse crops can be interesting, challenging, and rewarding. In this class, students will learn to produce many greenhouse crops and actually produce many of them. Some plants covered are spring bedding plants, hanging baskets, greenhouse cut flower roses, orchids, carnations, chrysanthemums, poinsettias, holiday cactus, bulb crops, azaleas, alstromeria, cyclamen, and greenhouse

Woody Plants
HORT 1041

3 Credits

Woody plants make up the backbone of the landscape. Students will learn to identify over 100 varieties of woody plants in this class. They will learn the common and botanical name, site preference, landscape use, and special features of each.

Herbaceous Plants
HORT 1051

3 Credits

Herbaceous plants add color, interest, and excitement to our landscapes. In this course, students will become acquainted with 75 herbaceous plants and how they can be used in the landscape. Herbaceous plants include annuals, biennials, and perennials. Students will become acquainted with their light, soil, and water requirements as well as their bloom time, pest problems, and suggested varieties.

Horticulture Internship I
HORT 1781

1 - 3 Credits

The Horticulture Internship is designed to enhance the student's learning by putting to use the knowledge and skills that the student has already attained and then building on them. Students will get experience working in the field and will be evaluated by employers and the instructor on a variety of skills.

Prerequisite: Consent of instructor.

Greenhouse Operations
HORT 2031

3 Credits

Operating a greenhouse successfully takes skill and knowledge. In this class, students will explore the greenhouse industry, learn about greenhouse structures and equipment, and learn to maintain a proper growing environment. Greenhouse crops will be studied as to their marketability and cost of production.

Interior Foliage Plants
HORT 2033

3 Credits

Interior foliage plants are common in homes, businesses, and shopping centers. They not only are soothing and add beauty, but can help in cleaning up our air naturally. In this class, students will learn to identify over 100 common interior foliage plants along with their watering, light, soil preference, temperature requirements and propagation methods. Students will explore the business of production and maintenance of interior foliage plants.

Nursery Operations
HORT 2041

3 Credits

The nursery industry is a rapidly growing area of horticulture that deals with the production and sale of nursery stock. In this class, students will examine the various types of nurseries, and they will explore field growing vs. container production. Students will be knowledgeable about licensing and AAN grading standards. They will learn about propagation, planting, cultural practices, digging, storage and handling, as well as examine specialized nursery industry equipment.

Grounds Maintenance**HORT 2043 3 Credits**

Maintenance of grounds offers many exciting employment opportunities. All landscapes require maintenance throughout the seasons whether they are residential, commercial or public grounds. This course will acquaint students with commercially accepted practices of turf grass, woody plants, flowerbeds, and hardscape maintenance.

Professional Landscape Management**HORT 2044 3 Credits**

This course prepares students to handle the complex task of developing maintenance schedules and directing employees in grounds keeping for residential and commercial properties, parks and recreational facilities. Students will learn horticultural techniques in order to care for herbaceous and woody plants as well as turf. The class will focus on management strategies, problem-solving and current issues in landscape management, a fast-growing segment of the horticulture industry.

Residential and Commercial Turf Management**HORT 2045 3 Credits**

Turf grass plays an important role in horticulture for ornamental, functional, and recreational purposes. This class examines kinds and varieties of turf grasses used in home, commercial and public landscapes. It examines cultural practices such as establishment, mowing, fertility, irrigation and pest management.

Horticulture Equipment**HORT 2046 3 Credits**

Industries continually rely on equipment for an easier, faster, and more efficient work environment. The horticulture industry is becoming more mechanized. In this class, students will explore and examine equipment used in horticulture. They will learn to operate some equipment and learn about maintenance.

Landscape Design**HORT 2047 3 Credits**

Landscape design offers many exciting, challenging, and rewarding opportunities. Students in this class will examine the basic elements of residential and commercial landscape design and will have the opportunity to prepare a number of designs using various formats.

Recommendation: HORT 1041.

Landscape Installation**HORT 2048 3 Credits**

Installing landscapes offers many exciting and challenging opportunities. In this class, students will examine the construction and installation of retaining walls, patios, sidewalks, fences, weed barriers, edging, mulches, low voltage lighting, in addition to proper installation of plants, sod, and irrigation systems.

Fruits, Vegetables and Minor Crops**HORT 2051 3 Credits**

Producing locally grown fruits, vegetables, and less frequently grown crops offers some exciting and rewarding opportunities. Locally grown produce is certainly tastier and can be more profitable than common field crops. In this class, students will become acquainted with these crops, their growing requirements, and their marketing potential. Some crops covered include apples, pears, strawberries, grapes, tomatoes, sweet corn, pumpkins, maple syrup, Christmas trees, herbs and cut flowers. This course would also be helpful for garden center workers.

Creating Native Landscapes**HORT 2052 3 credits**

Native plants can provide beautiful, cost-effective landscaping alternatives, environmental benefits and habitat for wildlife. Increasingly, native plants are being used in home gardens as well as to restore and reclaim natural areas. Designed to introduce students to a wide array of native plant species and utilization in the landscape, this class covers plant identification, production methods of native plants and sustainable landscaping practices for special purposes including wildlife habitats, rainwater gardens, butterfly gardens and shoreline landscaping.

Sports and Golf Turf Grass Management**HORT 2055 3 Credits**

The management of high quality sports turf grass requires knowledge and skill. In this class students will learn about turf grasses used in sports fields and golf courses and their management including: establishment, fertility, irrigation, pests, mowing, aeration, and other maintenance procedures.

Horticulture Internship II**HORT 2781 1 - 3 Credits**

The Horticulture Internship is designed to enhance the student's learning by putting to use the knowledge and skills that the student has already attained and building on them. Students will get experience working in the field and will be evaluated by employers and the instructor on a variety of skills.

Prerequisite: HORT 1781.

Horticulture Internship III**HORT 2782 1 - 3 Credits**

The Horticulture Internship is designed to enhance the student's learning by putting to use the knowledge and skills that the student has already attained and building on them. Students will get experience working in the field and will be evaluated by employers and the instructor on a variety of skills.

Prerequisite: HORT 1781.

Human Services

Introduction to Human Services

HSER 1020 3 Credits

This course provides a survey of the human services field which will include: history of human service; education and training; worker roles; agencies, programs and community resources; career and job opportunities; skills, knowledge and values of the human service worker.

Helping Skills

HSER 1030 3 Credits

This course provides a basic introduction to helping and interviewing concepts with a focus on individual skill development. Emphasis will be placed on the application of skills and knowledge to human service settings and situations. Self-awareness, and its impact on helping others will also be discussed.

Dynamics of Violence in Contemporary Society

HSER 1040 3 Credits

Presents a contemporary perspective on violence in American Society. The extent, causes, and impact of physical, sexual, emotional, racial, cultural, and domestic violence will be identified. Current prevention, intervention, and treatment modalities will be reviewed. Culturally sensitive approaches to dealing with victims and perpetrators will be examined.

Applied Theories of Family Functioning

HSER 1060 3 Credits

This course studies the family with attention to its organization, function, and dynamics. Emphasis is placed on the impact and effects of family on individual development. Topics include: introduction to family systems theory, normal and problematic family systems, and general family functioning concepts. Contemporary problems and how they affect the family will be discussed.

Helping Clients with Disabilities

HSER 1070 3 Credits

Students will develop an understanding of the impact of disability on clients, their families, and the community. Helper interventions with a focus on client empowerment and advocacy will be applied through a skills approach.

Learning Through Community Service

HSER 1770 1 - 2 Credits

This course is designed to offer students the opportunity to combine community service experiences with academic and personal goals. Service sites are selected by students according to their interests and skills. Specific service projects will meet community

needs. Students formulate individualized learning goals and objectives, reflect on their service experience, and grapple with issues concerning civic responsibility and social justice.

Techniques of Working With Groups

HSER 2000 3 Credits

A course designed to teach students the dynamics of working in groups. Lecture, discussion, participation in and facilitation/co-facilitation of classroom training groups will be used. Upon completion of the course, students will be able to use basic group facilitation/co-facilitation skills and demonstrate practical application of theory to the group process.

Working with the Mentally Ill in Human Service Settings

HSER 2030 3 Credits

This course will provide an overview of mental illnesses likely to be encountered in human service settings. Emphasis will be placed on: 1) developing an understanding of the impact of mental illness on the individual, the family, and the community and 2) on developing necessary skills so to work effectively in a variety of human service settings serving people with these illnesses. The goal of this class is not to teach diagnosis and treatment, rather it is intended to prepare students to be sensitive to the needs of the mentally ill.

Crisis Assessment and Intervention

HSER 2040 3 Credits

This course is designed to present basic concepts of crisis assessment, intervention and referral. The application of strategies and techniques with a discussion of intervention, assessment and referral models are included. An overview and a survey of community resources and an assessment model for making appropriate referrals is presented. Emphasis is on individual skill development.

Seminar: Current Issues and Topics

HSER 2050 3 Credits

This course is designed to provide students with current information in the field of Human Services. Current issues will be examined by reviewing the definition and history of the specific problem or concern; the current data and research on the topic.

Case Management

HSER 2060 2 Credits

This course introduces the theory of casework from a multidisciplinary perspective. It offers students the opportunity to practice skills such as: case management, record keeping, intake procedures, assessment models and methods, and to become familiar with the state and federal requirements and mandates.

Internship**HSER 2780****4 Credits**

Work experience in a human service agency, providing an opportunity to further develop skills and gain additional knowledge of human services practices and concepts. Students may take both HSER 2780 and 2781 in the same term. 180 hours required in each course for a total of 360 hours for 8 credits of internship.

Prerequisite: *Permission of the Human Service Program Director.*

Internship**HSER 2781****4 Credits**

Work experience in a human service agency, providing an opportunity to further develop skills and gain additional knowledge of human services practices and concepts. Students may take both HSER 2780 and 2781 in the same term. 180 hours required in each course for a total of 360 hours for 8 credits of internship.

Prerequisite: *Permission of the Human Service Program Director.*

Humanities**Art of Being Human****HUM 1021****4 Credits****MnTC: Goals 06 & 08**

An introduction to the humanities as an overall approach to living. The course focuses on ethical considerations of major themes such as myth, love, and freedom as aspects of human existence. Each theme is explored through art, music, literature, drama, film and philosophy. The course is non-chronological and departs from a traditional approach which deals with the history of Western Culture only. The humanistic contributions of all peoples are considered. Offered F, S.

Culture and Civilization of Spanish Speaking**Peoples****HUM 1030****3 Credits****MnTC: Goals 06 & 08**

Introduction to the culture and civilization of Spain and Spanish-speaking peoples of the Americas. The study of geography, history, arts, and literature will help students develop awareness of the cultural, religious and social values of other cultures. Students will also develop an understanding of the responsibility world citizens share for our common global future by examining interconnections with Spanish-speaking peoples. Taught in English. Offered F.

Culture and Civilization of French Speaking**Peoples****HUM 1035****3 Credits****MnTC: Goals 06 & 08**

Introduction to the cultures of France and French-speaking regions of the world: North America, the Caribbean, North Africa and Sub-Saharan Africa. The study of geography, history, arts, and literature will help students develop awareness of the cultural, religious and social values of other cultures. Students will also develop an understanding of the responsibility world citizens share for their common global future by comparing and contrasting their own culture with that of French-speaking cultures. Taught in English. Offered S.

The Art of Film**HUM 1041****3 Credits****MnTC: Goal 06**

An introduction to film as an art form. The study of film as a medium for portraying ideas, myths, human concerns, and aesthetic principles. Includes an examination of film techniques, film theories, and artistic styles of films such as formalism, surrealism, expressionism, and neorealism. Offered F, S, SS.

International Film**HUM 1043****3 Credits****MnTC: Goals 06 & 08**

A study of film as an art form and as a means of cultural communication from an international point of view. The course is designed to cultivate an ability to deal with film in a critical way, as well as to broaden understanding of film and culture in a global context. Each semester a variety of national cinematic traditions are examined, including film works from the Commonwealth of Independent States (the former Soviet Union), Germany, France, Scandinavia, England, Italy, Japan, Australia and New Zealand, China, India, Latin America, Canada, and a variety of Eastern European countries. The class will meet four hours per week. Offered S.

American Film**HUM 1045****3 Credits****MnTC: Goals 06 & 07**

A study of American film both as an art form and as a medium of cultural communication and expression. The course is designed to improve "visual literary" and to cultivate an ability to deal with film in an intelligent and critical way. The works of Edison, Porter, Griffith, Keaton, Chaplin, Ford, Capra, Welles, Hitchcock, and Spike Lee are examples of works to be studied. The course will offer representative examples of the major film genres and styles--i.e., the Western, Film Noir, Screwball Comedy, independent film, etc. The film work of African American and women directors is integrated into the course. The class meets four hours per week. Offered F.

African-American Cultural Perspectives
HUM 1051 3 Credits

MnTC: Goals 06 & 07

The study of the cultural responses of African American people to white society and to themselves.

Autobiography, music, art, film, and dance will be emphasized. The course's main purpose is to increase the students' understanding and appreciation of African Americans' contribution to the arts and the humanities. Offered F.

Gender Images: Critical Readings for Men and Women

HUM 1063 3 Credits

MnTC: Goals 06 & 07

A three-credit course designed to explore the role and influences of gender. A study of issues for women and men in today's changing world. In this course students will use critical reading skills to evaluate such topics as defining gender, the politics of speaking, gender issues in popular culture and the media, and women and men at work.

Prerequisite: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of "C" or higher.

Introduction to Global Studies

HUM 2021 3 Credits

MnTC: Goals 05 & 08

This course introduces students to the basic concepts and various trends, perspectives and interconnections of a global society. Students will examine the growing interdependence of nations and peoples and the global issues that affect these relationships. Students will explore global and regional perspectives through such topics as politics, economics, medicine, technology, history, sociology, the arts, or ethics. Offered S, SS.

Prerequisite: Completion of ENGL 1021 with a grade of "C" or higher.

Women in the Arts

HUM 2061 3 Credits

MnTC: Goals 06 & 07

An introduction to the history of women's involvement in the visual and musical arts. The course focuses on Western Civilization and covers artistic issues for women from the Classical Greek to contemporary times both chronologically and thematically. Visual art and music created by women will be examined within social and historical contexts. Significant art works representing women will be evaluated from a feminist perspective. In both music and visual art, the course explores the cultural assumptions about gender that have influenced artistic choice and interpretation. Offered F, S.

Special Topics

HUM 2790 1 - 3 Credits

Topics of special interest which may vary.

Prerequisite: Consent of instructor and dean.

Individualized Competency Based Education

Individualized Education Planning

ICBE 1000 3 Credits

Intended for students who want to design an educational plan that is flexible, individualized, and competence-based. Special attention is given to the identification of learning goals, competence objectives, learning strategies, assessment techniques, and Century College CBE policies and procedures. Students will be expected to write an educational degree plan. This course is required for students who seek admission to the CBE Program. This is a pass/fail course.

CBE Independent Study

ICBE 1790 3 Credits

Specifically designed for the CBE student who wants to develop or expand a competence in an area of special interest beyond the course offerings at Century College. The student will work out an independent study project with a faculty member. The project will usually involve extensive reading or research on a specific topic.

Prerequisite: ICBE 1000 and consent of CBE Coordinator.

Prior Competencies

ICBE 1800 1 - 3 Credits

Credit awarded for academic competencies obtained through experiential learning and processed through the Competency-Based Education Program. Faculty and qualified evaluators verify student demonstrated competence(s) through appropriate measurement and evaluation techniques.

Prerequisite: ICBE 1000 and consent of CBE Coordinator.

CBE Internship

ICBE 2780 3 Credits

Specifically designed for CBE students who want to learn through on-site experience and study in a field of their choice that relates to career goals or broad field interest. The course will involve determining goals, consultation with a faculty member, working with a supervisor at the internship site, and completing the objectives of the Internship.

Prerequisite: ICBE 1000 and consent of CBE Coordinator.

Information and Telecommunications Technology

Introduction to Information and Telecommunications Technology

ITT 1020 3 Credits

Provides an orientation for students enrolled in the Information and Telecommunication Technology and Microcomputer Support Technology A.A.S. degree programs. Provides an understanding of terminology, and industry IT acronyms associated with data, voice, and multi-media based technologies. Students will investigate career directions and job opportunities with respect to current and emerging industry directions.

Networking Systems I

ITT 1031 3 Credits

Introduction to OSI 7-Layer Model used in data communication and computer networks with emphasis on network infrastructure design, configuration, and implementation. This course is the first in a four-course sequence designed to prepare students to take the Cisco Certified Network Associate (CCNA) examination.

Networking Systems II

ITT 1032 3 Credits

This course is the second course in a four-course sequence designed to introduce students to local area network hardware router installation and configuration. The course is designed around the OSI 7-Layer Model. It is also the second course in the sequence to help students prepare to take the Cisco Certified Network Association (CCNA) Certification Exam.

Prerequisite: ITT 1031.

Telephony Systems

ITT 1070 3 Credits

This course is an introduction to analog and digital telephony system with emphasis on convergence technologies. Understanding of the public switched telephone network, circuit switched and packet switched networks including, computer telephony and voice over IP networks.

Prerequisite: ITT 1020.

Principles of Information Security

ITT 2010 3 Credits

This course is designed to investigate the analysis and implementation of network security policies, procedures, and guidelines for establishing monitoring and controlling methodologies for local and wide area networks.

Prerequisite: ITT 1032.

Network Security Fundamentals

ITT 2020 3 Credits

A student completing this class will be able to secure various operating systems in a network environment from internal and external threats. The class covers the Microsoft operating systems, Personal Digital Assistant [PDA] operating systems and Linux operating systems. The class also covers securing various network applications from internal and external threats including, but not limited to: email, databases, office suites and web applications. Students will configure operating systems and test for success by exposing the systems to a standard battery of attacks.

Prerequisite: ITT 2010 and consent of instructor.

Recommendation: MCST 2011 and MCST 2013.

Firewalls and Network Security

ITT 2025 3 Credits

This course is designed for the network administrator who needs to learn the basics of network firewalls and VPN security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting. This course aligns with the CheckPoint CCSA Certification outline.

Prerequisite: ITT 1032 or CCNA industry certification and ITT 2020.

Networking Systems III

ITT 2031 3 Credits

This course is an introduction to layer-2 switching. IPX, VLAN's Access Control Lists, and IGRP. This is the third course in a four-course sequence designed to prepare individual students for the Cisco Certified Network Associate (CCNA) examination.

Prerequisite: ITT 1032.

Network Integration

ITT 2032 3 Credits

Network Integration is the last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The course focuses on WANs and Broadband infrastructure design, configuration and implementation as it relates to the 7 layer OSI model used in data communications and computer networks including advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, Cable Modems, xDSL, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. Students will apply knowledge from CCNA 1, CCNA 2, and CCNA 3 to a network and to be able to explain how and why a particular strategy is employed. A Threaded Case Study (TCS) is completed as a capstone project in addition to the student preparing to take the CCNA exam.

Prerequisite: ITT 2031.

Wireless Communications

ITT 2035 2 Credits

The Wireless LAN course offers detailed instruction on the foundation concepts and technologies of wireless data networking, the starting point for wireless training and certification. Wireless LANs cover a broad range of wireless LAN topics focused on the 802.11 family of wireless technology: the description of radio waves; impedance and power calculations; microwave devices; antennae theory; wireless communications theory; wireless network design requirements, site surveys; and installation of wireless LAN equipment.

Prerequisite: ITT 1032.

Computer Forensics and Investigation

ITT 2045 3 Credits

Computer Forensics and Investigation presents methods to properly conduct a computer forensics investigation including ethics, tools, procedures and analysis. This course also maps to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification.

Prerequisite: Consent of instructor.

Network Management

ITT 2055 3 Credits

This course is designed to provide students with a working knowledge of local and wide area network management techniques and tools. Emphasis is on troubleshooting and diagnostic hardware and software tools and approaches including proactive and reactive management methods.

Prerequisite: ITT 1032.

Computer Telephony Integration

ITT 2060 3 Credits

This course is designed to investigate computer telephony integration and the exchange of commands and messages between computers and telephone equipment. Focus on bridging the telecommunications industry with the computer industry with an orientation to integration applications and call management.

Prerequisite: ITT 1070.

Information Security Management

ITT 2065 3 Credits

This course is designed for individuals responsible for the overall design and management of information security for an enterprise. It is intended for those wanting to work in the Information Security Management field and covers a broad range of management oriented issues including ethics, establishing policies, developing procedures, principles, and strategies designed to allow for controlled access and efficient network administration. Intended to be the final course in the ITT Security Certificate Program.

Prerequisite: ITT 2025.

Wireless Network Security

ITT 2075 3 Credits

Wireless Network Security will focus on learning using the latest enterprise wireless LAN security and auditing equipment. The course addresses in detail Wireless LAN Intrusion, Security Policy, and Security Solutions including: Risk Assessment, Threat Analysis & Hacking Methodology, Rudimentary Security Measures, Intermediate Security Measures, Advanced Security Measures, Wireless LAN Auditing Tools, Hardware & Software Solutions, Prevention & Countermeasures, Implementation and Management.

Prerequisite: ITT 2070 or proof of Certified Wireless Network Administrator industry certification and ITT 2010.

Technology Planning and Architecture

ITT 2080 3 Credits

This is an advanced course designed to integrate technology architecture, planning and business process. Content includes development and implementation of a standardized process framework necessary to design, construct and manage complex technology-based systems in order to support business functions within an organization. Focus is on design and management of complex technical information based business systems. Additional emphasis will be on life cycle development and project planning methodologies.

Internship

ITT 2780 1 - 6 Credits

This course is designed to provide students with the opportunity to apply knowledge and skills learned in the Information and Telecommunication Technology program in a real life job environment. Students will learn to work in a professional environment while applying, and learning, a variety of communication, business and technical skills.

Prerequisite: Consent of Instructor.

Interior Design**Introduction to Home Furnishings**

INTD 1020 3 Credits

Provides an introduction to the home furnishing industry in terms of product design, manufacturer, and distribution at wholesale and retail. This course also introduces basic drafting skills and architectural lettering.

Design and Color

INTD 1030 3 Credits

Explores design and color concepts utilizing the home furnishing product as a primary medium. Projects emphasize the perception and manipulation of color

and design systems and the elements and principles of design. This course will emphasize the variability and relativity of color perception.

The Home Furnishing Product

INTD 1040 3 Credits

Provides a home furnishing product information base for continuing study in terms of features and benefits, relevant to function, style, maintenance, materials and construction. Students will research, compare, and utilize information to be able to sell effectively.

Lighting, Art and Accessories

INTD 1050 3 Credits

Addresses specific product categories and gives an in-depth study of each. Lighting principles, sources, applications, limitations and measurement will be identified. Art, accessories, their presentation, and consumer motivations of purchase will be applied.

Furniture Styles and Periods

INTD 1060 3 Credits

The major style periods of history are explored in terms of the style and function of the home and its furnishings as a reflection of people's needs and values. A study of case and upholstery pieces, their origins and their variations.

Floors, Walls and Windows

INTD 2000 3 Credits

Selected product categories, calculations of such categories, and marketing specialization are researched to provide a working base of current market trends and product information. Retail and wholesale show rooms and resource centers are the major resources for this study.

Prerequisite: INTD 1020.

Design Applications

INTD 2010 3 Credits

An introduction to the process of furnishing the home in terms of human behavior and the physical, social, economic and philosophical environment. The selection and arrangement of home furnishing products are examined while considering function, style, and maintenance factors as these relate to customer needs and wants.

Prerequisite: INTD 2000 and INTD 1020 or furniture sales experience.

Selling the Concept

INTD 2020 3 Credits

The skills and insights needed to define, resolve, and present complex design solutions for different home living areas are examined. These are then applied to general home furnishing situations of increasing complexity.

Prerequisite: INTD 1020, MKTG 2060.

Advanced Sales Techniques

INTD 2030 3 Credits

Designed to build upon basic selling skills in the areas of selling with credit, handling objections, self marketing, relationship selling, and customer service.

Prerequisite: MKTG 2060 or furniture sales experience.

Dimensional Design Drawing

INTD 2040 3 Credits

Students will learn the technical skills necessary to complete dimensional design drawings of interiors and furniture. This course will include completing isometric drawings, one-point and two-point perspective drawings. Both mechanically-drawn and sketch-drawn approaches will be utilized. Additionally, students will learn how to properly detail and enhance their drawings to make them look like actual interior spaces or pieces of furniture.

Prerequisite: Instructor's consent. **Recommendation:** Students must have basic drafting skills and be able to interpret basic design floor plans and elevations.

Interior Design Topics

INTD 2750 1 - 3 Credits

Focuses on the recent trends and developments in the special interest area of the industry. Topics could include technology for designers, contract design, marketing directions and home office design.

Prerequisite: Consent of instructor.

Design Specialties

INTD 2760 1 - 2 Credits

Focuses on the specialty areas of the Interior Design business. These specialties enable students to discover opportunities in the Interior Design business that allow them to express their personal interests and goals. Specialties could include window treatment portfolio, furniture product portfolio, advanced color study, advanced lighting study, art exploration, and sketching for designers.

Prerequisite: Consent of instructor.

Internship in Interior Design

INTD 2780 2 Credits

Students wanting a competitive edge in today's job market use an internship to get on-the-job training that complements program's academic work. This course involves analyzing one's own work style and skills, and then matching personal traits and needs to the realities of the workplace. On the job, students are evaluated by employers on a variety of skills.

Kitchen and Bath Design

Note: Kitchen and Bath Design classes are held at the International Market Square-Suite C-19, 275 Market Street, Minneapolis, MN 55405. For further information, please leave a message at 651-748-2600.

Presentation Standards for Kitchen and Bath Design

KBD 1010 3 Credits
Within this course, students will learn the drawing skills necessary for completing the visual presentation for presenting solutions in the kitchen and bathroom design industry. Includes proper use of equipment, architectural lettering, drawing of floor plans, elevation drawings, electrical and lighting layout, section and/or detail drawings, and dimensional drawings (isometric and perspective) of any given space.

Recommendation: CAPL 1010 or equivalent prior to start of program.

Construction and Mechanical Systems for Kitchen and Bathroom Design

KBD 1020 3 Credits
Within this course, the students will learn how to interpret blueprint drawings, including construction basics and mechanical systems. Emphasis will be placed on the plumbing, HVAC (heating, ventilation, and air conditioning), electrical and lighting systems typically used in residential construction.

Prerequisite: Concurrent enrollment in KBD 1010 or a drafting course with instructor's prior approval.
Recommendation: CAPL 1010.

Basic Kitchen and Bath Design

KBD 1030 3 Credits
This course includes the basics of both kitchen and bathroom design. Students will learn the purpose and function of these spaces, layout guidelines, proper measuring techniques, specification documentation of these spaces, the basics of ergonomics and its application in these spaces, and the process needed to problem solve these areas whether new construction or a remodeling projects. Adhering to building codes and safety recommendations will be included.

Prerequisite: KBD 1010 or prior drafting course subject to instructor approval and KBD 1020 or prior similar course subject to instructor approval.

Materials and Estimating

KBD 1040 2 Credits
The student will learn about the various materials that are used in kitchen and bathroom spaces, their appropriateness, installation considerations, and how to measure and specify these materials. Includes

cabinetry, countertop materials, floor and wall surfacing treatments, lighting, ceiling finishes, and window treatments. Students will complete the necessary "paperwork" from beginning to completion of a project.

Lighting for Kitchens and Baths

KBD 1050 1 Credit
This course covers the study of lighting design and application for kitchen and bathroom spaces. The student will participate in activities that define the various light sources, the advantages and limitations of lighting, the measurement of light and create a basic lighting layout along with electrical application for installation purposes.

Prerequisite: KBD 1010 or other similar drafting course subject to instructor approval.

Recommendation: KBD 1020.

Advanced Kitchen and Bath Design

KBD 2010 3 Credits
This course will look at the concepts of universal design and theme design within kitchen and bathroom spaces. A review of ergonomics is included with a stronger emphasis on universal design guidelines, American with Disabilities Act considerations, multiple cooking design, and the application of theme design (historical applications). The graphic standards as recommended by NKBA (National Kitchen and Bath Association) will be a component of each project assigned; including written and verbal communication aspects. May be taken concurrently with KBD 2020.

Prerequisite: KBD 1020, KBD 1030, KBD 1040, KBD 1050.

CAD for Kitchen and Bath Design

KBD 2020 3 Credits
Students will learn one computer-aided drafting method in the design of kitchen and bath spaces. Skills learned will include the execution of the following drawings: floor plans, elevation drawings, section drawings, dimensional drawing, and specification sheets. May be taken concurrently with KBD 2010.

Prerequisite: KBD 1020, KBD 1030, KBD 1040, KBD 1050.

Business Practices for Kitchen and Bath Design

KBD 2030 1 Credit
This course addresses aspects of managing and/or owning a kitchen and/or bathroom design business. Students will learn how to prepare the necessary contract documents to insure the timely installation of a project, from surveying the client to appropriate follow-up procedures. Also included are business basics, how financing is handled, how to price products and services, how to manage your inventory, how to market your business, determining who should be hired to work within the organization and whom to contact as

outside help, and how to keep your organization motivated and on track. May be taken concurrently with KBD 2780.

Prerequisite: KBD 1020, KBD 1030, KBD 1040, KBD 1050. **Recommendation:** Concurrent enrollment in KBD 2780.

Advanced CAD for Kitchen and Bath Design
KBD 2060 3 Credits

Students will learn advanced applications of a computer-aided drafting method most commonly used for the design of kitchen and bath spaces. Skills learned will include complex techniques for the execution of the following drawings: floor plans, elevation drawings, section drawings, dimensional drawings, customization of cabinetry and layout, remodeling aspects, renovation aspects, and creating complete bill of materials for project management purposes.

Prerequisite: Consent of instructor, lap top computer with CAD software installed, and working knowledge of Microsoft Word. **Recommendation:** All students must have prior field experience using the software 20-20 Design to receive approval from the course instructor if they have not completed the Kitchen and Bath Design Certificate.

Customized Consulting and Presentation
KBD 2080 3 Credits

Students will learn the basic design consulting strategies that are appropriate to the practice in the Kitchen & Bath Design industry. The course includes qualifying the client, informing and educating clients of suitable choices, informing clients of the facts and benefits of each specification that is made and is necessary, guiding clients through the decision-making process. This course will include both observation and demonstration of the consulting and presentation process. Students will learn professional behavior and strategies that may be appropriate in consultation.

Prerequisite: The completion of 25 credits of the Kitchen and Bath Design program, and/or adequate experience in industry with the consent of the instructor.

Kitchen and Bath Design Internship I
KBD 2781 2 Credits

Kitchen & Bath Design student must complete a total of 225 hours of industry internship to receive their Kitchen & Bath Design certificate. This course consisting of 2 credits (90 hours) may be completed either during Fall (concurrently with KBD 2782) or Spring Semester following the completion of KBD 2782. Internship positions must be held within some facet of the Kitchen & Bath Design industry, and approved by faculty prior to enrollment. Students are required to complete the internship requirements as stated in their internship

packet. This course can be completed concurrently with Fall Semester courses and KBD 2782; and/or concurrently during Spring Semester with KBD 2782, or with instructor's consent.

Kitchen and Bath Design Internship II
KBD 2782 3 Credits

Kitchen & Bath Design students must complete a total of 225 hours of industry internship to receive their Kitchen & Bath Design certificate. This course consisting of 3 credits (135 hours) may be completed either during Fall (concurrently with KBD 2781) or Spring Semester following the completion of KBD 2781. Internship positions must be held within some facet of the Kitchen & Bath Design industry, and approved by faculty prior to enrollment. Students are required to complete the internship requirements as stated in their internship packet. This course can be completed concurrently with Fall Semester courses and KBD 2781; and/or concurrently during Spring Semester with or following KBD 2781, or with instructor's consent.

Marketing

Store Planning and Visual Merchandising
MKTG 1020 3 Credits

Emphasizes store design and layout plus merchandise presentation in coordination with advertising strategies and other elements in the retail promotional mix. Includes visual merchandising (display) as a seller's tool for getting customers and clients "in touch" with products and services for sale - including conventional retail settings, trade show/booth displays, or showroom presentations. Students analyze visual image in existing stores and retail products (or services), and devise ways to physically present products/services to targeted markets. A hands-on course, applying principles and elements of design to create store fronts, floor plans, wall elevations, design fixturing layouts, lighting techniques, and use props, mannequins, and fixtures. Stresses innovation in class projects and outside assignments that relate to student interests or current employment. A useful elective for any major offering products or services for sale.

Professional Development
MKTG 1025 3 Credits

Reading the corporate culture correctly is one of the first steps to projecting an appropriately professional image and landing a satisfying job upon graduation. This course alerts students to techniques for understanding workplace culture, values, and ethics, and offers self-management, time-management, and stress-management strategies to maintain employee wellness and satisfaction on the job. This course can be useful for certificate and degree candidates in Marketing, Business, and other majors.

Fashion Concepts**MKTG 1040** 3 Credits

Students examine the fashion cycle and the psychological, economic, and sociological factors that influence fashion. In addition, the course concentrates on historical and contemporary styling, silhouettes, details, and design trends in fashion centers all over the globe. Students identify the influential of the industry - the designers, manufacturers, and retailers who put fashion products into the hands of the consumer.

Ready to Wear Fashion Coordination**MKTG 1045** 3 Credits

This course focuses on fashions for men, women, and children. Students learn to identify design and production processes, recognize fashion details, and use appropriate terminology and fashion co-ordination as a sales tool to increase sales and profitability. The goal - multiple sales using accessorizing skills to create unique fashion statements for each customer.

Event/Festival Marketing**MKTG 1065** 3 Credits

This course helps the event planner to target the appropriate geographic markets and demographic segments that will attend the event/festival. It addresses positioning events in the minds of potential participants and how to convey the marketing messages that invite and motivate attendance using promotions, public relations, direct mail, and advertising tools.

Recommendation: MKTG 2050, MKTG 2063.

Event Operations/Risk Management**MKTG 1067** 3 Credits

Risk management is a dynamic process that begins at a time of calmness and safety prior to an event. It increases in activity as one plans for the unexpected, continues by managing difficult situations as they occur, and returns conditions on-site to normal as quickly as possible. This course covers the event/festival professional's basic safety and security plan, underscoring the risks and obligations entailed by inviting the public to attend an event and offering planning methods to ensure safety, service, and satisfaction for all event participants, be they guests or staff.

Recommendation: MKTG 2050, MKTG 2063.

Fashion Retail Management Independent Study**MKTG 1790** 1 - 3 Credits

Independent study projects will be developed cooperatively between the student and the instructor in order to help the student pursue specific areas of interest relative to the industry. Projects may include niche marketing, exceptional customer service,

security, creative thinking and futuring, market activities, business practices, or specific activities related to job performance in the field.

Customer Service Strategies**MKTG 2000** 3 Credits

In the competitive environment, exemplary customer service describes an important tool used by businesses that must effectively differentiate their products and services from those of others. This course investigates trends and changing conventions in the customer service sector, and focuses on development and management of cost-effective, value-adding service strategies, policies, and procedures that include techniques for telephone, e-mail, and Web site customer service activities as well as face-to-face communication with both external and internal customers in a variety of industries.

Supervision**MKTG 2010** 3 Credits

Current theories, methods, and techniques for supervision are essential to profitable business operations. Topics include goal-setting, productivity, budgets, team-building, motivation, delegation, and performance appraisal. Part of the training comes from readings, case problems and/or simulations, part from seminar discussion. Projects may be applied to a student's area of specialty, e.g. quality control, automotive, etc. A useful elective for many employment-oriented majors with low-middle management entry points.

Negotiation Strategies**MKTG 2020** 3 Credits

Negotiating is a fundamental skill that can be learned. The skill of negotiation is used regularly by people engaged in business but is often overlooked by the same people in the conduct of their daily lives. Although the course focuses on sales negotiation techniques and tactics, it is of immense practical value to most people.

Trend Analysis**MKTG 2035** 3 Credits

Designers, marketers, manufacturers and retailers must stay current with today's trends and must anticipate tomorrow's business opportunities. This course focuses on the directions in which consumer trends, industry trends, and product trends are moving - with an eye to the future. Projects tailored to student interests are paired with class sessions to make this a hands-on application for specific career areas. This course is an appropriate elective for anyone interested in prospering from future trends.

Principles of Marketing

MKTG 2050

3 Credits

Principles of Marketing focuses on the issues of product development, pricing, promotion, and distribution of products and services in both domestic and international economics. In particular, the course emphasizes the importance of the consumer during the development and implementation of a marketing strategy. It should also be noted that the principles learned in this course are equally applicable to the public and private not-for-profit sectors. This course provides the theoretical foundation needed prior to taking more specialized courses in marketing.

Recommendation: *BMGT 1020.*

Electronic Marketing Concepts

MKTG 2055

3 Credits

To be competitive in today's job market, students pursuing careers in the marketing discipline must be familiar with basic issues and marketing activities related to electronic marketing (e-commerce or e-tailing). This introductory course exposes students to the basic tools of marketing electronically in the business-to-business (B2B) or business-to-consumer (B2C) marketplace. Topics covered include basic e-commerce processes, translating marketing strategies into accessible, attractive, and profitable options for consumers, planning and developing e-commerce components, payment processing, security issues, and customer service.

Recommendation: *CAPL 1010 and MKTG 2050, or BMGT 1020.*

Professional Selling

MKTG 2060

3 Credits

This course focuses on the personal selling of goods and services and is also beneficial for anyone who must influence, persuade, or lead others. Topics include: consumer behavior, buying motives, customer service, and sales efficiencies gained through better management of the sales process. Actual sales presentation will be developed then presented and evaluated in the classroom.

Recommendation: *MKTG 2050.*

Advertising and Sales Promotion

MKTG 2063

3 Credits

This course focuses on sales promotion and advertising as parts of effective sales campaigns that stimulate consumer demand. Under the umbrella of the promotional mix, advertising, publicity, and special promotional activities (special events, premiums and contests) will be designed to increase sales of products and services. Students will create, discuss, and analyze advertisements and promotional pieces, develop budgets, and select media as they devise coordinated promotional campaigns employing several

promotional tools.

Recommendation: *MKTG 2050.*

Retailing Principles and Practices

MKTG 2080

3 Credits

This course will assist students in the development of a retailing strategy that includes and examination of various types of retailing in the 21st century marketplace. Topics include: consumer behavior, store organization, store and non-store retailing trends and computerization.

Recommendation: *MKTG 2050.*

Marketing Internship

MKTG 2780

1 - 6 Credits

The internship experience provides an opportunity for marketing majors to work beside marketing practitioners in the field. Students will select specialized areas of interest to pursue in the internship setting-- sales, advertising, sales promotion, visual merchandising, special events, customer service, and sales force supervision.

Prerequisite: *Advisor approval.*

Mathematics

Note: Students registering for a mathematics course for the first time must take a mathematics assessment test as described in the Assessment section of this publication. Students must begin any mathematics coursework at their assessed skill level. Students who do not follow listed assessment and prerequisite requirements will be required to change registration to comply with Century's Assessment Policy.

Students should be aware that they will not receive credit for a course which is a prerequisite for a course for which they have already received credit. Students are restricted from back tracking in the math sequence.

Basic Mathematics

MATH 0010

3 Credits

This course is designed to improve the student's computational skills with whole numbers, fractions, decimals, percents, and signed numbers. A major emphasis of this course is to be able to perform these calculations by hand. Students will also learn to solve simple equations. Offered F, S, SS.

Introductory Algebra with Geometry

MATH 0030

5 Credits

This course is a developmental course for students needing beginning algebra and geometry. Algebra topics include algebraic operations and properties of

natural numbers, integers, rational numbers, and real numbers; solving linear equations and inequalities; applications of linear equations and inequalities; operations with polynomials; factoring; solving quadratics by factoring; graphing linear equations; and integer exponents. Geometry topics include lines and angles; angle pairs; parallel and perpendicular lines; triangles, quadrilaterals, circles, and sectors; area and perimeter; prisms, pyramids, cylinders, and cones; and surface area and volume. Offered F, S, SS.

Prerequisite: Math 0010 with a grade of "C" or higher, or assessment score placement in Math 0030.

Intermediate Algebra

MATH 0070 **5 Credits**

This course is equivalent to a second course in high school algebra. Topics include polynomials and rational expressions and equations; systems of linear equations; linear, absolute value, polynomial, and rational inequalities; rational exponents, radicals, and complex numbers; linear, quadratic, exponential, and logarithmic functions; and the binomial theorem. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered F, S, SS.

Prerequisite: MATH 0030 with a grade of "C" or higher, or assessment score placement in MATH 0070.

Introductory Trigonometry

MATH 0090 **2 Credits**

This course is designed for students who have never had a course in trigonometry or who need to review trigonometry before attempting college level trigonometry. Topics include definitions of trigonometric functions, solving right triangles, laws of sines and cosines, trigonometric identities, trigonometric equations, radian measure, graphs of trigonometric functions. Math 0090 Introductory Trigonometry may be taken concurrently with Math 1061 Precalculus I. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered F, S, SS.

Prerequisite: MATH 0070 with a grade of "C" or higher, or assessment score placement in MATH 0090.

Medical Dosages Calculations

MATH 1000 **1 Credit**

This course is designed for students who are currently enrolled in or planning to enroll in the nursing or other health programs. Topics include metric, apothecary, and household systems; conversion between systems; measuring oral medication; parenteral therapy; preparation of solutions and pediatric dosages. Offered F, S, SS.

Prerequisite: MATH 0010 with a grade of "B" or higher, or assessment score placement in MATH 1000.

Applied Mathematics

MATH 1015 **5 Credits**

This course integrates algebraic, geometric and trigonometric topics and their technical application. These topics include scientific and engineering notation, precision and accuracy, linear and non-linear equations, systems of equations, functions, plane figure and solid figure geometry, trigonometric functions, right triangle trigonometry, vectors, exponential and logarithmic functions, and statistics. The primary purpose is to help prepare students for technical and scientific careers. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered S.

Prerequisite: MATH 0030 with a grade of "C" or higher, or assessment score placement in MATH 1015.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Statistics

MATH 1025 **4 Credits**

MnTC: Goal 04

This course is an algebra based statistics course that introduces the basic concepts involved in collecting, analyzing, and interpreting data. Topics include graphs, frequency distributions, measures of central tendency and variation, probability, probability distributions, expected value, sampling distributions, normal distribution, confidence intervals, hypothesis testing for one and two population means and proportions, chi square, linear regression, and correlation. This course includes analysis and interpretation of data using the Minitab software package and using the TI-83/TI-84 calculator. Students are required to have a TI-83 or a TI-84 calculator. Offered F, S, SS.

Prerequisite: MATH 0070 with a grade of "C" or higher, or assessment score placement in MATH 1025.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Mathematics for the Liberal Arts

MATH 1030 **3 Credits**

MnTC: Goal 04

This course is designed for liberal arts and humanities majors whose program does not require statistics, college algebra, or precalculus. Topics include problem-solving strategies, logical systems, mathematics in culture and society, mathematical modeling and applications, and finite mathematics. Not intended as a prerequisite for other mathematics courses. Use of a scientific or graphing calculator is required. (See instructor for acceptable models).

Prerequisite: MATH 0070 with a grade of "C" or higher or assessment score placement in MATH 1030.

Recommendation: Assessment score placement in

RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

College Algebra

MATH 1040

3 Credits

MnTC: Goal 04

College algebra is a college-level algebra course and serves as the prerequisite for Survey of Calculus. Topics include a brief algebra review; linear and quadratic equations and inequalities; linear, quadratic, polynomial, exponential, and logarithmic functions; graphing and applications of functions; linear systems; matrices; and sequences and series. Students planning to take the calculus sequence should be aware that College Algebra is not a substitute for Precalculus I. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered F, S, SS.

Prerequisite: MATH 0070 with a grade of "C" or higher, or assessment score placement in MATH 1040.

Restriction: Students may not receive credit for both MATH 1040 and MATH 1061. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Finite Mathematics

MATH 1050

3 Credits

MnTC: Goal 04

This is an introductory course providing examples of how mathematics is applied in business, science, and social science. Topics include applications of linear equations, matrix algebra, linear programming, mathematics of finance, counting techniques, probability, and Markov chains. Use of a scientific or graphing calculator is required (see instructor for acceptable models). Offered S.

Prerequisite: MATH 70 with a grade of "C" or higher, or assessment score placement in MATH 1050.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Precalculus I

MATH 1061

3 Credits

MnTC: Goal 04

This course is the first course of a two-semester sequence for students planning to take Calculus I. Precalculus provides a more rigorous coverage than MATH 1040 College Algebra of topics needed to prepare for Calculus. Topics include functions and graphs, and polynomial, rational, exponential and logarithmic functions. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator.

Prerequisite: MATH 0070 with a grade of "C" or higher, or assessment score placement in MATH 1061.

Restriction: Students may not receive credit for both MATH 1040 and MATH 1061. **Recommendation:** MATH 0090 is a prerequisite for MATH 1062. Take MATH 0090 prior to or concurrently with MATH 1061. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Precalculus II

MATH 1062

4 Credits

MnTC: Goal 04

This course is the second course of a two-semester sequence for students planning to take Calculus I. Topics include right triangle trigonometry, trigonometric functions of any real number, graphs of trigonometric functions, trigonometric equations, linear models and systems of equations, sequences, parametric equations, polar coordinates, and conics. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator.

Prerequisite: MATH 0090 and MATH 1061 with a grade of "C" or higher, or MATH 1061 with a grade of "C" or higher and original assessment score placement into MATH 1061 or higher. **Recommendation:**

Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Survey of Calculus

MATH 1070

4 Credits

MnTC: Goal 04

This course is designed for those who need only an introduction to calculus. Topics include limits and continuity, derivatives, differentials, indefinite integrals, definite integrals, exponential and logarithmic functions, techniques of integration, applications of differential and integral calculus, integral tables, functions of two variables, partial derivatives, maxima and minima, and applied problems. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Students planning to take more than one semester of calculus should begin with MATH 1081.

Prerequisite: MATH 1040 or MATH 1061 with a grade of "C" or higher, or assessment score placement in MATH 1070. **Restriction:** Credit will not be granted for both MATH 1070 and MATH 1081. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Single Variable Calculus I

MATH 1081

5 Credits

MnTC: Goal 04

This is the first course in the two-semester sequence of Single Variable Calculus. Topics include functions of a single variable, limits and continuity, differentiation, antidifferentiation, and integration of algebraic and

transcendental functions with associated applications in each area. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered F, S.

Prerequisite: MATH 1062 with a grade of "C" or higher, or assessment score placement in MATH 1081.

Restriction: Credit will not be granted for both MATH 1070 and MATH 1081. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Single Variable Calculus II

MATH 1082 5 Credits

MnTC: Goal 04

This course is the second course of the two-semester sequence of single variable calculus. Topics include applications of the definite integral, techniques of integration, numerical integration, improper integrals, infinite series, and polar coordinates. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered F, S.

Prerequisite: MATH 1081 with a grade of "C" or higher. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Multivariable Calculus

MATH 2081 5 Credits

This course is intended for students majoring in chemistry, engineering, physics, science, mathematics, mathematics education, and computer science. Topics include vectors in 3-space, vector functions, functions of two or more variables, partial derivatives, and the chain rule; applications to max/min problems, double and triple integrals; change of variable; polar and spherical coordinates; integration on curves and surfaces; vector fields and the theorems of Green, Gauss, and Stokes. Use of a 3-D graphing calculator, such as a TI-89, is required. Limited use of a computer algebra system will be made.

Prerequisite: MATH 1082 with a grade of "C" or higher, or consent of instructor. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Linear Algebra and Differential Equations

MATH 2082 5 Credits

This course is intended for students majoring in chemistry, engineering, physics, science, mathematics, mathematics education, and computer science. This is a basic course in Differential Equations including ordinary differential equations, matrix formulation of linear systems, the nonhomogeneous case, variation of parameters, and undetermined coefficients. The companion topics from Linear Algebra include vector

spaces, independence, bases, linear transformations, and eigenvectors. Use of a 3-D graphing calculator, such as a TI-89, is required. Limited use of a computer algebra system will be made.

Prerequisite: MATH 1082 with a grade of "C" or higher, or consent of instructor. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Medical Assistant

Laboratory Techniques I

MEDA 1001 5 Credits

This course is designed for persons interested in pursuing a career in medical assisting. It introduces diagnostic procedures routinely performed in the physician's office laboratory, including the collection and preparation of appropriate specimens, federal guidelines, safety, quality control, metric system, electrocardiography (ECG) and routine urinalysis. The legal and ethical responsibilities for the health care professional are presented.

Prerequisite: HLTH 1001 and BIOL 1024 and concurrent enrollment in MEDA 1011.

Laboratory Techniques II

MEDA 1002 5 Credits

Continuation of physician's office laboratory procedures, including phlebotomy, hematology procedures, blood chemistries, basic principles of microbiology and serology.

Prerequisite: MEDA 1001 and MEDA 1011 with a grade of "C" or higher and concurrent enrollment in MEDA 1012.

Clinical Assisting I

MEDA 1011 5 Credits

This course is designed for persons interested in pursuing a career in Medical Assisting. The student will focus on identifying ways to prevent transmission of disease, followed by disinfecting and sterilizing surgical/office instruments. This course will also discuss Federal Guidelines and Regulations along with therapeutic approach to AIDS patients. The student will perform vital signs, patient draping and positioning, prepare patients for physical examination and discuss nutrition.

Prerequisite: HLTH 1001 and BIOL 1024 and concurrent enrollment in MEDA 1001.

Clinical Assisting II

MEDA 1012 5 Credits

This course is designed for persons interested in pursuing a career in Medical Assisting. The student will study the importance of Pharmacology along with

proper drug administration and documentation. Students will also prepare patients for physical examination, medical specialty exams, apply skeletal supportive devices and simulate assisting physician with sterile procedures and office surgery.

Prerequisite: MEDA 1011 and MEDA 1001 with a grade of "C" or higher and concurrent enrollment in MEDA 1002.

Administrative Procedures for Medical Assistants MEDA 1020 4 Credits

This course introduces common manual and computerized office procedures associated with a clinical practice. Topics include reception and telephone management, appointment scheduling, mail processing, filing, banking, bookkeeping, payroll, ICD-9-CM and CPT coding, insurance claims processing, and health care law and ethics. The student will complete a computerized simulation of a medical practice integrating the above topics.

Prerequisite: CAPL 1010 or CSCI 1020, HLTH 1001.

Clinical Externship

MEDA 1780 6 Credits

This course provides students with learning experiences in administrative, clinical, and laboratory procedures through performance in selected physician's offices and clinics. The 320 hour externship is unpaid.

Prerequisite: All program requirements must be completed prior to externship. Instructor's signature required. Must obtain CPR certification, Healthcare Provider - American Heart Association, or Professional Rescuer - American Red Cross.

Microcomputer Support Technology

Note: Purchase of a removable hard drive is required for classes in the MCST Program. It is strongly recommended that hard drives be purchased through the Century College Bookstore.

PC Hardware Service Technician

MCST 1000 3 Credits

This course is designed to provide the beginning computer student with basic knowledge of installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems and network servers. The course also includes an introduction to Personal Digital Assistants and Tablet computing. MCST 1000 is one of two courses designed to help students prepare for the CompTia A+ Operating Systems Technologies Exam and the A+ Core Hardware Service Technician Exam leading to the A+ Certification. If possible, students

should also take MCST 1010 concurrently. Features in-depth case projects so skills can be practiced as they are learned.

Operating Systems Technology

MCST 1010 3 Credits

Designed to provide the entry new networking student with the basic knowledge of Command Line Prompt, Windows 9x, Windows NT Windows XP and Windows 2000 for installing, configuring, upgrading, troubleshooting, and repairing desktop operating systems. Features in-depth case projects so skills can be practiced as they are learned. Also includes an introduction to Personal Digital Assistants and Tablet computing. This is one of two courses designed to help students prepare for the CompTia A+ Operating Systems Technologies Exam and the A+ Core Hardware Service Technician Exam leading to the A+ Certification.

Recommendation: Concurrent enrollment in MCST 1000.

Support Microsoft Office in a Networking Environment

MCST 1018 3 Credits

Designed to provide students with the knowledge to support Microsoft Office in a network environment.

Prerequisite: OFFT 1001 and CAPL 1010.

UNIX Operating System

MCST 1030 3 Credits

Presents basic UNIX operating system concepts, file commands, and editor commands from a user's viewpoint. UNIX installation, file backup, print service, and network management are presented from a system administrator's viewpoint.

Prerequisite: MCST 1000, MCST 1005 or MCST 1010.

Applied Technical Sales Strategies

MCST 1070 3 Credits

This course is designed to provide students with the selling skills necessary to translate the design, language and applications of high technology hardware and software products to business professionals.

Recommendation: SPCH 1021 or concurrent enrollment.

Integrating Technical Skills

MCST 1080 3 Credits

This course examines the various methods utilized by Information Technology departments and professionals to maximize their effectiveness within an organization.

Project Management

MCST 1090 3 Credits

This course is designed to provide students with an overview of various models an Information Technology

department uses in managing multiple technical projects.

Supporting Microsoft Windows XP

MCST 2011 **3 Credits**

Designed to provide students with an introduction to Microsoft Windows XP Professional.

Prerequisite: MCST 1000 or MCST 1010.

Supporting Microsoft Windows 2000 Server

MCST 2013 **3 Credits**

Designed to provide students with the opportunity to learn the administration of Microsoft Windows 2000 Server.

Prerequisite: MCST 2011 or concurrent enrollment.

Administering the Active Directory

MCST 2015 **3 Credits**

Designed to provide students with the knowledge and skills necessary to implement and support Microsoft Windows 2000 Server in Wide Area Network (WAN) environment.

Prerequisite: MCST 2013.

TCP/IP

MCST 2017 **3 Credits**

Designed to provide students with the opportunity to learn the Internet-protocol.

Prerequisite: MCST 2013.

Systems Analysis/End User Network Computing

MCST 2020 **3 Credits**

Covers the concepts of systems analysis and design from the microcomputer end-user standpoint. New system planning, documentation, feasibility, data collection and analysis, system integration and implementation are all topics that will be covered.

Students are required to work as a member of an analysis team to design a system network solution to a given problem and to present the solution to the class as an oral presentation.

Prerequisite: MCST 2013.

Implementing and Support Microsoft Windows XP Professional

MCST 2110 **3 Credits**

This course provides in-depth understanding and hands-on training for Information Technology (IT) professions responsible for the planning, implementation, management and support of Windows XP Professional.

Prerequisite: MCST 1000 or consent of instructor.

Supporting Microsoft Windows 2000 Professional and Server

MCST 2120 **3 Credits**

This course provides students with the knowledge and

skills necessary to install and configure Microsoft Windows Professional on stand-alone and client computers that are part of a workgroup or domain.

Prerequisite: MCST 2110 or equivalent knowledge.

Recommendation: The knowledge to describe the principal features of the Windows 2000 operating system and the fundamentals of Transmission Control Protocol/Internet Protocol (TCP/IP).

Supporting a Network Infrastructure using Microsoft Windows 2000

MCST 2130 **3 Credits**

This course is for support professional who are new to Microsoft Windows 2000 and will be responsible for installing, configuring, managing and supporting a network infrastructure that uses a Microsoft Windows 2000 Server products.

Prerequisite: MCST 2120 or equivalent knowledge.

Recommendation: The knowledge to install and configure in the Windows 2000 environment and provide network access to file resources.

Implementing and Administering Microsoft Windows 2000 Directory Services

MCST 2140 **3 Credits**

This course focuses on implementing group policy and performing the group policy related tasks that are required to centrally manage users and computers.

Prerequisite: MCST 2130 or equivalent knowledge.

Recommendation: The knowledge to install and configure the Windows 2000 and provide and implement a network infrastructure.

Designing a Microsoft Windows 2000 Directory Services Infrastructure

MCST 2150 **2 Credits**

This course provides students with the knowledge and skills necessary to design a Microsoft Windows 2000 Directory Services infrastructure in an enterprise network.

Prerequisite: MCST 2140 or equivalent knowledge.

Recommendation: The knowledge to install and configure in the Windows 2000 and implement network directory services.

Designing a Microsoft Windows 2000 Migration Strategy

MCST 2160 **1 Credit**

This course provides students with the knowledge and skills necessary to design a strategy to migrate from a Microsoft Windows NT Server 4.0 Directory Services infrastructure to a Microsoft Windows 2000 Active Directory.

Prerequisite: MCST 2150 or equivalent knowledge.

Recommendation: The knowledge to install and configure the Windows 2000 Directory Services Infrastructure.

Designing a Microsoft Windows 2000 Networking Services Infrastructure**MCST 2170** 2 Credits

This course provides students with the information and skills needed to create a network services infrastructure design that supports the required network applications.

Prerequisite: MCST 2130 or equivalent knowledge.

Recommendation: The knowledge to install and configure in the Windows 2000 environment and design a network infrastructure.

Internship**MCST 2780** 1 - 6 Credits

Designed to provide students with the opportunity to apply skills learned in the Microcomputer Support Technology program in a real life job situation. Students will learn to work in a professional environment while honing their technical skills.

Recommendation: Last semester before graduation or consent of instructor.

Music**Century College Choir****MUSC 1000** 1 Credit

The Century College Choir is a vocal ensemble that sings a variety of choral literature. Concerts are presented each semester. No previous singing experience or audition is required. Some special evening rehearsals are required as scheduled by the director. Registration for choir may be done as an activity for academic credit or through Continuing Education. Students may repeat this course up to four times and receive academic credit.

Century Chamber Singers**MUSC 1005** 1 Credit

Designed as an advanced opportunity in choral performance, the Century Chamber Singers is open to students and community musicians with previous singing experience. A wide variety of music is performed and at least one major choral concert is presented each semester. Some special evening rehearsals are required as scheduled by the director. Registration for Chamber Singers may be done as an activity for academic credit or through Continuing Education. Students may repeat this course up to four times and receive academic credit.

Prerequisite: An audition or an interview with the director is required.

Century Chamber Orchestra**MUSC 1010** 1 Credit

The Chamber Orchestra is open to musicians with previous performing experience. An audition or interview with the conductor is required. A wide variety

of standard orchestral literature is prepared for a series of five concerts during the academic year. The primary object is the development of the musician's playing ability and understanding of orchestral technique and literature. Offered F, S.

Prerequisite: Previous orchestral experience or interview with conductor.

Century Concert Band**MUSC 1015** 1 Credit

The Century Concert Band is a musical ensemble dedicated the study and performance of quality band literature. The music performed is from a wide variety of styles ranging from the Baroque period to the music of today. The objective of this course is to expand students' understanding and enjoyment of music through the performance and study of music of various periods and styles. The membership in the band includes students and community members.

Registration for band may be done as an activity for academic credit or through Continuing Education. Students may repeat this course up to four times and receive academic credit.

Prerequisite: Must have prior experience playing a wind or percussion instrument.

Century Jazz Ensemble**MUSC 1017** 1 Credit

This course involves the study and performance of high level jazz arrangements with emphasis on improvisation. The ensemble also presents a Jazz Festival each year with a notable jazz soloist. In addition to performing at the college, the group makes numerous appearances at other locations around the state. An audition with the instructor is required.

Registration for Jazz Ensemble may be done as an activity for academic credit or through Continuing Education. Students may repeat this course up to four times and receive academic credit.

Prerequisite: Consent of instructor.

Beginning Group Piano**MUSC 1020** 2 Credits

This course is group instruction for students with little or no previous keyboard experience. Basic skills in sightreading, chording, harmonization, and technique are learned. Students must practice outside of class time to successfully complete this course.

Jazz Combo**MUSC 1021** 1 Credit

The Jazz Combo is open to students interested in the study and performance of small-group jazz. The course explores a variety of jazz styles with attention given to developing improvisation skills. There is at least one public performance each semester. Students may repeat this course up to four times and receive credit.

Offered F, S.

Prerequisite: An audition or interview is required, and students must be able to play an instrument.

Intermediate Group Piano

MUSC 1025 2 Credits

This course is group instruction for students with some piano background and for those who have successfully completed Beginning Group Piano. Students must practice outside of class time to successfully complete this course.

Fundamentals of Music

MUSC 1030 3 Credits

An introductory course in music history and the history of Western music as it relates to basic theory concepts. History is presented in a topical manner with emphasis on major composers related to how music theory changes throughout history. The Fundamentals of Music includes an understanding of major/minor tonality, rhythms, intervals and basic harmony analysis and part writing. This course satisfies music education requirements and is an excellent introduction for general students or music majors. Offered F, S.

Enjoyment of Music

MUSC 1035 3 Credits

MnTC: Goals 06 & 08

A survey of western classical music from the middle ages to the present. The course explores various musical styles and forms, including orchestral, choral and chamber music. There is an emphasis on focused listening, with the purpose of enhancing the ability to appreciate and understand music. Offered F, S.

Jazz: Red Hot and Cool

MUSC 1040 3 Credits

MnTC: Goals 06 & 07

An introduction to the development of jazz as an art form in America. Various styles (ragtime, dixieland, swing, bebop, fusion, etc.) will be discussed along with recordings and some live performances of these styles. Prior music background is not required for this course. Offered S, SS.

Popular Music in American Society

MUSC 1045 3 Credits

MnTC: Goals 06 & 07

This course surveys the history of American popular music from the 1950s to the present. The course examines the development of various music styles, such as rock and hip-hop, and explores the relationship between cultural trends and popular music. Notable recordings and musicians will be studied. Attendance at one concert is required.

Music Theory I

MUSC 1061 3 Credits

Notation of pitch, rhythm, scales, intervals, and chords. Melodic analysis, basic chord progression and harmonic theory, 4-part structure, and harmonization of simple melodies. Seventh chords will also be introduced. Offered F.

Prerequisite: Concurrent enrollment in MUSC 1071 or consent of instructor.

Music Theory II

MUSC 1062 3 Credits

Continuation of Music 1061. Intense study of harmonic structure. Pop-jazz harmonic symbolization. Voice leading in four-part structure up through dominant 7th chords. Basic transposition of all instruments. Composition and arranging of selected material. Harmonic-melodic analysis of musical scores. Advanced harmonic technique including secondary dominants and modulation. Work with binary and ternary forms and melodic-harmonic analysis of related scores. Offered S.

Prerequisite: MUSC 1061; concurrent enrollment in MUSC 1072, or consent of instructor.

Ear Training I

MUSC 1071 2 Credits

Singing of simple melodies and rhythms. Singing more advanced melodies and rhythms. Singing and transcription of intervals, triads, and simple melodic patterns. Singing and transcription of more advanced melodies and rhythms. Singing of primary chord progressions. Offered F.

Prerequisite: Concurrent enrollment in MUSC 1061, or consent of instructor.

Ear Training II

MUSC 1072 2 Credits

Singing and transcription of more advanced melodies and rhythms. Chord progressions using primary, secondary, and seventh chords. Recognition and singing of all forms of 7th chords. Offered S.

Prerequisite: MUSC 1071; concurrent enrollment in MUSC 1062, or consent of instructor.

Private Instrumental

MUSC 2011 2 Credits

This course is individual instruction in learning to play a woodwind, brass, string, or percussion instrument. The student's needs and interests will determine the selection of music literature. Students may repeat this course up to four times and receive academic credit.

Private Instrumental-Advanced

MUSC 2012 2 Credits

This course is individual instruction on a woodwind, brass, string, or percussion instrument for the

advanced player. The student's progress will be reviewed at the end of each semester by the music faculty (jury). Students may repeat this course up to four times and receive academic credit.

Beginning Group Guitar

MUSC 2020 2 Credits

Group instruction for students with little or no previous guitar instruction. Basic skills in chords, strumming, finger picking, harmony/theory, improvisation, music reading and guitar technique. Practice outside class is necessary for completion of this course. Students must provide their own guitar. Offered F, S.

Restriction: Students already proficient in the areas listed in the course description should register for individual instruction.

Private Guitar

MUSC 2021 2 Credits

This course is individual instruction in learning to play the guitar. The student's needs and interests will determine the selection of music literature. Students may repeat this course up to four times and receive academic credit.

Private Guitar-Advanced

MUSC 2022 2 Credits

This course is the study of the guitar for the advanced player. Depending on the student's needs and interests, this course will have a Classical, Jazz, or Rock and Blues emphasis. The student's progress will be reviewed at the end of each semester by the music faculty (jury). Students may repeat this course up to four times and receive academic credit.

Private Piano

MUSC 2031 2 Credits

This course is individual piano instruction for elective credit. The focus of the course is on the development of elementary and intermediate keyboard skills with an emphasis on technique, theory and interpretation of musical styles. The student's needs and interests will determine the selection of music literature. Students may repeat this course up to four times and receive academic credit.

Private Piano-Advanced

MUSC 2032 2 Credits

This course focuses on the development of advanced keyboard skills. Standard classical literature from the Baroque, Classical, Romantic, Impressionist, or Modern periods will be studied. The student's progress will be reviewed at the end of each semester by the music faculty (jury). Students may repeat this course up to four times and receive academic credit.

Private Voice

MUSC 2041 2 Credits

This course is individual instruction for elective credit. The emphasis of this course is on proper voice function in speaking and singing through basic techniques including correct posture, breath management, free tone production, proper diction, and expression. The student's needs and interests will determine the selection of music literature. Students may repeat this course up to four times and receive academic credit.

Private Voice-Advanced

MUSC 2042 2 Credits

This course focuses on vocal development for the advanced singer. A variety of vocal literature will be studied. The student's progress will be reviewed at the end of each semester by the music faculty (jury). Students may repeat this course up to four times and receive academic credit.

Prerequisite: Consent of instructor.

World Music

MUSC 2051 3 Credits

MnTC: Goals 06 & 08

This course introduces students to traditional music from a variety of cultures, such as India, China, Japan, Indonesia, Ghana, Zimbabwe, and the Middle East. The course also examines the relationships between American popular music and non-Western societies. There is an emphasis on focused listening, with the purpose of enhancing the ability to appreciate and understand music.

Natural Science

Earth Science

NSCI 1020 4 Credits

MnTC: Goals 03 & 10

This survey of the earth sciences is a broad and nonquantitative introduction to topics in geology, oceanography, meteorology, and astronomy. The solid earth, the liquid hydrosphere, and the gaseous atmosphere are viewed in terms of the continuous interactions as air comes in contact with rock, rock with water, and water with air. Laboratory investigations and hands-on experiences provide the framework for the study. Offered F, S, SS.

Physical Geology

NSCI 1030 4 Credits

MnTC: Goals 03 & 10

This is a study of rocks & minerals, geologic time, and the processes of global tectonics as related to the changing landscape. Laboratory investigations provide the framework for rock and mineral identification and map and model interpretation. It is intended for students considering a geology major. Offered F.

Prerequisite: Minimum assessment score placement in RDNG 0090, or completion of RDNG 0080 with a grade of "C" or higher.

Energy Concepts

NSCI 1040 3 Credits

MnTC: Goals 03 & 10

Energy is the topic. Energy production, supply, efficiency, and future needs are examined. The potential of solar, biomass, photovoltaics, wind, and other continuous flow sources are studied. Crude oil, natural gas, coal and nuclear are considered. The impact of our current U.S. policy is viewed from an interdisciplinary approach that includes environmental, political, economic, and ethical considerations. Offered F, S, SS.

Energy Concepts Lab

NSCI 1045 1 Credit

MnTC: Goals 03 & 10

This course will examine various energy concepts through hands-on learning. Topics will include, but not limited to: liquid fuels, solid fuels, biomass, wind, solar, insulation, heat storage, pollution, and conservation. Offered S, SS.

Prerequisite: NSCI 1040 or concurrent enrollment; assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of "C" or higher.

Introduction to Meteorology

NSCI 1050 3 Credits

MnTC: Goals 03 & 10

A descriptive course which introduces students to basic scientific principles involved in meteorology. This includes a study of the basic properties of the atmosphere, weather instruments, weather phenomena, and terminology, and forecasting. Offered F, S.

Meteorology Lab

NSCI 1055 1 Credit

MnTC: Goals 03 & 10

This introductory meteorology laboratory will require students to construct and interpret graphs, analyze weather maps, and gather, record, and interpret weather data. Concepts covered will include structure of the atmosphere, solar and terrestrial radiation, stability of the atmosphere, atmospheric motion, weather map analysis, and severe storms. Offered F, S.

Prerequisite: NSCI 1050 or concurrent enrollment.

Introduction to Oceanography

NSCI 1060 3 Credits

MnTC: Goals 03 & 10

Principles of historical, geological, biological, chemical,

and physical oceanography are presented in this introductory course. Contemporary problems of marine pollution, resources, and the Law of the Sea are also considered. Offered S.

Oceanography Lab

NSCI 1065 1 Credit

MnTC: Goals 03 & 10

This laboratory course will provide non-science majors with hands-on experiences which will help them understand the sea as a significant part of our world ecosystem. It includes a variety of activities which are designed to cultivate an appreciation for the way scientists address problems and think through solutions. Offered S.

Prerequisite: NSCI 1060 or concurrent enrollment.

Descriptive Astronomy

NSCI 1070 3 Credits

MnTC: Goal 03

An introductory course in astronomy intended for anyone with an interest in this area. Actual observation of the planets and stars will be made using reflecting and refracting telescopes. Topics covered will include the earth and its motions, sun, moon, solar system, stars, and galaxies. Offered F, S.

Astronomy Lab

NSCI 1075 1 Credit

MnTC: Goal 03

This is a laboratory oriented course in which students actually perform experiments which will increase their knowledge of astronomy and acquaint them with the tools and methods of the astronomer. Offered F, S.

Prerequisite: NSCI 1070 or concurrent enrollment.

Natural Disasters

NSCI 1080 3 Credits

MnTC: Goals 03 & 10

Students will investigate the physical processes, origins, and the human and economic impacts caused by natural disasters. This course will examine earthquakes, volcanism, severe weather, climate change, wildfires and floods, among other natural catastrophic phenomenon. Students will have the opportunity to access information from government agencies and universities involved in the study of these

Earth Science for Educators

NSCI 1090 4 Credits

This course is intended for education majors. It includes a survey of the Earth sciences with a broad and non-quantitative introduction to topics in geology, oceanography, meteorology, and astronomy. In addition, course will provide curriculum surveys of media and instruction models for Pre-Educators in K-8 education tracks. It will cover four major Earth event to

spheres (lithosphere, hydrosphere, atmosphere, and biosphere) modeling projects with an emphasis in interrelated systems analysis that are applicable to grades K-8. Students will develop these four models working in small collaborative groups. Laboratory investigations, field work, collaborative projects and a minimum 20 hour service learning component, arranged through the Service Learning Coordinator, will provide hands on, real time individual, and group learning opportunities for this class.

Nursing

Directed Study in Nursing

NURS 0078 1 - 4 Credits

This course provides opportunity for directed study in nursing theory and/or lab and clinical for nursing students in the classroom, long term care, community or acute care settings. The course content is individualized based on an assessment of each student's learning needs. Focus of the course will be demonstration of competency in identified learning goals related to safe, holistic nursing care.

Prerequisite: Admission to the nursing program and consent of the Nursing Program Director.

Nursing Assistant-Registered

NURS 1001 4 Credits

This course introduces concepts of basic human needs, health/illness continuum and basic nursing skills in long-term care and/or home care environments. Skills are taught in a simulated laboratory setting utilizing demonstration and role-playing. Upon successful completion of classroom studies, the student will participate in 24 hours of supervised clinical experience. This clinical experience will be in a long-term care facility. This course meets the objectives of the Federal OBRA and Minnesota Department of Health requirements as detailed for educating the nursing assistant.

Prerequisite: Placement into RDNG 0080 or ESL 080. Liability insurance fee required at time of registration. Criminal background clearance. **Restriction:** Minnesota State Registry of Nursing Assistants requirement is 18 years of age or older.

Acute Care Skills for the Nursing Assistant - Registered (N.A.R.)

NURS 1005 3 Credits

This course builds on skills and concepts learned in the basic Federal Nursing Assistant curriculum. More complex theories and procedures are introduced as they pertain to nursing assistants' role with patients in acute care settings. Students will participate in classroom, skills lab, and attend a supervised clinical in an acute care environment.

Prerequisite: NURS 1001 or Nursing Assistant-Registered.

The Registered Nurse Role in Health and NURS 1020 4 Credits

This course introduces the role of the Associate Degree Registered Nurse in healthcare. Concepts include holistic therapies, cultural diversity, nursing process, assessment, pharmacology, communication, teaching-learning theory, documentation, legal-ethical issues and professional boundaries. Course emphasis includes holism, critical thinking and primary, secondary and tertiary prevention with patients and families throughout the lifespan. The fundamental concepts of therapeutic nursing interventions and the relationship to health and wellness are integrated throughout the course. This course prepares the Associate Degree Registered Nursing Student to care for patients in chronic and acute care settings.

Prerequisite: Admission to the Nursing Program, concurrent enrollment in NURS 1025, MATH 1000, and BIOL 1031 unless previously successfully completed.

Clinical Application for NURS 1020

NURS 1025 4 Credits

This course applies theoretical concepts to nursing practice in individual, small group and large group settings. The therapeutic nursing interventions include medication administration, physical assessment, sterile technique, catheterization, wound care, enteral tubes, and intravenous fluid administration. The practicum experiences include contact with patients across the lifespan in a variety of settings such as nursing lab, long term care, acute care, ambulatory clinics and the community.

Prerequisite: Nursing Assistant-Registered course or equivalent, Healthcare Provider CPR certification, background clearance, and required immunizations. Concurrent enrollment in NURS 1020.

Applied Nutrition

NURS 1026 2 Credits

This course focuses on the application of nutrition knowledge to altered needs during stages of the life cycle, to chronic diseases and to medical nutrition therapy leading to improved overall health. After a brief introduction of major nutrient groups, course content areas will include assessment of nutritional status with application to disorders of the GI tract, liver, pancreas, cardiovascular system, lungs, kidneys, and the wasting disorders of cancer and AIDS.

Prerequisite: NURS 1020 and NURS 1025.

Nursing Intervention I: Health, Healing and Holism & the Role of the RN

NURS 1030 4 Credits

This course provides students with theoretical content

related to acute, chronic, and terminal health conditions of the respiratory, immune, renal, endocrine, neurological and musculoskeletal systems, cancer and infectious diseases. The course includes exploration of patterns of health and wellness for patients within their environment. Course emphasis includes critical thinking in the application and analysis of therapeutic nursing interventions, pain management, and levels of prevention in relation to the health of patients across the lifespan.

Prerequisite: NURS 1020, NURS 1025, MATH 1000, BIOL 1031, concurrent enrollment in BIOL 1032 and NURS 1035.

Clinical Application for NURS 1030

NURS 1035 4 Credits

This course applies theoretical concepts to holistic nursing practices promoting critical thinking, assessment skills, caring behaviors, therapeutic nursing interventions, prevention of disease, and health and wellness throughout the life span. This practicum, with clinical experiences in acute care, ambulatory care clinics, long term care, community agencies, and the Nursing Learning Resource Center, provides the student with opportunities to provide intermediate level nursing interventions. Course emphasis includes holism, nursing process with emphasis on assessment and interventions, prioritization, communication, and health teaching in both acute care and community service learning.

Prerequisite: Concurrent enrollment in NURS 1030 and background clearance. Healthcare Provider CPR certificate and required immunizations.

Assessment of LPN Nursing Knowledge and Skills

NURS 1110 13 Credits

Allows qualified Licensed Practical Nurses to gain advanced standing in the RN Nursing Program in compliance with the Minnesota Board of Nursing Rules. Credits are awarded based on the student being a qualified, admitted accelerated nursing student in the Nursing Program.

Prerequisite: LPNs admitted to Inver Hills-Century Colleges Associate Degree Nursing Program, accelerated track.

Health, Healing and Holism in Role Transition from LPN to RN

NURS 1140 4 Credits

This course introduces the licensed practical nurse to the Associate Degree Nurse role in healthcare. Content includes communication, teaching-learning theory, caring theory, levels of prevention, critical thinking and group process. An emphasis of holism throughout the life span provides the basis for assessment of clients and families. The beginning concepts of nursing interventions and their relationship to health and

wellness are presented, as well as professional boundaries and leadership concepts. Physical assessment theory and RN psychomotor skills are taught and evaluated in the Nursing Learning Resource Center. **Prerequisite:** Admission to the Accelerated Nursing Program, Healthcare Provider CPR current certification and BIOL 1031 and BIOL 1032.

Clinical Specialty Focus

NURS 2025 1 - 6 Credits

Provides an opportunity to increase knowledge and nursing skills within a specialized clinical setting utilizing acute care or community settings. The course builds upon content taught within the Nursing Program, but also provides the opportunity to expand experiential learning and go beyond the basics in a specialized field of nursing.

Prerequisite: Admission to the Nursing Program and consent of instructor.

Nursing Interventions II: Health, Healing and Holism & the Role of the RN

NURS 2030 4 Credits

This course provides the student with the theoretical content related to health and wellness in the infant, child and adult. Primary, secondary and tertiary health care management and health conditions are discussed throughout the lifespan. Critical thinking skills, therapeutic nursing interventions, communication, prioritization, collaborative care and the holistic nursing process are emphasized. Major content areas include maternal/child health, mental health, cardiac, and gastrointestinal conditions as well as emergency and trauma care.

Prerequisite: NURS 1030, NURS 1035, and concurrent enrollment in NURS 2035.

Clinical Application for NURS 2030

NURS 2035 4 Credits

This course applies theoretical concepts to nursing practice. This practicum, with clinical experiences in acute, specialty and community settings, provides the student with opportunities to provide comprehensive nursing care to multiple clients. Course content emphasizes team leading, health teaching, holism, nursing process with an emphasis on evaluation, communication and the RN role. Unique to this course is community screening, following a pregnant person to delivery and a newborn assessment, and a comprehensive family assessment. Concepts of supervision/delegation, critical thinking and prioritization are emphasized. Additional application includes identification and facilitation of patterns in health and wellness for clients within their environment.

Prerequisite: Concurrent enrollment in NURS 2030, background clearance, Healthcare Provider CPR certification and required immunizations.

Synthesis and Transition to the Registered Nurse Role**NURS 2050 2 Credits**

This course synthesizes concepts taught previously such as health, healing, and holism. There is a special focus on leadership, supervision, delegation, management of patient caseloads, economic, social, political, and current trends in health care. The course also includes self-care strategies, preparation to enter the work force and exploration of other nursing opportunities. There is continued emphasis on group dynamics and processes, teaching/learning projects and experiences with different types of healthcare delivery systems presented via case study methodologies.

Prerequisite: NURS 2030, NURS 2035, and concurrent enrollment in NURS 2055 and NURS 2220 unless NURS 2220 previously completed.

Clinical Application for NURS 2050**NURS 2055 4 Credits**

This course applies and synthesizes concepts represented in NURS 2050. The practicum experience focuses on critical thinking, team leading, leadership/management, supervision/delegation, and decision-making/priority setting while providing holistic care to multiple patients with complex health needs and situations. A preceptorship, with a selected RN, encourages students to prepare themselves for the personal and professional transition to the role of registered nurse. Additional course activities involve the exploration of career opportunities, preparing and presenting teaching projects, working in collaboration with health care professionals, working collaboratively with peers in developing a patient discharge/referral plan, and participating in service learning within the community.

Prerequisite: NURS 2030, NURS 2035, concurrent enrollment in NURS 2050 and background clearance. Healthcare Provider CPR certificate and required immunizations.

Nursing Interventions II: Health, Healing & Holism and the Role of the RN**NURS 2130 4 Credits**

This course provides the accelerated nursing student (LPN) with the theoretical content related to health and wellness in the infant, child and adult. Primary, secondary and tertiary health care management and health conditions are discussed throughout the life span. Course emphasis includes critical thinking skills, therapeutic nursing interventions and communication, prioritization, collaborative care and the holistic nursing process. Major content areas include maternal/child health, mental health, cardiac and gastrointestinal conditions as well as emergency and trauma care.

Prerequisite: NURS 1110, NURS 1140, and concurrent enrollment in NURS 2135.

Clinical Application for NURS 2130**NURS 2135 4 Credits**

This course applies theoretical concepts to nursing practice. This practicum, with clinical experiences in acute, specialty and community settings, provides the student with opportunities to provide comprehensive nursing care to multiple clients. Course content emphasizes team leading, health teaching, holism, nursing process with an emphasis on evaluation, communication and the RN role. Unique to this course is community screening, following a pregnant person to delivery and a newborn assessment, and a comprehensive family assessment. Concepts of supervision/delegation, critical thinking and prioritization are emphasized. Additional application includes identification and facilitation of patterns in health and wellness for clients within their environment.

Prerequisite: Concurrent enrollment in NURS 2130, background clearance, Healthcare Provider CPR certification and required immunizations.

Synthesis and Transition to the Registered Nurse Role**NURS 2150 2 Credits**

This course synthesizes concepts taught previously such as health, healing, and holism. There is special focus on leadership, supervision, delegation, management of patient caseloads, economic, social, political, and current trends in health care. This course also includes self-care strategies, preparation to enter the work force and exploration of other nursing opportunities. There is continued emphasis on group dynamics and processes, teaching/learning projects and experiences with different types of healthcare delivery systems presented via case study methodologies.

Prerequisite: NURS 2130, NURS 2135, concurrent enrollment in NURS 2155 and 2220, unless 2220 previously completed.

Accelerated Clinical Application for NURS 2150**NURS 2155 3 Credits**

This course applies and synthesizes concepts represented in NURS 2150. The practicum experience focuses on critical thinking, leadership/management, and decision-making/priority setting while providing holistic care to multiple patients with complex health needs and situations. A preceptorship, with a selected RN, encourages students to prepare themselves for the personal and professional transition to the role of registered nurse. Additional course activities involve the exploration of career opportunities, preparing and presenting teaching projects, working in collaboration with health care professionals, working collaboratively with peers in developing a patient discharge/referral plan, and participating in service learning within the community.

Prerequisite: NURS 2130, NURS 2135, concurrent enrollment in NURS 2150 and background clearance. Healthcare Provider CPR certificate and required immunizations.

Pathophysiology

NURS 2220 2 Credits

This course analyzes the progressive changes that take place in the human organism when normal adaptive processes are unable to cope with chemical, microbial, genetic and/or psychological stress. The course focuses on the pathophysiology of major health problems that lead to mortality and morbidity. This knowledge is applied to the planning of holistic nursing care of patients with these health problems.

Prerequisite: NURS 1020 and NURS 1025 or admission to Accelerated Track, and BIOL 1032.

Clinical Internship

NURS 2785 1 Credit

This elective clinical internship course provides learning opportunities to apply nursing theory with nursing practice. The focus is on gaining depth of understanding of the role of the registered nurse as well as strengthening nursing skills in the clinical setting. Students will be precepted by nurses in the practice setting and by nursing faculty. **Prerequisite:** Successful completion of two semesters in an associate degree nursing program. Acceptance into an approved metro area clinical internship program and permission of nursing director.

Office Technology

Introduction to Keyboarding I

OFFT 0091 1 Credit

This course develops basic keyboarding techniques and skills using a computer. The emphasis will be learning the touch method of typing the alphabetic keys.

Introduction to Keyboarding II

OFFT 0092 1 Credit

This course is a continuation of Keyboarding I. The emphasis of this course is using proper keyboarding technique to develop speed on alphabetic material and numeric keypad.

Prerequisite: OFFT 0091.

College Keyboarding

OFFT 1001 1 Credit

This keyboarding class will integrate keyboarding instruction with word processing. The student will create professional-looking documents such as memos, letters, reports and tables. Students will continue to build strong keyboarding skills through

speed and accuracy.

Prerequisite: OFFT 0092, or equivalent, or consent of instructor.

Advanced Word Processing

OFFT 1035 3 Credits

Students will reinforce and apply previously learned skills to complete complex and integrated business projects such as itineraries, newsletters, expense reports, forms and other business-related tasks. Students will complete business documents using multiple software applications. The course requires proficient use of word processing and spreadsheet software.

Prerequisite: CAPL 1010 and CAPL 1023 or consent of instructor.

Independent Study

OFFT 1790 1 - 6 Credits

The intent of this course is to allow flexibility in providing learning experiences to meet the unique needs of both the student and the college.

Prerequisite: Enrolled in an office careers program and consent of instructor.

Records Management

OFFT 2000 3 Credits

Presents techniques for the control of records including the four basic methods of filing - alphabetic, numeric, geographic, and subject. Provides students with skills to maintain the system being used in the organization or for establishing/revising a records management system. Uses computer for application of database concepts. Offered S.

Prerequisite: CAPL 1010 or CSCI 1020, or consent of instructor.

Introduction to the Medical Office

OFFT 2005 3 Credits

This course introduces students to the health care office environment. Topics covered in the course include: professional organization guidelines; organization of health care facilities and the role of health care office personnel. Students will be introduced to the various medical specialties and the language of each specialty. Use of medical reference materials will be incorporated, along with an introduction of medical records and the issue of confidentiality.

Recommendation: RDNG 0080 with a grade of "B" or higher, or appropriate assessment score, or recommendation of reading instructor.

Office Application of Medical Terminology

OFFT 2010 3 Credits

This course will supplement Basic Medical Terminology with an office employee focus, stressing word-building

techniques, spelling, and terminology usage related to physician-generated correspondence and dictation. Offered F, S.

Prerequisite: OFFT 2005.

Medical Office Procedures

OFFT 2020 3 Credits

Course intended to develop skills used in the medical office. Students will gain skills in preparing patient records, billing, telephone procedures, appointments, professional reports, medical meetings and travel arrangements.

Prerequisite: OFFT 1001, OFFT 2005.

Insurance and Coding for the Medical Office

OFFT 2030 3 Credits

Covers basic coding for the physician's office (CPT-4 and ICD-9-CM) together with insurance procedures for the medical office. Offered S.

Prerequisite: OFFT 2010.

Medical Machine Transcription I

OFFT 2041 3 Credits

A beginning course in medical machine transcription which will utilize keyboarding and computer skills along with medical terminology to produce medical documents from physician's dictation. Offered F.

Prerequisite: OFFT 1001, keyboarding at skill level of 50 wpm and OFFT 2010, or consent of instructor.

Medical Machine Transcription II

OFFT 2042 3 Credits

An advanced course in medical machine transcription which will build and expand transcription skills. Offered S.

Prerequisite: OFFT 2041.

Office Procedures

OFFT 2055 3 Credits

This course identifies the administrative professional's role in the challenging work environment of the 21st Century. The student will be exposed to patterns of work, current technology, skills and abilities necessary to succeed in the workplace.

Prerequisite: CAPL 1010 or consent of instructor.

Internship

OFFT 2780 3 Credits

Provides a realistic occupational experience in the student's major field.

Prerequisite: Consent of instructor.

Medical Secretary Internship

OFFT 2783 1 - 3 Credits

This course is designed to provide a realistic occupational experience in the medical office working directly with a professional medical secretary.

Prerequisite: Consent of instructor.

Orthotic Practitioner

Applied Orthotic Biomechanical Physics and Patient Analysis

ORPR 2900 4 Credits

This course will explore the relationship between mechanical principles and forces affecting human locomotion, providing a foundation for the understanding of pathological gait and functional loss impacting orthotic design and treatment for the lower limb.

Functional Orthotic Anatomy and Pathology

ORPR 2910 4 Credits

This course concentrates on the effects of disease, trauma and malformation on the ankle-foot complex related to functional loss on the foot and ankle, as well as an in-depth anatomical study of lower extremities; specifically the skeletal, muscular and articular system. This course will also enable students to identify and select proper components and footwear, and familiarize students with the role of the orthotist on the rehabilitation team.

Foot Orthoses and Ankle Foot Orthoses/Metal

ORPR 2920 3 Credits

During this course, students will learn patient evaluation, measurement and management skills to successfully fabricate and fit several different types of foot and ankle-foot orthoses. The patient's gait will be analyzed using a video gait lab to evaluate orthotic function and outcomes.

Prerequisite: ORPR 2910.

Ankle Foot Orthoses/Plastic

ORPR 2925 2 Credits

During this course, students will learn patient evaluation, measurement and management skills to successfully fabricate and fit various types of plastic and axial unloading ankle-foot orthoses. The patient's gait will be analyzed using a video gait lab to evaluate orthotic function and outcomes.

Prerequisite: ORPR 2920.

Knee Ankle Foot Orthoses, Metal/Related Anatomy/Pathology

ORPR 2930 3 Credits

During this course, students will learn patient evaluation, measurement and management skills to successfully select components, fabricate and fit the knee-ankle-foot and hip knee-ankle-foot orthoses. Gait will be analyzed using a video gait lab to evaluate orthotic function and outcomes. The course also concentrates on the pathological effects of disease, trauma and malformation on the ankle-foot complex; knee and the hip related to functional loss; as well as

an in-depth anatomical study of thigh and hip skeletal, muscular, and articular systems.

Prerequisite: ORPR 2925.

Knee Ankle Foot Orthoses, Plastic and Fracture Orthoses

ORPR 2935 **3 Credits**

Students will apply a plaster negative mold of the patient's affected limb, modify the positive model, and fabricate the plastic knee-ankle-foot orthosis, including the quadrilateral thigh section, to provide axial unloading of the limb. The video gait lab is used to evaluate orthotic function and outcomes. Also included are patient evaluation, measurement and management skills to successfully select components, fabricate and fit the plastic knee-ankle-foot and hip-knee-ankle-foot orthoses, as well as theories and procedures involved with the management of lower leg and thigh fractures and application of various types of fracture braces. A section on diagnostic imaging and business management are also included.

Prerequisite: ORPR 2930.

Orthotic Upper Limb Anatomy, Pathology, Patient Evaluation

ORPR 2950 **2 Credits**

This course includes identification of upper limb muscles as well as describing their function in relation to the overall musculoskeletal system. Pathology and evaluation includes an examination of the effect of disease, spinal cord lesions, injury and malformation of the upper limb and identification of specific pathologies as they relate to functional loss to determine proper orthotic treatment. The component section includes identification of the various upper limb orthotic systems, components, and the functions of their individual attachment pieces.

Prerequisite: ORPR 2935.

Upper Limb Orthoses

ORPR 2955 **3 Credits**

During this course, students will evaluate for, measure, and fabricate a metal and plastic system hand and wrist- hand orthoses. Additional components will be added to these basic orthoses to control specific joints of the hand and fingers.

Prerequisite: ORPR 2950.

Orthotic Spinal Anatomy, Pathology, Patient Evaluation

ORPR 2970 **3 Credits**

The course includes identification of the spinal muscles as well as describing their function in relation to the overall musculoskeletal system. Pathology and evaluation includes an examination of the effect of disease, spinal cord lesions, injury and malformation of the spine, and identification of specific pathologies as

they relate to functional loss to determine proper orthotic treatment. The component section includes identification of the various spinal orthotic systems and components.

Prerequisite: ORPR 2955.

Spinal Orthoses Fittings

ORPR 2975 **3 Credits**

This course includes evaluation for measurement, casting, and fitting of pre-made and custom fabricated spinal and cervical orthoses according to related spinal pathologies. Students will become familiar with the specific fitting criteria and orthoses selection to achieve the goal of functional biomechanical control of the affected trunk segments. Fitting will include post-operative body jackets, metal and plastic spinal orthoses, soft corsets, and cervical devices.

Prerequisite: ORPR 2970.

Scoliosis Treatment and Cervical Traction, Mobility and Adaptive Equipment

ORPR 2980 **3 Credits**

Orthotic treatment of scoliosis for lateral curves of the spine, proper identification of treatable cures, evaluation, selection of the proper types of orthosis, fitting and curve monitoring are all covered in this course. Also covered is traction by use of the halo ring and vest. In addition, mobility aids and adaptive equipment for increased patient independence, safety, attitude, and successful rehabilitation will be included.

Prerequisite: ORPR 2975.

Orthotic Practitioner Practicum

ORPR 2990 **7 Credits**

During the 7-credit orthotic practicum, the student will be placed in an orthotic facility or department. This provides the opportunity to apply the theory and skills learned in the program to actual patient contact under the direction of a certified orthotist supervisor at the practicum site, as well as the program instructor.

Prerequisite: Completion of all ORPR program curriculum and consent of instructor.

Orthotic Practitioner Advanced Practicum Internship

ORPR 2995 **1 - 12 Credits**

During the 1-12 credits of the Orthotic Practitioner Advanced Practicum Internship, the post-graduate Orthotic Practitioner student will be placed in an orthotic facility or department. This provides the opportunity to apply the theory and skills learned in the Orthotic Practitioner program to actual patient contact under the direction of a certified orthotist supervisor at the practicum site as well as the program instructor. The course will assist in tracking the student's clinical experience and progress toward fulfillment of the prerequisite, postgraduate clinical exposure required by

the American Board for Certification in Orthotics and Prosthetics prior to national certification testing.
Prerequisite: Graduation from the Orthotic Practitioner Program or Orthotic Associate Practitioner Program.

Orthotic Technology

Introduction to the Orthotic Lab and Basic Hand Skills

ORTE 1020 5 Credits

This introductory course is designed to familiarize students with the personalized learning system. Students will learn the role of the orthotic technician as well as the safety practices and habits. Students will be familiarized with tools, equipment, materials and components commonly used in orthotic fabrication. Lab work will concentrate on basic metal working skills necessary to fabricate a properly functioning orthosis.

Spinal Fabrication

ORTE 1030 5 Credits

This course will concentrate on identification of the spinal anatomy and interpretation of the spinal orthometry terms. Students will then fabricate three different types of spinal orthoses that cover and control different areas of the spine. These orthoses will be covered with different materials that are commonly used in the field of orthotics.

Prerequisite: ORTE 1020.

Foot Orthosis Fabrication and Shoe Modification/Repair

ORTE 1040 3 Credits

This course covers the biomechanical principles of the foot and ankle as they pertain to the effects of shoe modification and external forces applied by the application of an orthosis. The theory of properly repairing and modifying to retain the stability of the orthopedic shoe along with custom molded foot orthoses to control and support the structure of the foot will be presented. Lab work will consist of repairing and modifying orthopedic shoes, fabricating custom molded foot orthosis from a variety of materials.

Prerequisite: ORTE 1020.

Stirrup Layout and Fabrication

ORTE 1050 3 Credits

This course will introduce students to the basic musculo-skeletal system of the human body, along with body movements and planes that divide the body. Students interrelates this knowledge with the theory needed to properly correct a layout of the lower limb and fabricate a stirrup. Lab work will consist of correcting the lower limb layout and properly shaping

and attaching the stirrup to the shoe to accommodate various ankle deformities.

Prerequisite: ORTE 1040.

Ankle-Foot Orthosis Fabrication

ORTE 1060 3 Credits

This course covers the theory and skills needed for the fabrication of the ankle-foot orthoses with and without tibial torsion. Lab work will consist of fabrication of the ankle-foot orthosis with and without tibial torsion.

Prerequisite: ORTE 1050.

Knee-Ankle-Foot Orthosis Fabrication

ORTE 1070 5 Credits

Included in this course are theory and skills needed for the proper layout and correction for a knee-ankle-foot orthoses and fabrication of these orthosis, with and without tibial torsion and growth extension. Lab work will consist of fabrication of these three types of knee-ankle-foot orthoses.

Prerequisite: ORTE 1050.

Leatherwork for the A.F.O. and K.A.F.O. Orthosis

ORTE 2000 4 Credits

This course will instruct students in the necessary skills of fabricating leather cuffs and closures, corrective T-straps and knee control straps and pads, which is an essential part of the lower limb orthosis as it is the portion that holds the limb in a secure and functional position.

Prerequisite: ORTE 1060, ORTE 1070.

Thermo-Plastic Orthosis

ORTE 2010 4 Credits

In this course, students will obtain the skill necessary to accurately vacuum form polypropylene plastic over a plaster model of a full leg, lower leg, and spinal section to create an acceptable orthosis. Included in the plaster working area is making a negative wrap, pouring a plaster positive model, and smoothing the model. Some plastic orthosis will need metal components contoured to the model and aligned properly to finish the orthosis.

Prerequisite: ORTE 1020.

Upper Limb Fabrication

ORTE 2020 4 Credits

This course will concentrate on identification of the skeletal structure, joints and landmarks of the hand, wrist, and forearm. Identification of various types of upper extremity orthoses will be included, along with measurements used for fabrication and interpretation of the upper extremity orthometry form. Students will be instructed in fabricating both metal and plastic hand and wrist-hand orthosis to prescription from measurements and a plaster model of the upper extremity.

Prerequisite: ORTE 1020.

Orthotic Technician Clinical

ORTE 2780 4 Credits

During this 180-hour orthotic clinical, the student will be placed in an orthotic facility or department. This provides the opportunity to apply the theory and skills learned in the program. These will be performed under the direction of a certified orthotist clinical supervisor in each facility.

Prerequisite: Completion of all ORTE program curriculum and consent of instructor.

Pharmacy Technology

Pharmacy Introduction

PHAR 1020 3 Credits

This course introduces the function of the pharmacy department as a whole and the duties and responsibilities of the pharmacy technician. It also reviews pertinent laws, pharmacy medical terminology, pharmacy calculations, pharmaceutical chemistry, and other introductory material relating to the pharmacy technician. The OSHA requirements regarding bloodborne pathogens will also be covered.

Prerequisite: Assessment score placement in RDNG 0090 or above or completion of RDNG 0080 with a grade of "C" or higher; and assessment score placement in ENGL 0090 or above or completion of ENGL 0080 with a grade of "C" or higher; and assessment score placement in MATH 1000 or above or completion of MATH 0010 with a grade of "B" or higher.

Pharmacodynamics

PHAR 1030 3 Credits

Provides a broad and general discussion of the major disease states. Emphasizes the broad spectrum of available drugs, drug products and drug therapies, and their role in the management of these diseases. Topics include basic drug actions, indications for drug therapy, toxicity, side effects, and safe therapeutic dosage range.

Prerequisite: PHAR 1020, or concurrent enrollments.

Pharmacy Techniques

PHAR 1040 3 Credits

This course is an orientation to the working dynamics of the pharmacy and the skills necessary to prepare and distribute medications. Students develop skills in physician order interpretation, medication errors, pharmacy reference books, pharmacy communications, preparation, packaging, purchasing, inventory control, generic brand name medication, routes of administration, and anatomy. Continuous quality improvement (CQI) practices are included.

Prerequisite: PHAR 1030 or concurrent enrollment.

Pharmacy Immunology, Toxicology & Herbatology

PHAR 1050 3 Credits

Students will develop a basic knowledge of homeopathic and herbal medication, how herbs work, why herbs work, and how they are most effective. Basic immunologic concepts, including structure and function of the immune system and its relationship to specific disease states and therapies will also be covered. This course will also include toxicology and related to drug overdose, drug interactions, allergic reactions, AIDS awareness, and virology.

Prerequisite: PHAR 1030.

Pharmacy Medication Technology

PHAR 1060 3 Credits

Students will develop a basic knowledge of pharmacy equipment, computerized unit dose and outpatient pharmacy, and develop an awareness of medication, equipment, four pharmaceutical and manufacturing companies, prepare for the PTCB examination, and pharmaceutical care. Students will learn the PMA (Pharmacy Medical Assistant) concept.

Prerequisite: PHAR 1020.

Pharmacy Laboratory

PHAR 1781 3 Credits

This course describes how hospitals and nursing homes use many different types of dispensing procedures and methods in preparing drugs for administration. The primary system used is the unit dose system. Some prescription products are not commercially available, so students learn to properly fill prescriptions by obtaining the proper medication, labeling it correctly and completing any necessary paperwork for the pharmacist to check and deliver to the patient.

Prerequisite: Completion of or concurrent enrollment in PHAR 1040.

Pharmacy Experientials UD

PHAR 1782 2 Credits

To improve their skills, students participate in unit dose dispensing in an off-campus pharmacy under actual job conditions and the supervision of a pharmacist.

Prerequisite: PHAR 1781.

Pharmacy Experientials OP

PHAR 1783 2 Credits

To improve their out-patient prescription preparation skills, students participate in an off-campus pharmacy under actual job conditions and under the supervision of a pharmacist.

Prerequisite: PHAR 1781.

Pharmacy Sterile Products Lab**PHAR 1784** 3 Credits

Using strict aseptic technique, students learn to prepare large volume parenterals, intravenous piggy backs, total parenteral nutrition solutions, cytotoxic agents, irrigation solutions, and other sterile products.

Prerequisite: PHAR 1781.

Pharmacy Experientials I.V.**PHAR 1785** 3 Credits

To improve their intravenous admixture skills, students participate in an off-campus pharmacy under the supervision of a pharmacist and actual job conditions.

Prerequisite: PHAR 1784.

Philosophy**Introduction to Philosophy****PHIL 1021** 3 Credits**MnTC: Goal 06**

Designed to introduce students to the discipline, history, problems, and pleasures of philosophy. Study will include methods and schools of philosophical analysis as well as historical and contemporary views. Offered F, S, SS.

Ethics**PHIL 1031** 3 Credits**MnTC: Goals 06 & 09**

Designed to introduce students to the discipline, history, pleasures and problems of ethics. Study will include analysis and discussion of principle methods and schools of ethical analysis as well as their application to specific contemporary ethical problems. Offered F, S, SS.

Moral Issues in Health Care**PHIL 1035** 3 Credits**MnTC: Goals 06 & 09**

This course provides background material in basic ethical theories, principles, and decision-making guidelines used in health care ethics. It examines moral issues confronting health care practitioners, patients, and others involved in medicine. It emphasizes the philosophical analysis of moral reasoning on specific topics such as truth-telling, confidentiality, human cloning, medical research, abortion, transplantation, allocation of resources, and euthanasia. Readings are selected from contemporary literature in bioethics. The course will be of interest to anyone interested in health care ethics but will be especially of interest to the education of health care professionals. Offered F, S, SS.

Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021

or completion of ENGL 0090 with a grade of "C" or higher. **Recommendation:** For non-native English speakers, completion of ESL 1010 with a grade of "C" or higher, or English language proficiency equivalent to ESL 1010.

Introduction to Logic**PHIL 1041** 3 Credits**MnTC: Goal 04**

Designed to introduce students to the discipline, problems, and evaluation of logical reasoning. Study will include methods and techniques of classical and contemporary logical analysis. Offered F, S, SS.

World Religions**PHIL 1051** 3 Credits**MnTC: Goals 06 & 08**

An introduction to major world religions in India, China and Japan, and indigenous religions from around the world. The course will focus on the scriptures, formative periods, and historical development of these great religions. It will also include ways in which fundamental religious questions are answered and the critique of religion from the perspective of secular Humanism. Offered F, S.

Physical Education**Physical Education Department Philosophy:**

Century offers a variety of fitness classes and lifetime sports activities for all ages. Our goal is for students to develop and maintain a fitness program through exercise and participation in lifetime sports. Instruction is individualized, and participation is emphasized at a beginning level. Students are encouraged to take both fitness and a lifetime sports activity class that provides a new experience.

Physical Exams:

Physical exams are not required for registration; therefore, each student must accept responsibility for being in adequate health for active participation in their chosen activity. Returning adult students, students with disabilities, or students with chronic health problems are encouraged to obtain medical advice before selecting their activity.

Time, Travel, Fees:

One-credit classes require a minimum of two hours of participation a week, and two-credit classes a minimum of three hours a week. Outdoor education classes and those offered at off-campus locations often require extra time because of travel and weekend trips. Students should check with the Physical Education Department for current

information on these classes. Classes offered at off-campus locations sometimes involve a facility use fee.

Archery

PE 1000 1 Credit

Beginning fundamentals of archery including selection, care and knowledge of equipment. Shooting technique, safety practices, and etiquette are all included. Offered: F.

Badminton

PE 1010 1 Credit

This course is designed to introduce students to basic badminton skills, techniques, and rules for singles and doubles play. Emphasis will be placed on the development of strokes, serves, offensive and defensive strategies, as well as an appreciation for lifetime activity.

Tennis

PE 1013 1 Credit

Course intended for novice through intermediate tennis player. Emphasis will be on skills development for recreational purposes. Stroke development, rules, and strategies for singles and doubles are covered. Offered F, S.

Golf

PE 1015 1 Credit

Students will actively participate in learning the basic fundamentals of golf, including selection and care of equipment, etiquette, scoring, and actual play on a local golf course. Intended for beginners and students who have not had formal golf instruction. Offered F, S, SS.

Snowboarding

PE 1020 1 Credit

Snowboarding course intended to introduce students to alpine snowboarding and/or develop current skill level. Using the American Teaching System (ATS), classes are split into 9 skill levels, beginning through advanced. Offered S.

Alpine Skiing

PE 1023 1 Credit

Alpine ski course intended to introduce students to alpine skiing and/or develop current skill level. Using the American Teaching System (ATS), classes are split into 9 skill levels, beginning through advanced. Offered S.

Cross Country Skiing

PE 1025 1 Credit

A ski course intended to introduce students to cross country skiing and/or develop current skill level. Using

the American Teaching System (ATS), classes are split into skill levels, beginning through advanced. Offered S.

Recreational Volleyball

PE 1030 1 Credit

A practice and review of fundamental skills, team play, game strategy, and rules of volleyball. Students will gain an understanding of basic techniques, as well as enjoy the social experience of teamwork and cooperation. Intended for any player who wishes to learn or improve skills for recreational participation in volleyball. Sand volleyball also offered as weather permits. Offered F, S

Recreational Softball

PE 1035 1 Credit

This course is intended to introduce students to the social as well as the competitive aspects of the game of softball. The course includes instruction in fundamental skills, techniques, rules, and strategies of slow-pitch softball. Emphasis will be on skill development for the recreational player.

Rock Climbing

PE 1040 2 Credits

Rock climbing course that includes selected reading, classroom work, and artificial and natural climbing. Techniques, safety, etiquette and equipment care and selection are covered. Culminates in a climbing field trip at local climbing areas. Offered F, S, SS. Note: Students are required to provide some equipment at a cost of \$80-\$100. A list will be provided.

Soccer

PE 1045 1 Credit

This is a course intended to introduce students to soccer. The course will examine the rules and regulations of soccer, as well as the fundamental skills necessary to participate. Cooperative skills along with a willingness to participate are an integral part of the course.

Cycling Fitness

PE 1055 1 Credit

Fitness course intended to introduce students to cycling as a fitness modality or to improve current skills and understanding. Conditioning, maintenance, techniques, etiquette, laws and regulations for road and off-road will be covered.

Prerequisite: Injury free - good general health. Students must have road or off-road bike, helmet, eyewear and hydration system.

Personal Fitness

PE 1060 2 Credits

This course involves the development of an individualized exercise program based on the student's

fitness level. Nutrition, weight management and healthy lifestyle choices will be stressed. Free weights, mechanical machines, a variety of aerobic equipment as well as outdoor trails will be available for program development and implementation. Offered F,S,SS

Aerobic Exercise

PE 1063 2 Credits

A fitness course in understanding the principles applied to aerobic exercise as a means of achieving weight loss and cardiovascular conditioning. A variety of instructor led aerobic activities will be offered including high/low impact aerobic dance, step, and cardio kickboxing. Offered F,S

Yoga

PE 1064 1 Credit

This course introduces the student to the fundamental philosophies, skills, techniques, and terms of yoga. It emphasizes the performance of yoga postures, breathing exercise, meditation, and relaxation techniques as a means of stress reduction and improved muscle tone and flexibility. Offered F, S.

Note: Students must supply their own yoga mats.

Step Aerobics

PE 1065 2 Credits

Designed for students interested in developing cardiovascular fitness through step aerobics. Emphasis also placed on muscle strength and endurance, and development of flexibility.

Fitness Walking

PE 1067 2 Credits

Intended for students who would like to learn how to utilize walking as a fitness enhancing activity. Students will develop and implement a personal walking program based on current fitness status. Benefits of walking, nutrition, weight management and healthy lifestyle choices will be covered. Offered F, S, SS.

Fitness for Life

PE 1070 2 Credits

This course stresses group fitness activities and provides students with the basic knowledge to develop, enhance, and maintain a healthy lifestyle throughout their lifespan. Participation in a variety of circuit training programs and other group activities will be offered. Proper nutrition, weight management, and a healthy lifestyle approach are presented and discussed. Offered F, S

Diet and Exercise

PE 1073 2 Credits

Students taking this course will learn the relationship of diet and nutrition to improved performance in physical activity and sports. Active participation in physical

assessment and dietary analysis are integral to course. **Recommendation:** Entry level chemistry or biology are helpful but not required.

Weight Training

PE 1075 2 Credits

This course is designed as an introduction to basic weight training. A variety of mechanical machines and free weights will be available for program development. Emphasis is placed on personal fitness stressing muscular strength, muscular endurance, flexibility and body composition. Each student will identify personal goals and pursue a program based on those goals. Appropriate for the beginner to advanced weight trainer. Offered F, S, SS.

Foundations of Physical Education

PE 1080 3 Credits

This course gives the student an insight into the fields of Physical Education, Recreation and Sports Management as a profession. The course includes a review of the modern principles and related concepts that are applicable to physical education and recreational activities.

Internship: Sports Facility/Operations Management

PE 1780 1 - 12 Credits

This course is designed to provide students with the opportunity to apply knowledge and skills learned in the Sports Facility Management program in a real life job environment. Students will learn to work in a technical/operational environment while applying a variety of communication, technical, and time management skills. Internship positions must be held in some facet of the sports facility management industry, and approved by the program coordinator. Students are required to complete the course requirements as stated in their internship packet. This course can be completed concurrently with the fall, spring, and summer semester courses. Can be repeated with program coordinator's consent.

Prerequisite: Written consent of program coordinator.

Introduction to Sports Facilities Management

PE 2080 3 Credits

This foundation course examines principles and concepts of motor learning, kinesiology, sports-related psychology and sociology as applied to physical education, sports, and recreational activities in American society. In addition to current trends and practices in this career area, students also consider legal issues that concern today's community recreation leaders, sports facility managers, recreation and intramural directors, managers, and athletic trainers. The course will help the student to articulate a personal philosophy of physical education, recreation, and sport as viable components of the educational process.

Recommendation: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of C or higher.

Internship: Sports Management

PE 2780 1 - 12 Credits

This course is designed to provide students with the opportunity to apply knowledge and skills learned in the Sports Facility Management program in a real life job environment. Students will work in a managerial environment while applying a variety of human relations, communication, sales and/or marketing, operation/event management skills. Designed for an Associate of Applied Science degree students. Internship positions must be held within some facet of the sports management industry, and approved by the program coordinator. Students are required to complete the course requirements as stated in the internship packet.

Prerequisite: This course can be completed concurrently with Fall, Spring and Summer courses, provided the student has completed physical education 2080 and has earned at least 24 credit hours or with consent of program coordinator.

Physics

Physics Concepts I

PHYS 1021 4 Credits

MnTC: Goal 03

A conceptual physics course in mechanics. The course consists of some of the basic concepts of physics: motion, force, momentum, energy, and the theories of relativity. This course is intended for those students who have not had a recent course in high school or college physics. The laboratory work deals with experiments with emphasis on measurement, analysis and interpretation of the results. Offered: F, S, SS.

Prerequisite: Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of "C" or higher

Physics Concepts II

PHYS 1022 3 Credits

MnTC: Goal 03

A conceptual physics course dealing with the basic concepts of electricity, magnetism and the electromagnetic wave.

Prerequisite: PHYS 1021.

General Physics I

PHYS 1041 5 Credits

MnTC: Goal 03

An algebra-trigonometry level general physics course which will cover the topics of mechanics, fluids, and

waves. It is intended primarily for students enrolled in liberal arts and science/technology related majors. It includes a laboratory component where students collect, analyze, and interpret data. Computer-based laboratory tools are utilized. Offered: F.

Prerequisite: MATH 0090 or MATH 1015, or appropriate test score.

General Physics II

PHYS 1042 5 Credits

MnTC: Goal 03

A continuation of Physics 1041. An algebra-trigonometry level general physics course which will cover the topics of mechanics, fluids, and waves. It includes a laboratory component where students collect, analyze and interpret data. Computer-based laboratory tools are utilized. Offered: S.

Prerequisite: PHYS 1041.

Introductory Physics I

PHYS 1081 5 Credits

MnTC: Goal 03

The first of a comprehensive two-semester sequence of calculus-based introductory physics. The whole sequence is intended for students in science and engineering. The laboratory work deals with quantitative measurements, data and error analysis, and the interpretation of results. The application of the microcomputer-based laboratory tools is emphasized throughout the sequence. The course deals with particle mechanics and rigid-body mechanics. Offered: F.

Prerequisite: PHYS 1021 or high school physics, and concurrent enrollment in MATH 1081.

Introductory Physics II

PHYS 1082 5 Credits

MnTC: Goal 03

A continuation of Physics 1081. This course deals with sound and wave, light and optics, and electricity and magnetism. Offered: S.

Prerequisite: PHYS 1081 and concurrent enrollment in MATH 1082.

Political Science

Introduction to Political Science

POLS 1020 3 Credits

MnTC: Goals 05 & 09

Examination of the principles, structure, and operation of modern political systems. The processes of politics in any political system, including major political systems, will be emphasized. Problems in the world arena such as democracy, communism, socialism, and totalitarianism will also be studied. Offered F, S.

Introduction to International Relations**POLS 1023 3 Credits****MnTC: Goals 05 & 08**

A study of the dynamics of global politics. How do history, economics, and trade influence foreign policy? What is the role of international organizations (the U.N., NGOs, multinational companies) on the world stage? Emphasis on the countries and regions of Russia, China, India, Africa, Latin America, and the Middle East. How do these areas interconnect and affect the U.S.?

The World Today: Global Problems and Issues**POLS 1025 3 Credits****MnTC: Goals 05 & 08**

Survey of some intractable problems and major issues in the world today: war, international peacekeeping, terrorism, revolution, guerilla movements, civil wars, sectarian violence, poverty and famine, refugees and migration, human rights, environmental degradation (deforestation, land mines). How do these affect global stability and influence U.S. policy?

American Government**POLS 1031 3 Credits****MnTC: Goals 05 & 09**

An analysis of the political process in the United States with special attention paid to citizen participation, political parties, interest groups, the Presidency, Congress, Federal Courts, and domestic/foreign policy. Offered F, S, SS.

State and Local Government**POLS 1033 3 Credits****MnTC: Goals 05 & 09**

The study of state and local politics with particular emphasis on Minnesota politics and government. Special attention will be paid to the Legislature, Governor, Courts, County, and City governments. Offered S.

Constitutional Law**POLS 1035 3 Credits****MnTC: Goals 05 & 09**

Analysis of the development of constitutional principles, Judicial review, commerce power, due process, civil rights and liberties, and the pivotal role of the U.S. Supreme Court in maintaining the checks and balances of our federal system of government will be examined. Offered F, S.

Independent Study**POLS 1790 1 - 3 Credits**

Intended for advanced students in political science only. The course content and method of evaluation must be arranged in advance with the instructor. Only students who have completed introductory courses,

and who wish to increase their knowledge in a specific area, are eligible to register for this course.

Prerequisite: Consent of instructor.**Contemporary Topics in Government and Politics****POLS 2790 1 - 3 Credits**

A course in which a variety of contemporary topics could be selected as the focus for study. The specific topic will be announced in advance, and at the time of registration. Topics selected would range from elections to a current American domestic or foreign policy issue or problem. Credit would be based on the range and breadth of the topic.

Recommendation: A previous course in Political Science is desirable.**Prosthetic Practitioner****Introduction to Prosthetic Practitioner Program****PRPR 2900 3 Credits**

This is an introductory course that identifies the role and essential patient management skills of the prosthetist and describes the basic structure and function of the musculo-skeletal system. Lectures on biomechanical physics will enable you to better understand the forces that affect normal and abnormal human locomotion. The principles covered will correlate physics and its practical application to effectively treating the disabled patient.

Standard (Patella Tendon Bearing)(PTB) Prosthesis**PRPR 2905 3 Credits**

The standard patellar-tendon-bearing (PTB) is the most commonly made prosthesis. This course provides training in trans-tibial casting techniques; how to evaluate, measure and mold the patient; record information on prosthetic information sheet; fabrication techniques; bench alignment; and how to fit and dynamically align the standard PTB type prostheses. Another section of this course will be the study of the functional anatomy of the lower limb. You will learn the characteristics of trans-tibial amputation surgery and the disability caused by amputation. The course will conclude with the description of normal human locomotion and the biomechanics of the trans-tibial limb.

Prerequisite: PRPR 2900 or concurrent enrollment.**Trans-Tibial (PTB) Prosthesis****PRPR 2910 3 Credits**

This course provides training in how to evaluate, measure and mold the patient prosthesis; record information; fabrication technique; bench alignment; and how to fit and dynamically align a sleeve suspension, and a joint and lacer PTB prosthesis.

Prerequisite: PRPR 2905 or concurrent enrollment.

Variations in Trans-Tibial (PTB) Prosthesis**PRPR 2915 4 Credits**

This course will cover variations in the trans-tibial socket shapes; the air cushion, LisFranc, ChoParts, Symes, supracondylar and modular systems. The instructor will prescribe a fitting which you will evaluate, measure, mold the patient; fit a check sock and dynamically align.

Prerequisite: PRPR 2910 or concurrent enrollment.

Trans-Femoral Prosthesis**PRPR 2930 2 Credits**

This course provides training in how to evaluate, measure and mold the patient prosthesis; record information; fabrication technique, bench alignment; and how to fit and dynamically align the prosthesis. Also in the course you will learn the characteristics of trans-femoral amputation surgery; functional anatomy, normal human locomotion and biomechanics.

Prerequisite: PRPR 2915 or concurrent enrollment.

Trans-Femoral Suction Prosthesis**PRPR 2935 3 Credits**

This course will provide training in the suction socket that is the most common trans-femoral suspension used. Training in how to evaluate, measure and mold the patient; record information; fabrication technique; bench alignment; and how to fit and dynamically align the trans-femoral prosthesis.

Prerequisite: PRPR 2930 or concurrent enrollment.

Knee and Hip Disarticulation Prosthesis**PRPR 2940 1 Credit**

This course will describe the knee disarticulation; hip disarticulation prosthesis; fabrication and fitting. Introduction of diagnostic imagery, psychology and the business aspect in the orthotics and prosthetics field, along with business ethics, philosophy, financial considerations and employability skills.

Prerequisite: PRPR 2935.

Trans-Femoral Hydraulic Knee Prosthesis**PRPR 2945 3 Credits**

This course will provide training in fluid controlled mechanisms for a trans-femoral amputee. You will evaluate, measure and mold the patient; record information; fabrication technique; bench alignment and how to fit and dynamically align using a fluid controlled knee unit.

Prerequisite: PRPR 2940 or concurrent enrollment.

Long Trans-Radial Prosthesis**PRPR 2960 3 Credits**

This course involves evaluation, measuring and recording patient information and making a mold for a long trans-radial prosthesis; fabricate and fit with the check-out for the long trans-radial prosthesis. This

course will also cover variations in upper limb and shoulder level amputations; review basic upper limb muscular/skeletal anatomy.

Prerequisite: PRPR 2945 or concurrent enrollment.

Short Trans-Radial Prosthesis**PRPR 2965 3 Credits**

This course provides training in the short trans-radial prosthesis; evaluation; casting technique; check socket fitting; fabrication and fitting a short and a self-suspending trans-radial prosthesis.

Prerequisite: PRPR 2960 or concurrent enrollment.

Externally Powered Prosthesis**PRPR 2970 2 Credits**

This course will provide training in casting technique, myotesting (muscle testing), fitting procedures and hand prehension training.

Prerequisite: PRPR 2965 or concurrent enrollment.

Trans-Humeral Prosthesis**PRPR 2975 3 Credits**

This course covers the trans-humeral prosthesis; casting technique; fabrication; fitting of the check socket and fitting of the finished trans-humeral prosthesis to a patient model.

Prerequisite: PRPR 2970 or concurrent enrollment.

Prosthetic Practitioner Practicum**PRPR 2990 7 Credits**

During the prosthetic practicum, the student will be placed in a prosthetic facility or department. This provides the opportunity to apply the theory and skills learned in the program to actual patient contact under the direction of a Certified Prosthetist supervisor in each facility, as well as the program instructor.

Prerequisite: Completion of all PRPR program curriculum and consent of the instructor.

Prosthetic Practitioner Advanced Practicum Internship**PRPR 2995 1 - 12 Credits**

During the 1-12 credits of the Prosthetic Practitioner Advanced Practicum Internship, the post-graduate Prosthetic Practitioner student will be placed in a prosthetic facility or department. This provides the opportunity to apply the theory and skill learned in the Prosthetic Practitioner program to actual patient contact under the direction of a certified prosthetist supervisor at the practicum site as well as the program instructor. The course will assist in tracking the student's clinical experience and progress toward fulfillment of the prerequisite, postgraduate clinical exposure required by the American Board for Certification in Orthotics and Prosthetics prior to national certification testing.

Prerequisite: Graduation from the Prosthetic Practitioner Program or Prosthetic Associate Practitioner Program.

Prosthetic Technology

Introduction to Prosthetics

PRTE 1020 3 Credits

This introductory course is designed to familiarize students with the personalized learning system. Students will learn the role of the prosthetic technician as well as the safety practices and habits that will be required as a prosthetic technician. Students will familiarize themselves with prosthetic bench tools and equipment as well as their application; identify materials commonly used in prosthetic fabrication; and identify lower limb prosthetic components.

Anatomy of Trans-Tibial Amputations

PRTE 1030 4 Credits

This course will introduce students to the interrelation of trans-tibial anatomy and prosthetic measurement charts as they relate to the trans-tibial amputation. This course will introduce students to trans-tibial socket fabrication. Students will make plaster of Paris models, prepare tapered PVA sleeves, lay up the PTB socket, and laminate the PTB socket.

Prerequisite: PRTE 1020 or concurrent enrollment.

Trans-Tibial Socket Inserts, Alignment and Duplication

PRTE 1040 3 Credits

This course is designed to familiarize students with the fabrication techniques of the trans-tibial socket inserts, using Pelite, leather, and Kemblo. Students will fabricate PTB waist belt with suspension attachments, placing the PTB socket into an extension block, and statically align and assemble the unfinished PTB socket. Students will become familiarized with the procedures of duplicating the PTB alignment, using the horizontal duplicating jig.

Prerequisite: PRTE 1030 or concurrent enrollment.

Finishing Procedures for Trans-Tibial Prosthesis

PRTE 1050 3 Credits

In this course, students will shape and hollow the PTB prosthesis (with Pelite liner), laminate the PTB prosthesis utilizing vacuum, and finish assembly of the PTB prosthesis (with Pelite liner).

Prerequisite: PRTE 1040 or concurrent enrollment.

Fabrication of Trans-Tibial Joint and Lacer

PRTE 1060 3 Credits

This course is designed to familiarize students with laminating the PTB socket utilizing vacuum, statically aligning PTB prosthesis (with Kemblo liner), and mounting trans-tibial joints, fabricate the trans-tibial fork strap, joint covers, and mount the joint covers.

Prerequisite: PRTE 1050 or concurrent enrollment.

Anatomy of Trans-Femoral Amputations

PRTE 1070 3 Credits

This course is designed to familiarize students with the duplicating procedures for making a PTB prosthesis (with Kemblo liner). Students will learn to shape and laminate the prosthesis. Students will finish and assemble the PTB prosthesis for delivery to a patient, and cover the anatomy of the trans-femoral amputations, and learn trans-femoral prosthetic measurement charts.

Prerequisite: PRTE 1060 or concurrent enrollment.

Trans-Femoral Socket Fabrication

PRTE 1080 4 Credits

This course is designed to familiarize students with making plaster of Paris models of trans-femoral limbs. Students will prepare and lay-up a trans-femoral plastic socket, and laminate a trans-femoral plastic socket. Students will place a trans-femoral socket in an extension block and statically align the trans-femoral socket on the adjustable leg. Students will be familiarized with duplication of the alignment of a trans-femoral prosthesis. Students will learn to attach the trans-femoral flexible leather belt and hip joint components.

Prerequisite: PRTE 1070 or concurrent enrollment.

Finishing Procedures for Trans-Femoral

PRTE 2000 3 Credits

In this course, students will prepare the trans-femoral prosthesis for finish laminating and assembling the trans-femoral prosthesis.

Prerequisite: Second year enrollment in Prosthetic Technician program.

Thermo-Plastic Check Socket Fabrication

PRTE 2010 3 Credits

This course is designed to familiarize students with vacuum forming a plastic trans-tibial check socket, and trans-femoral plastic check socket, a plastic check socket for a long trans-radial limb, a plastic check socket for a short trans-radial limb, and a plastic check socket for a trans-humeral limb.

Prerequisite: Second year enrollment in Prosthetic Technician program.

Anatomy of Upper Limb Amputations Long Trans-Radial Fabrication

PRTE 2020 3 Credits

This course is designed to familiarize students with upper limb amputation anatomy and to interpret upper limb measurement charts, as well as cover upper limb components and how they are used in the prosthetic industry. Students will fabricate a long trans-radial prosthesis.

Prerequisite: PRTE 2000, PRTE 2010 or concurrent enrollment.

Fabrication of Short Trans-Radial and Trans-Humeral Prosthesis

PRTE 2030 4 Credits

This course will familiarize students with fabricating techniques used in the fabrication of trans-humeral prosthetic devices. Students will fabricate a short trans-radial prosthesis.

Prerequisite: PRTE 2020 or concurrent enrollment.

Clinical Internship Practicum

PRTE 2780 4 Credits

During this 180-hour orthotic clinical, the student will be placed in an orthotic facility or department. This provides the opportunity to apply the theory and skills learned in the program. These will be performed under the direction of a certified prosthetist clinical supervisor in each facility.

Prerequisite: Completion of all PRTE curriculum and consent of instructor.

Psychology

General Psychology

PSYC 1020 4 Credits

MnTC: Goal 05

An introduction to the science of behavior and mental processes. Includes the study of theories, experimental procedures, and the physiological and environmental forces which shape human behavior. Offered F, S, SS.

Prerequisite: Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher. **Restriction:** Students who have taken PSYC 121 and PSYC 122 quarter courses cannot receive credit for this course.

Psychology of Adjustment

PSYC 1030 3 Credits

MnTC: Goal 05

This course is a survey of the psychological factors involved in human adjustment and healthy personal development, covering the main approaches of contemporary psychology: psychoanalytic, behavioral, humanistic, cognitive, and biological. This course includes discussion of motivation, theories of personality, emotions, stress, mental health, relationships, and psychological disorders and therapies.

Lifespan Psychology

PSYC 1040 3 Credits

MnTC: Goal 05

The focus of this course is on human development from conception to death. The course includes research methodology, theoretical perspectives and the physical, cognitive, and psychosocial changes occurring in human development across the lifespan. Emphasis will

be placed on the application of research and theory to current issues. Offered F, S, SS.

Prerequisite: Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher.

Recommendation: PSYC 1020.

Introduction to Child Development

PSYC 1043 3 Credits

MnTC: Goal 05

A comprehensive investigation of child development from the prenatal period through middle childhood. The course includes research methods, theories of child development, and an exploration of the genetic and environmental influences that affect children's social and cognitive development. Offered F, S, SS.

Recommendation: PSYC 1020.

Adolescent Development

PSYC 1044 3 Credits

MnTC: Goal 05

A survey of the developmental period of adolescence. The course includes research methodology, theoretical perspectives, and the physical, cognitive, and psychosocial changes in adolescent development. Emphasis will be placed on the application of research and theory to current issues. Offered S.

Recommendation: PSYC 1020.

Adulthood, Aging and Death

PSYC 1045 3 Credits

MnTC: Goal 05

An overview of the development tasks and issues of adulthood, with particular reference to aging and death. Includes the study of psychological, cognitive, social and physical aspects of the aging process. Normal, typical aging is emphasized in contrast to abnormal and/or disease processes. Offered F.

Recommendation: PSYC 1020.

Abnormal Psychology

PSYC 2021 3 Credits

MnTC: Goals 05 & 07

An introduction to the diagnosis, classification, etiology, and treatment of mental disorders. Offered F, S, SS.

Prerequisite: PSYC 1020 or consent of instructor; and assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher.

Radiologic Technology

Fundamentals of Radiography

RADT 1020 3 Credits

An introductory course providing an overview of the field of radiography and its role in health care. Basic

patient care skills, body mechanics, infection control techniques, aseptic procedures, emergency care, drug administration, HIPPA guidelines, patient communication and meeting the psychological needs of the patient are discussed. Students are introduced to the basic principles of radiation protection and safety, related radiography terminology, legal issues and basic exposure factors of radiology.

Prerequisite: Concurrent enrollment in RADT 1031.

Anatomy and Positioning I

RADT 1031 5 Credits

The first of two semester courses that pertain to anatomy and radiographic positioning of the body. Initially, students are introduced to radiographic terminology, including anatomical body planes, surfaces, movements, and topographical landmarks. This course covers the anatomy and radiographic positioning of the chest, abdomen, and extremities. Emphasis is also placed on bone development, skeletal articulations, and joint morphology. Students will demonstrate theory and clinical applications in the laboratory setting.

Prerequisite: Concurrent enrollment in RADT 1020.

Anatomy and Positioning II

RADT 1032 3 Credits

Anatomy and Positioning II is the second of two semester courses that pertain to anatomy and radiographic positioning of the human body. The first portion of the course pertains to anatomy and positioning of the vertebral column and skull. The second portion of the course places emphasis on the use of contrast medium in radiography of the body systems. Routine contrast procedures of the digestive, biliary and urinary procedures and related anatomical structures will be included. The remainder of the course will emphasize specialized procedures using contrast medium.

Prerequisite: RADT 1020, RADT 1031 and concurrent enrollment in RADT 1040 and RADT 1781.

Radiographic Exposure Factors

RADT 1040 3 Credits

This course is an introduction to the science of determining diagnostic exposure factors. Film processing principles, intensification screens, grids, control of scattered radiation, contrast, density, detail, distortion and the effects of human factors will be reviewed. Students will demonstrate ways of minimizing radiation exposure. Image production using the advances of digital radiography and associated computer technology will be discussed. The course will also introduce students to computer network systems that store, transmit and retrieve digital radiographic images. Students will apply classroom theory in the

laboratory and clinical setting.

Prerequisite: RADT 1020, RADT 1031 and concurrent enrollment in RADT 1032 and RADT 1781.

Bone Densitometry I

RADT 1051 1 Credit

This course is designed to introduce the student to the basic principles of bone densitometry. The course includes discussion of metabolic bone disorders, modality history, patient care, equipment operation and physics with an emphasis on radiation protection. This is the first of a two part course sequence to assist participants with preparation for the national certification exam in bone densitometry.

Prerequisite: Current standing as a radiologic student and/or a healthcare worker performing bone density exams. **Restriction:** Must be a Radiologic technology student and/or employed in a healthcare facility and currently performing bone densitometry. Not intended to prepare student for employment.

Bone Densitometry II

RADT 1052 1 Credit

During this course the student will review advanced bone densitometry topics. Topics of discussion include bone composition physiology, patient education skills, state and national guidelines and position statements, radiation safety and scanning protocol. Two of the class sessions will be held at a local health care facility. Not intended to prepare student for employment.

Prerequisite: Must be a radiologic technology student, a registered radiographer and/or a healthcare facility employee currently performing bone densitometry.

Clinical Radiography I

RADT 1781 6 Credits

This course is designed to provide students with opportunities to apply basic theoretical principles of radiography and patient care to practical experience in the clinical setting. Students will assist and perform radiographic procedures under the direction of college and clinical staff at affiliated Radiology Departments.

Prerequisite: RADT 1020, RADT 1031 and concurrent enrollment in RADT 1032, RADT 1040.

Clinical Radiography II

RADT 1782 6 Credits

The course is designed to provide students with opportunities to apply basic theoretical principles of radiography and patient care to practical experience in the clinical setting. Students will assist and perform radiographic procedures under the direction of college and clinical staff at affiliated Radiology Departments.

Prerequisite: RADT 1781, RADT 1032, RADT 1040 and concurrent enrollment in RADT 2000.

Supervised Clinical Practicum I**RADT 1783 1 - 6 Credits**

This course will be designed to meet the specific clinical needs of transfer and/or enrolled students. The student should meet with the RADT Program Director to establish course objectives.

Supervised Clinical Practicum II**RADT 1784 1 - 6 Credits**

This course will be designed to meet the specific clinical needs of transfer and/or enrolled students. The student should meet with the RADT Program Director to establish course objectives.

Radiation Biology and Protection**RADT 2000 1 Credit**

An introductory course of molecular and cellular Radiobiology including the early and late effects of radiation. Federal and state radiation guidelines are reviewed and also all methods of minimizing radiation exposure.

Prerequisite: RADT 1032, RADT 1040, RADT 1781; concurrent enrollment in RADT 1782.

Imaging Pathology**RADT 2010 1 Credit**

The pathologic conditions of several body systems are reviewed. Students will have an opportunity to discuss required exposure factors changes to compensate for certain disorders. Also the course will introduce the students to the other types of imaging modalities and emphasize the disorders best demonstrated by them.

Prerequisite: RADT 2020, RADT 2030, RADT 2783 and concurrent enrollment in RADT 2090, RADT 2100 and RADT 2784.

Introduction to Sectional Anatomy**RADT 2020 2 Credits**

This is an introductory course designed to prepare students to identify anatomical structures on sectional images that are obtained in related imaging modalities. During the laboratory section of the course the student will have an opportunity to view computer-generated sectional images and identify specific anatomy without overlapping structures. Students of the course will be expected to complete a clinical rotation in computerized tomography.

Prerequisite: RADT 1782, RADT 2000 and concurrent enrollment in RADT 2030 and RADT 2783.

Radiation Physics and Quality Control**RADT 2030 2 Credits**

During this course the basics of x-ray circuitry, production of x-radiation and basic operation of energized x-ray and fluoroscopic units are reviewed. Also the differences between digital and computerized imaging will be introduced. This course will place

emphasis on quality control testing in the imaging department. Some basic quality control testing will be observed and analyzed by the students.

Prerequisite: RADT 1782, RADT 2000 and concurrent enrollment in RADT 2020 and RADT 2783.

Radiography Seminar**RADT 2060 2 Credits**

This course is designed allow students to apply all previously learned coursework to entry level radiography standards. This is the final academic course before graduation.

Prerequisite: RADT 2010, RADT 2090, RADT 2100, RADT 2784 and concurrent enrollment in RADT 2785.

Topics in Radiology**RADT 2090 1 Credit**

Students will be expected to investigate and report on various legal, ethical and cultural diversity issues that impact the radiography field. Job preparation skills specific to the field of radiology are also discussed.

Prerequisite: RADT 2020, RADT 2030, and RADT 2783 and concurrent enrollment in RADT 2010, RADT 2100 and 2784.

Introduction to Mammography**RADT 2095 1 Credit**

Introduction to Mammography is an elective course for 2nd Year RADT students interested in pursuing career opportunities in mammography. Students may choose to perform a clinical rotation in mammography during Clinical Radiography IV, which would fulfill the minimum MQSA federal requirements to perform mammography upon graduation.

Prerequisite: RADT 1782 and concurrent enrollment in the Century College RADT Program or a registered radiologic technologist.

Introduction to Computed Tomography**RADT 2100 1 Credit**

Introduction to Computed Tomography (CT) is a required course which includes the fundamentals of computed tomography, equipment components, image creation and manipulation, CT protocols and their applications in radiology and specialized examinations performed in the CT department. Students will have the opportunity to apply the theoretical component in Clinical Radiography III, IV and V, under the direct supervision of a qualified radiologic technologist.

Prerequisite: RADT 2020, RADT 2030, RADT 2783 and concurrent enrollment in RADT 2010, RADT 2090 and RADT 2784.

Clinical Radiography III**RADT 2783 8 Credits**

This course is designed to provide the student opportunities to master performance competencies and

gain additional experience in all areas of diagnostic radiology. Particular emphasis is placed on fluoroscopic, surgical and trauma radiography. Students will be assigned in the special imaging modalities of computed tomography and angiography. Rotations to two area Children's Hospitals provide additional experience in pediatric radiology. Students who elect to pursue the MQSA mammography certificate will rotate through the mammography department for a one-week orientation rotation.

Prerequisite: RADT 1782, RADT 2000 and concurrent enrollment in RADT 2020 and RADT 2030.

Clinical Radiography IV

RADT 2784 **8 Credits**

Students continue their clinical experiences and have an opportunity to rotate to another clinical facility. Students are performing radiographic procedures with limited supervision, emphasizing proficiency in trauma, bedside and specialized radiographic procedures. Students will select an optional rotation from among various special imaging modalities.

Prerequisite: RADT 2020, RADT 2030, RADT 2783 and concurrent enrollment in RADT 2010, RADT 2090 and RADT 2100.

Clinical Radiography V

RADT 2785 **6 Credits**

This final clinical course provides students with an opportunity to integrate and apply all previously learned clinical and academic theories. Students will perform all radiographic examinations with limited supervision. Students will be able to access and adapt to various clinical situations.

Prerequisite: RADT 2010, RADT 2090, RADT 2100, RADT 2784 and concurrent enrollment in RADT 2060.

Supervised Clinical Practicum III

RADT 2786 **1 - 6 Credits**

This course will be designed to meet the specific clinical needs of transfer and/or enrolled students. The student should meet with the RADT Program Director to establish course objectives.

Supervised Clinical Practicum IV

RADT 2787 **1 - 6 Credits**

This course will be designed to meet the specific clinical needs of transfer and/or enrolled students. The student should meet with the RADT Program Director to establish course objectives.

Reading

Note: Students registering for a reading course for the first time must take a reading assessment test as described in the Assessment section of this publication. Students must begin any reading

coursework at their assessed skill level. Students who do not follow listed assessment and prerequisite requirements will be required to change registration to comply with Century's Assessment Policy.

Preparation for College Reading

RDNG 0080 **4 Credits**

A preparation for reading college-level material. Basic reading strategies and techniques to improve comprehension, increase vocabulary, and develop thoughtful responses to reading will be presented. Students will learn how to use their knowledge to comprehend main ideas, recognize organizational patterns, and identify the author's purpose in different types of reading material such as fiction, essays, newspapers, and magazines. The close relationship of reading, writing, and thinking will be emphasized.

Prerequisite: Appropriate assessment score.

Introduction to College Reading

RDNG 0090 **4 Credits**

A focus on textbook reading and processing for various college courses. Students develop reading strategies for social sciences, sciences, technology, and humanities.

Prerequisite: RDNG 0080 with a grade of "C" or higher, or appropriate assessment score.

Reading American History

RDNG 0093 **4 Credits**

This reading course focuses on the broad story of American History by studying the concept of freedom while developing textbook processing and college learning skills. Students will develop learning strategies as well as useful background knowledge for college-level American History as well as other social science and humanities courses. Reading American History 93 fulfills the Reading 90 requirement.

Prerequisite: RDNG 0080 with a grade of "C" or higher, or appropriate assessment score.

Critical Reading and Thinking for College

RDNG 1000 **3 Credits**

Critical Reading and Thinking for College is a college level course in reading which emphasizes critical reading and thinking skills using focused questioning. This course primarily presents and applies strategies for critical analysis and evaluation of college-level texts. Students will develop strategies to adjust reading rate based on need and purpose to enhance more effective textbook study and to increase college level vocabulary.

Prerequisite: Appropriate assessment score or completion of RDNG 0090 with a grade of "C" or higher.

Sociology

Introduction to Sociology

SOC 1020 3 Credits
MnTC: Goals 05 & 07

This course is a survey of sociology's major theoretical perspectives and research methods. Basic concepts include culture, socialization, groups, organizations, deviance, social institutions, change, and inequalities based on class, race, and gender. Students learn how sociological research is conducted using concepts, theories, and methods as well as the significance of a global perspective for understanding social behavior.

Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher. **Recommendation:** Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Sociology of Marriages and Families

SOC 1031 3 Credits
MnTC: Goals 05 & 07

The study of relationships, marriages, and families in contemporary U.S. at macro and microlevels using historical and cross-cultural comparisons. Analysis includes gender socialization, sexual norms, mate selection, singlehood, cohabitation, and same-sex relationships. Marriages, decision-making and conflict resolution, work, parent and family relations are analyzed. Violence, divorce, death, other losses and coping are studied. Remarriage, stepfamilies, mid and later family transitions, counseling, policies, and trends are analyzed. Offered F, S.

Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Sociology of Families in Crisis

SOC 1033 3 Credits
MnTC: Goals 05 & 07

This course is designed to provide students with a sociological perspective of family functions and dysfunctions at a critical state of systemic crisis. Such family dynamics as physical and sexual violence, child neglect, divorce, unemployment, poverty, and homelessness are addressed. The various turning points within the family as a social institution and a social group are also considered. Offered F, S.

Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Sociology of Social Problems

SOC 1041 3 Credits
MnTC: Goals 05 & 09

A survey of the sociology of a selected set of social problems in the U.S., e.g. population growth, environmental degradation, crime and violence, poverty, etc. The social-structural and cultural sources of these problems are analyzed and the structural and cultural solutions following from such analysis are examined. Offered F, S.

Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Sociology of Minorities

SOC 1051 3 Credits
MnTC: Goals 05 & 07

An examination of socially-defined majority and minority relations. Different historical developments are explored in relation to subsequent inequities. Basic minority concepts--prejudice, discrimination, various relations, and policies such as affirmative action will be studied. Minorities analyzed include Native American, N. and S. European, African, Asian, Latino, women, homosexual, aged, and differently-abled people. Offered F, S, SS.

Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Sociology of Gender and Work

SOC 1061 3 Credits
MnTC: Goals 05 & 07

A study of society and changing gender roles relative to work in the United States from historic and cross-cultural perspectives. Norms of work and life course are analyzed at the macrolevel. The focus is on examining men's and women's gendered work similarities and differences relative to societal institutions: family, economy, politics, education, and religion. Offered S.

Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Social Psychology

SOC 1071 3 Credits
MnTC: Goal 05

An introduction to sociological social psychology. Social psychology theories are used to analyze how the individual's thoughts, feelings and actions are influenced by other people. Topics include perception,

attribution, socialization, attitudes, conflict, altruism, groups, power/conformity/influence, prejudice/discrimination, collective behavior, and social movements. Offered F, S.

Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Introduction to the Criminal Justice System

SOC 1080 3 Credits

MnTC: Goals 05 & 09

An overview of the criminal justice system - including the roles of the police, courts, corrections, crime and victimization, ethics, and the concept of justice. Sociological perspectives are used to analyze the nature of social structure, function, and meaning of the criminal justice system in society. Although American society is the focus, attention is given to cross-cultural comparisons of the criminal justice systems in other countries. Offered F, S, SS.

Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Police in the Community

SOC 2081 3 Credits

This course is an examination of the role of the police in various types of communities. The course analyzes the background and development of today's community relations problems. It takes a look at the difference in needs between large and small departments insofar as police community relations is concerned. The general and specialist approach to police community relations as well as a study of the problems involved in the training and evaluation of police community relations performance are considered. Offered S, SS.

Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Introduction to Corrections

SOC 2083 3 Credits

This course will explore a sociological analysis of corrections and correctional policy within the criminal and juvenile justice system in American society. The systematic organization of punishment and incarceration will be studied according to institutional and community-based programs with regard to recurrent and chronic issues for management and officers. Offered F.

Recommendation: SOC 1020; assessment score

placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Juvenile Justice

SOC 2085 3 Credits

This is an introductory survey of the juvenile justice system. It accommodates a thorough treatment of terminology, laws, and procedures unique to the juvenile in the system. Also addressed are potential problems, corrective actions, custody, and disposition issues. Offered F.

Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Criminology and Criminal Behavior

SOC 2087 3 Credits

This course is designed to develop a sociological understanding of crime by comparing crime theories, considering trends in criminal behavior, methods of criminal investigation, and by exploring current and future issues for public policy on all levels of government within American society. Offered S.

Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Spanish

Spanish for Health Professionals I

SPAN 1001 3 Credits

Basic practical Spanish for health professionals. No previous Spanish required. This course will place emphasis on oral communication in Spanish to help health professionals who encounter Spanish speaking patients at work when no interpreter is available.

Spanish for Health Professionals II

SPAN 1002 3 Credits

Basic practical Spanish for health professionals. This course will place emphasis on oral communication in Spanish to help health professionals who encounter Spanish speaking patients at work when no interpreter is available.

Prerequisite: SPAN 1001.

Spanish for Public Safety Professionals I

SPAN 1005 3 Credits

Basic practical Spanish and Latino culture for law enforcement and other public safety professionals. No

previous Spanish required. This course will place emphasis on oral communication in Spanish and understanding of Latino culture to help peace officers and other public safety professionals who encounter Spanish speakers when no interpreter is available.

Spanish for Public Safety Professionals II
SPAN 1006 3 Credits

Advanced beginner Spanish and Latino culture for law enforcement and other public safety professionals. This course will place emphasis on oral communication in Spanish and understanding of Latino culture to help peace officers and other professionals who encounter Spanish speakers when no interpreter is available. Continuation of Spanish Language and Latino Culture for Public Safety Professionals I.
Prerequisite: SPAN 1005.

Beginning Spanish I
SPAN 1011 5 Credits

An introduction to Spanish language. Basic grammar, correct self-expression, aural comprehension, and reading are stressed. Weekly tape listening and laboratory work are required. Introduction to Spanish-speaking cultures is included as well. Offered F, S, SS.
Restriction: If students have completed three years of high school Spanish, consent of instructor is required.

Beginning Spanish II
SPAN 1012 5 Credits

A continuation of SPAN 1011. Continued development of all four language skills (speaking, listening comprehension, writing, and reading) is stressed. Weekly tape listening and laboratory work are required. Introduction to Spanish-speaking cultures is included as well. Offered F, S.
Prerequisite: SPAN 1011 or equivalent. **Restriction:** If students have completed four years of high school Spanish, consent of instructor is required.

Independent Study
SPAN 1790 1 - 3 Credits

An opportunity for an in-depth study of a particular topic.
Prerequisite: Consent of instructor and dean.

Intermediate Spanish I
SPAN 2021 5 Credits

MnTC: Goals 06 & 08
A comprehensive review of oral and written Spanish employing a variety of literary and cultural texts. Oral and aural skills developed in Beginning Spanish with new emphasis on written composition. Includes study of historical and contemporary issues facing Spanish speakers. Weekly tape listening and laboratory work are required. Offered F.
Prerequisite: SPAN 1012 or equivalent.

Intermediate Spanish II
SPAN 2022 5 Credits

MnTC: Goals 06 & 08
A continuation of SPAN 2021. A comprehensive review of oral and written Spanish employing a variety of literary and cultural texts. Oral and aural skills developed in Beginning Spanish with new emphasis on written composition. Includes study of historical and contemporary issues facing Spanish speakers. Weekly tape listening and laboratory work are required. Offered S.
Prerequisite: SPAN 2021 or equivalent.

Special Topics
SPAN 2790 1 - 3 Credits

Topics of special interest which may vary.
Prerequisite: Consent of instructor and dean.

Speech-Communication

Fundamentals of Public Speaking
SPCH 1021 3 Credits

MnTC: Goals 01 & 09
Study techniques for effective public speaking in academic, business, professional, and community settings. Then practice these skills by giving informative and persuasive presentations in class. Topics include audience analysis, speech purpose, organization, language, delivery, visual aids, demonstrations, proposals, and speaker evaluation. Emphasis on practical application of communication concepts. Offered F, S, SS.
Prerequisite: For non-native speakers of English: completion of ESL 1010 with a grade of "C" or higher, or English language proficiency equivalent to ESL 1010. **Recommendation:** Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Introduction to Intercollegiate Debate
SPCH 1023 3 Credits

Students will prepare for and compete in intercollegiate debate competition. Students will learn debate theory, current events research techniques, and presentation skills necessary to enter debate competition. Note: Interested students should contact instructor concerning weekend travel for competition and other requirements for participation on the debate team. These requirements may happen outside of scheduled class time. Students traveling off-campus for competition must meet established academic standards. The instructor can answer any questions about travel, extra meetings or academic standards.
Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021

or completion of ENGL 0090 with a grade of "C" or higher, or consent of instructor. **Recommendation:** Speech 1021 should be completed prior to or during course. For non-native English speakers, completion of ESL 1010 with a grade of "C" or higher, or English language proficiency equivalent to ESL 1010.

Advanced Intercollegiate Debate

SPCH 1024 3 Credits

Students will develop skills learned in Introduction to Intercollegiate Debate by preparing for and competing in intercollegiate debate competition. Students will learn advanced debate theory, advanced current events research techniques, and advanced presentation skills necessary to enter advanced levels of debate competition.

Note: Interested students should contact instructor concerning weekend travel for competition and other requirements for participation on the debate team. These requirements may happen outside of scheduled class time. Students traveling off-campus for competition must meet established academic standards. The instructor can answer any questions about travel, extra meetings or academic standards. **Prerequisite:** SPCH 1023 or consent of instructor.

Interpersonal Communication

SPCH 1031 3 Credits

MnTC: Goals 01 & 07

Study basic communication concepts and practice interpersonal communication skills. Topics include self and others as communicators; verbal and nonverbal messages; listening; conflict management; communication apprehension; and the dynamics of human relationships. Applies to everyday situations at home and on the job. Offered F, S, SS.

Recommendation: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of "C" or higher; assessment score placement in ENGL 0090 or above, or completion of ENGL 0080 with a grade of "C" or higher.

Small Group Communication

SPCH 1041 3 Credits

MnTC: Goals 01 & 09

Study communication in small groups. Topics include effective group communication theory and skills; group leadership, cohesion, and roles; conflict-resolution and decision-making; planning and conducting meetings and parliamentary procedure. Applies to everyday situations in the workplace and with public policy-making groups. Emphasis on practical application and practice of oral skills. Some group meetings and activities outside scheduled class hours are required. Offered F, S.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Intercultural Communication

SPCH 1051 3 Credits

MnTC: Goals 01 & 08

Study cultural differences and how they affect communication and cause misunderstanding. Are people really different from one another or are they basically alike? Topics include the role of culture in human behavior; cross-cultural relationships, especially between "Americans" and "foreigners"; and the influence of culture on domestic and international business. Materials/activities include readings, films, discussions, group events, and personal interviews. Offered F, S, SS.

Prerequisite: For non-native speakers of English: Concurrent enrollment in ESL 1010, or completion of ESL 1010 with a grade of "C" or higher, or English language proficiency equivalent to ESL 1010.

Recommendation: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of "C" or higher.

Communication, Travel and Tourism

SPCH 1053 1 Credit

MnTC: Goals 01 & 08

Learn how to be a cross-culturally effective traveler: study intercultural communication applied to international travel. Topics include world tourism, its positive and negative effects on people and countries; appropriate everyday tourist behavior; and survival skills for any trip abroad. A practical course for those who go overseas on business or pleasure, and for travel agents and other tourism professionals. Offered S.

Introduction to Mass Communication

SPCH 1061 3 Credits

MnTC: Goals 05 & 09

A critical study of mass media, including its historical development and cultural impact. Topics may include corporate control, the role of government, freedom of expression, values and ethics, journalism, advertising, and media effects. Specific media industries, including radio, television, movies, newspapers, books, magazines, and the Internet, will be examined. Offered F, S.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; completion of ENGL 1021 with a grade of "C" or higher.

Minnesota's New Immigrants: Communication, Culture and Conflict

SPCH 2051 3 Credits

MnTC: Goals 05 & 07

Half of Minnesota's recent population growth is due to immigration, with unique characteristics that are different from the rest of the U.S. This course examines

four of the five most visible new Minnesota immigrant/refugee groups and the regions they come from: Southeast Asia (Hmong), Horn of Africa (Somali), Latin America (Mexican), and former Soviet Union (Russian). Why did they leave their homeland? How did they get here? What culture and communication did they bring with them? What personal adjustment and cultural conflicts do they experience? What are major issues in their Minnesota communities?

Materials/activities include readings, films, discussions, guest speakers, interviews. Offered S.

Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; and completion of ENGL 1021 with a grade of "C" or higher, or current enrollment in ENGL 1021, or permission of instructor.

Communication and Gender

SPCH 2071 3 Credits

MnTC: Goals 01 & 07

A study of how communication and culture create, maintain, and change gender. Patterns in women's and men's communication, why these patterns differ, and how communication differences are perceived will be emphasized. Various communication contexts covered in this course will include the family, friendship, romantic relationships, education, the workplace, and the media. Offered S.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

Special Topics

SPCH 2790 1 - 3 Credits

Topics of special interest which may vary.

Prerequisite: Consent of instructor.

Study Skills

Introduction to Information Literacy

STSK 1000 1 Credit

Information literacy is the ability to retrieve and use information effectively. This course provides instruction in the use of various On-Line library catalogs, print and electronic reference sources, and the Internet. Terminology and evaluation techniques relating to information retrieval are also covered.

Recommendation: Basic keyboarding skills.

How to Study

STSK 1005 3 Credits

This course is designed to aid students in attaining academic success through learning experiences in

organization, time management, concentration memory improvement, listening and note taking, textbook processing, content specific reading, vocabulary development, test-taking, test anxiety management, library research, and learning styles.

Recommendation: RDNG 0090 or higher, or appropriate assessment score.

Vocabulary Improvement

STSK 1010 1 Credit

Vocabulary improvement is designed to help students improve their vocabulary both by learning college-level words and by helping student's develop strategies for learning words independently.

Recommendation: RDNG 0090 or higher, or appropriate assessment score.

Independent Study

STSK 1790 1 Credit

Individualized study provides an opportunity for a student to work in any area of study skills which can increase his/her academic efficiency. Areas of study include: vocabulary development, time management, listening and lecture note-taking, memory improvement, textbook processing, test preparation, test-taking and test anxiety, and reading rate and flexibility.

Prerequisite: Consent of instructor and RDNG 0080 with a grade of "B" or higher.

Special Topics

STSK 2790 1 - 3 Credits

Topics of special interest which may vary.

Prerequisite: Consent of instructor and dean.

Theatre

Participation in Theatre

THTR 1010 1 Credit

Students will participate in college theatrical productions. Offered F, S.

Prerequisite: Permission of instructor (tryouts). Only those who participate in productions may register.

Introduction to Theatre

THTR 1020 3 Credits

MnTC: Goal 06

This course is a survey of the elements out of which theatre emerges. Students view, discuss, read and write about two or three full-length plays. They also attend and write a review of at least two live performances. Study of the means by which the play moves from the printed page to the stage will be included. Two additional hours per week on backstage work is optional. Offered F, S, SS.

Beginning Acting

THTR 1031 3 Credits
MnTC: Goal 06

In addition to basic training and development of the actor's voice and body, students are taught methods to enter a creative state, create the world of a play, create characters and play a scene. Students do warm ups, read plays, learn acting vocabulary and concepts, write performance plans, work with physical and imaginative exercises, analyze texts, prepare and perform scenes and monologues, and attend and analyze a theatre production. Offered F, S.

Recommendation: THTR 1020.

Theatre Production and Design

THTR 1041 4 Credits
MnTC: Goal 06

This course provides a foundation in production for the stage. Course content applies to work in theatre, entertainment, education and design. Students learn design process and application principles, general history of theatre technical arts, construction, creative process in technical organizations and stage management. In addition to course presentations, readings, and quizzes, students complete lab assignments, a design project, a written design assessment, attend a professional production and build and run Century Theatre Department shows.

Recommendation: THTR 1020.

Creative Dramatics

THTR 1051 3 Credits

This course teaches techniques of creative play to open the imagination and guide students in: working collaboratively, creating/performing improvisationally, using objects, visual art, music, and folktales to inspire creativity, and structuring teambuilding activities for small or large groups. Students learn these techniques, and then apply them to "lead" the class in a hypothetical learning situation. This course is useful for students interested in teaching, theatre, entertainment, and counseling.

Intermediate Acting

THTR 2031 3 Credits

This course expands and deepens the work of the student actor. Physical and vocal exercises continue to expand the student actor's technique. Contemporary and classical plays are explored and used for performing. Singer/actors also have the option to work on a musical theatre piece. Students study at least one stage dialect while preparing scenes and monologues. Audition techniques are also taught as part of the course.

Prerequisite: THTR 1031 or consent of instructor.

Recommendation: THTR 1020.

Fundamentals of Directing

THTR 2061 3 Credits

This course introduces the beginning director to the basic tools of the director's craft. Students will learn the basics of interpretation, blocking, movement, composition, communication, and terminology of stage direction. The needs of students interested in theatre, acting, television, film, video production, or elementary and secondary education are served by this course.

Recommendation: THTR 1020.

Visual Communications Technology

VCT Survey

VCT 1010 3 Credits

This first semester course begins with an overview of the Visual Communications Technologies Program and examines the many careers available to graduates with visual communications skills. In the process of exploring these careers students will be introduced to vital networking skills and practice them by attending professional organization meetings and conducting informational interviews. This course will also direct students to use different success strategies and soft-skills to help them attain their individual academic and career goals, develop a career plan, and see their VCT classes in a larger context.

Note: Students are required to attend 2 professional organization meetings, 2 workshops or seminars and 2 informational interviews. Transportation to these is the responsibility of the student.

Principles of Digital Communications

VCT 1012 3 Credits

This first semester course provides the student with an introduction to the technical and conceptual principles of the visual communications field and how those principles are applied in industry. Creating projects by combining digital mediums such as graphics, sound, animation, video, photography, text and interactivity starts the student with a strong foundation for classes in the future. Students will develop, and present these projects in a variety of digital formats.

Prerequisite: VCT 1010 or concurrent enrollment; assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of "C" or higher; assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of "C" or higher; assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher.

Design Basics**VCT 1013****4 Credits**

All visual communicators (multimedia experts, videographers, photographers, graphic designers) need to know the fundamentals of design to be effective problem solvers for their clients. Students with good design and typographic skills are needed in industry to communicate efficiently and effectively. In this class, beginning students will learn the formal elements, principles of design, and build typography skills to create visual communication messages.

Prerequisite: VCT 1010 or concurrent enrollment; assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of "C" or higher; assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of "C" or higher; assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher.

Project Planning**VCT 1015****3 Credits**

This course will explore the conceptual skills involved in project planning for media production. Students will focus on creative and technical aspects of project management including; project charters, team dynamics project plan, plan implementation, storyboarding, budgeting, and pre-production planning as well as how to close out a project. The course content will apply to all areas within Visual Communications Technologies.

Prerequisite: VCT 1012; assessment score placement in MATH 0070 or completion of MATH 0030 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher; assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher.

Digital Imaging**VCT 1018****3 Credits**

Digital imaging is manipulating, creating and editing bitmapped and vector imagery. Using industry standard applications such as Adobe Photoshop and Adobe Illustrator the student will explore topics such as file formats, optimization of web graphics, digital photography and illustration. Students will use a design process to create portfolio quality imagery.

Prerequisite: VCT 1012; assessment score placement in MATH 0070 or completion of MATH 0030 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher; assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher.

Multimedia Authoring I**VCT 1021****3 Credits**

This course will cover the fundamentals of multimedia authoring with emphasis on the use of text and graphics to create a functional user interface. Subjects will include: labels and captions, informational text, navigation and user support, raster or bit-mapped images, computer display resolution, and how images can be input. Discussions will also include the content with regards to copyright laws and public domain.

Web Page Design with HTML**VCT 1023****3 Credits**

This course covers the use of HTML (Hypertext Markup Language) to design Web pages for visual communications on the World Wide Web. The concepts of using the technology of HTML to create efficient, well designed Web pages will be discussed and applied. Hands-on projects will include student-produced multiple page Web sites, using text, graphics, tables, frames and interactivity with hyperlinks.

Prerequisite: VCT 1011, VCT 1013, VCT 1014 or concurrent enrollments, or consent of instructor.

Web Page Design with DHTML**VCT 1027****3 Credits**

This course covers the advanced techniques of HTML and DHTML (Dynamic HTML) in the design of dynamic Web sites. JavaScript programming will also be covered as it applies to interactivity, animation and other DHTML elements including cascading style sheets and layers. The concepts of design using the technology that DHTML control brings to the Web designer to create efficient, well-designed Web pages will be discussed and applied. Hands-on projects will include student-produced multiple page Dynamic Web sites, including text, graphics, animation, and interactivity.

Prerequisite: VCT 1023 or consent of instructor.

Video I**VCT 1030****3 Credits**

In this course video theory and techniques will be discussed. The operation and use of video cameras, microphones, monitors and video recorders, along with techniques of lighting, sound recording and editing will be explored through lecture, demonstration, and hands-on experiences. Students will plan, shoot, and edit a short video production.

Prerequisite: Consent of the instructor. Note: Some class assignments require students to move, lift and carry video equipment.

Digital Audio**VCT 1031****3 Credits**

This course acquaints students with the basic tools and techniques of sound pickup, amplification, recording,

editing, distribution, and output as they apply to production. Traditional audio equipment and an introduction to digital audio software and equipment will be covered.

Prerequisite: VCT 1011.

Digital Editing I

VCT 1035 3 Credits

This course covers editing techniques and aesthetics, sound design and integrating computer graphics into the post production process. Topics include: time-based correction, time code and window dubs, as well as off-line/on-line editing, and preparation of edit decision lists. Traditional editing equipment as well as an introduction to digital editing equipment will be covered. Students will learn through lecture, demonstrations, and hands on exercises.

Prerequisite: VCT 1011, VCT 1030.

History of Photography

VCT 1040 2 Credits

This course is a study of the development of photography and how milestones in the areas of film, processing, color, cameras, lenses, and lighting have changed the way we record history on film. A study of the major photographers and photo trends will be discussed. Aesthetics and the technological advances in photography will be covered.

Photography I

VCT 1041 3 Credits

The intent of this course is to give students a foundation in black and white photography techniques with emphasis on the 35 mm camera. Students are expected to furnish their own manual exposure 35 mm camera, film, printing paper, and other miscellaneous supplies. This is a "hands-on" course.

Photography II

VCT 1042 3 Credits

Additional photographic techniques will be covered in this intermediate course. Students will learn the correct methods when using electronic flash along with the shooting of both color negative and color slide film. Emphasis will be on the development of a personal photographic style through class assignments and projects. Students are expected to furnish their own manually operated 35 mm camera, film, and miscellaneous supplies.

Prerequisite: VCT 1041.

Advanced Black and White Printing

VCT 1044 3 Credits

This course will cover advanced printing techniques such as dodging and burning. Emphasis will be on negative control and analysis, archival printing skills, and toning. Print finishing and mounting techniques will

be included as additional areas of study.

Prerequisite: VCT 1042.

Color Photography

VCT 1045 3 Credits

This course will provide students with identification and principles of color temperature and its effect on color films. Using this knowledge along with filtration and balance, students will shoot color negative and color slide film. Students must provide their own camera and supplies.

Prerequisite: VCT 1042, VCT 2040.

Electronic Publishing I

VCT 1051 3 Credits

This course introduces page layout and assembly using Adobe PageMaker software. Additional emphasis will be placed on page layout principles, typography, and design concepts. Students will work on hands-on exercises including the importing of graphics and text.

Prerequisite: VCT 1011, VCT 1013 or concurrent enrollments, or consent of instructor.

Electronic Publishing II

VCT 1052 3 Credits

This course includes additional page assembly with the use of QuarkXPress software. Scanning and color manipulation projects will be included along with production exercises in which "trapping" is used. Still video capture as input to page layout will be included.

Prerequisite: VCT 1051.

Imaging/Printing Methods

VCT 1055 3 Credits

This course includes the history of printing, the development of desktop publishing, printing methods, digital printing, along with a review of traditional pre-press methods. Assignments will include graphic arts industry tours and reports. Students will be introduced to printing equipment as well as bindery equipment.

Scanning for Electronic Publishing

VCT 1057 3 Credits

This course covers the use of a flat-bed scanner for both reflective and transparent originals. Students will learn how to scan line art, continuous tone copy, color prints, color transparencies, and text (OCR). Additional subject areas to include: resolution, scaling, cropping, corrections, file size, and file formats.

Prerequisite: VCT 1018.

Color for Pre-press

VCT 1059 3 Credits

This course includes RGB to CMYK conversions as needed for four color process printing. Additional necessary color correction along with color management, color proofing, output devices, creating

color separation films, dot gain, color viewing variables, color gamuts, GCR, UCR, spot color, and color ink systems will be examined. Paper, as a substrate, will be discussed as it effects color printing.

Prerequisite: VCT 1018.

Multimedia Authoring II

VCT 2021 3 Credits

In this course, students will produce an interactive multimedia project. The project will include a number of elements such as text, graphics, sound, video, and interactive navigation. Students will use specific software that was designed to produce quality interactive multimedia presentations.

Prerequisite: VCT 1021.

Three-Dimensional Design and Animation I

VCT 2025 3 Credits

This course will explore the concepts and practical applications of three dimensional modeling and animation. The concepts of 3D design and animation will be covered as they would apply to any of the major 3D applications used in the industry. Subjects will include 3D-object creation, modeling, lighting, shadows and perspective, in addition to 3D animation of objects and cameras. The practical hands-on experience of creating 3D designs and animation projects will be performed with the "industry-standard" 3D Studio MAX application.

Prerequisite: VCT 1018, VCT 1021, or consent of instructor.

Three-Dimensional Design and Animation II

VCT 2026 3 Credits

In this course students will produce advanced 3D design and animation projects using the "industry-standard" 3D Studio MAX application. The projects will involve the use of advanced 3D modeling and animation techniques including: the use of compound objects, mesh modeling, patch modeling, NURBS modeling, the implementation of the mixing of color and light, advanced camera and lighting techniques within a digital 3D world, advanced particle systems and space warps techniques, building and animating hierarchies, and an introduction to MAXScript.

Prerequisite: VCT 2025.

Portfolio Development - Multimedia

VCT 2029 1 Credit

Preparing a portfolio in any emphasis of visual communications for the job seeker is a must. Presentation techniques, what to include, and resume suggestions will be included in this course. Developing an actual portfolio as it applies to the multimedia specialty area will be the goal of this course. This goal will be achieved by assembling/creating content from

advanced courses such as: Multimedia Authoring II, Web Page Design with DHTML, and 3D Design and Animation II, then authoring the portfolio with the multimedia authoring tool Macromedia Director to be delivered on CD-ROM. The emphasis of this course will be on the use of techniques that will stress quality and presentation.

Prerequisite: VCT 1027, VCT 2021; concurrent enrollment in VCT 2026, or consent of instructor.

Video II

VCT 2030 3 Credits

This course covers the principles of multi-camera production with hands-on experience in a studio setting. Students will learn the basics of studio production using lecture, demonstrations, and hands-on experiences. Students will be introduced to production techniques, lighting, camera operations, waveform/vectorscope monitors, audio, switching, and editing in a studio setting. The final project will be a live production in which the students will plan and produce, working in groups.

Prerequisite: VCT 1035 or consent of instructor. Note: Some class assignments require students to move, lift and carry video equipment.

Video Production I

VCT 2031 3 Credits

Using production and post-production techniques introduced earlier, students will apply the creative and technical aspects of production in planning, shooting, and editing videotape productions. This course covers sound design and integration of computer graphics into the post production setting.

Prerequisite: VCT 1035. Note: Some class assignments require students to move, lift and carry video equipment.

Video Production II

VCT 2032 3 Credits

This course applies advanced production and post-production techniques. The integration of digital editing techniques covered in VCT 2035 will be applied. Students will plan, shoot, and edit videotape productions.

Prerequisite: VCT 2035 or consent of instructor. Note: Some class assignments require students to move, lift and carry video equipment.

Digital Editing II

VCT 2035 3 Credits

This course covers advanced editing techniques and aesthetics. Digital editing software and equipment will be the focus. Students will learn through lecture, demonstrations, and hands-on exercises.

Prerequisite: VCT 2031.

Portfolio Development - Video**VCT 2037 1 Credit**

In this course, students will design their own video "clip tape" in consultation with the instructor. The work produced should be of such quality and interest that students can use this as part of their portfolio.

Prerequisite: VCT 2035 or consent of instructor.

Studio Photography**VCT 2040 3 Credits**

This course is an introduction to studio photography, including various camera formats, backgrounds, and lighting techniques. Discussion and projects include portraiture, fashion, and still life photography using 35 mm and medium format cameras. Students must furnish their own camera and supplies.

Prerequisite: VCT 1042.

View Camera**VCT 2042 3 Credits**

Students will operate a large format studio view camera (4x5). Included will be the basic view camera movements, lenses, exposure calculations, sheet film loading, and sheet film processing. Additional studio techniques will be included and practiced. View cameras will be furnished. Supply costs are the student's responsibility.

Prerequisite: VCT 2040.

Digital Photography**VCT 2044 3 Credits**

This course is an introduction to digital photography, sometimes termed "filmless photography." After discussion of the technology that is used in digital cameras, students will work on assignments which include the use of a digital camera. Students will learn how to download digital images to a computer, then color correct and manipulate that image. Digital cameras will be provided.

Prerequisite: VCT 1041, VCT 1018.

Portfolio Development - Photo**VCT 2046 1 Credit**

Preparing a portfolio highlighting photography for the job seeker is a must. What to include in your presentation technique will be covered in this course. Developing an actual portfolio, as it applies to the student's individual specialty area, will be the goal of this course.

Prerequisite: Consent of instructor.

Electronic Publishing III**VCT 2052 3 Credits**

In this course, students will advance their skills by using a combination of software such as PageMaker, QuarkXPress, Illustrator, Photoshop, and others to produce a variety of projects. These projects will

include: newsletters, brochures, business stationary, business forms, flyers, posters, etc. These projects will become part of the student's portfolio.

Prerequisite: VCT 1052.

Electronic Image Imposition**VCT 2053 3 Credits**

Students will learn the how and why of electronic stripping of multiple page documents into signatures as preparation for printing. Using QuarkXPress files, students will electronically impose pages for printing. These skills are becoming extremely important as more and more print jobs are going directly from the computer to film, to plates, or onto the press itself.

Prerequisite: VCT 1052.

Pre-press Electronic File Analysis/Pre-flight**VCT 2054 3 Credits**

For electronically created pre-press files to be successful, a pre-flight check must be given as to file formats, fonts, links, CYMK, spot color, trapping, software versions, and exactly how the file was created. This course will include the methods and techniques to make corrections along with the necessary communication needed between pre-press and "printer."

Prerequisite: VCT 2052 or concurrent enrollment.

Portfolio Development - Graphics**VCT 2056 1 Credit**

Preparing a portfolio in the prepress area for the job seeker is a must. Presentation techniques, what to include, and resume suggestions will be included in this course. Developing an actual portfolio will be the goal of this course.

Prerequisite: VCT 2054 or concurrent enrollment.

VCT Internship**VCT 2780 1 - 6 Credits**

Students will have the opportunity to work in the industry to gain experience and advance their skills. This may be a paid or unpaid internship.

Prerequisite: Consent of instructor.

VCT Independent Study**VCT 2792 1 - 6 Credits**

In this course, the students will have the opportunity to research and design their own project, in consultation with their instructor. The work produced can be used as part of the students' portfolios.

Prerequisite: Consent of instructor and dean.

Illustrator for Industry**VCT 2951 3 Credits**

This course covers the concepts and features of digital artwork within the framework of Adobe Illustrator. Students will advance their design skills using the

drawing tools and filters to create original drawings. Macintosh computers will be used to complete hands-on coursework.

Prerequisite: VCT 1013, VCT 1018 or consent of instructor.

Welding

Introduction to Oxyacetylene Welding WLDG 1001 2 Credits

Students will learn to identify personal safety rules, shop equipment procedures, and focus on developing welding skills with sheet metal in the flat position with the oxyacetylene process. Students will use oxyacetylene and plasma cutting equipment on plate and sheet metal.

Advanced Oxyacetylene Welding I WLDG 1002 2 Credits

This course focuses on developing gas welding skills necessary for welding in the horizontal and vertical down positions. Students will perform beads, butt, lap, corner and tee welds on sheet metal using the oxyacetylene welding process.

Prerequisite: WLDG 1001.

Advanced Oxyacetylene Welding II WLDG 1005 2 Credits

This course focuses on developing gas welding skills necessary for welding in the vertical up and overhead positions. Students will perform beads, butt, lap, corner and tee welds on sheet metal using the oxyacetylene welding process.

Prerequisite: WLDG 1001.

Introduction to Metal Inert Gas Welding WLDG 1011 1 Credit

Students will learn to identify personal safety rules, shop equipment procedures, and will focus on developing welding skills on sheet and plate metal in the flat position with the metal inert gas process.

Advanced Metal Inert Gas Welding I WLDG 1012 2 Credits

Requires student to identify personal safety rules, focuses on developing welding skills in the horizontal and vertical up position on sheet and plate metal using the metal inert gas process.

Prerequisite: WLDG 1011.

Advanced Metal Inert Gas Welding II WLDG 1015 2 Credits

Requires students to identify shop, machine, and personal safety rules, focuses on developing welding skills in the vertical down and overhead position with

the metal inert gas welding process.

Prerequisite: WLDG 1011.

Introduction to ARC Welding WLDG 1021 1 Credit

This course covers shielded metal arc safety and basic shielded metal arc procedures. Students will weld various joints in the flat position with 6013 and 6011 rod using the ARC welding process.

Advanced ARC Welding I WLDG 1022 2 Credits

This course focuses on developing welding skills in the horizontal and vertical down positions with 6011 and 6013 rod using the ARC welding process.

Prerequisite: WLDG 1021.

Advanced ARC Welding II WLDG 1025 2 Credits

This course focuses on developing welding skills in the vertical down and overhead positions with 6011 and 6013 rod using the ARC welding process.

Prerequisite: WLDG 1021.

Women's Studies

Foundations in Women's Studies WST 1061 3 Credits

MnTC: Goals 05 & 09

Foundations of Women's Studies is an interdisciplinary course which examines women's experiences throughout history and across cultures, races, classes, ethnic groups, and religions. The course introduces the theories and methodologies of the discipline of Women's Studies with a focus on factors such as gender, sexuality, sexual orientation, age, and life course. This course is required for the Women's Studies Certificate.

Women in Global Perspective WST 2061 3 Credits

MnTC: Goals 05 & 08

The major focus of this course is contemporary women's activism in the world. The course takes a global perspective, looking for interconnections between different regions and cultures, and combining a comparative investigation of specific issues with a case study approach. Students will use current theories of Globalization and Development to analyze cross-cultural social, economic, and political aspects of women's lives and the multiple ways diverse groups of women take action to improve their condition.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

Special Topics in Women's Studies

WST 2790 1 - 3 Credits

Topics of special interest which may vary.

Recommendation: *Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or above, or completion of ENGL 0090 with a grade of "C" or higher.*



8 Continuing Education & Customized Training

Mission & Services

To be the preferred provider of customer-focused educational programs and services which:

- Enhance workforce skills
- Promote personal, professional, and intellectual growth
- Develop an informed citizenry, and
- Impact the economic and social development of our diverse community

Century College's Continuing Education and Customized Training Division (CECT) is the largest in the MnSCU System, serving over 15,000 individuals annually. CECT serves the business sector and our diverse community through:

- Customized Services to Business and Industry
- Professional Continuing Education
- Career Training Opportunities
- Personal Enrichment Courses

CECT At-A-Glance

Individuals Enrolled	15,000+
Number of Classes	1,400
Number of Instructors	300+
Corporate Clients	110
Number of Staff	23
Annual Budget	\$3.5 Million
Delivery Options	Classroom, Worksite, Distance Learning/On-Line

Professional Affiliations

- North Central Association
- Learning Resources Network (LERN)
- MN Branch, American Society for Quality (MnASQ)
- Society for Human Resource Management (SHRM)
- National Council on Continuing Education and Customized Training
- American Payroll Association (APA)

Customized Services to Business and Industry

Customized/Contract Training Services

Anytime, anywhere training, both credit and non-credit, that upgrades skills, improves productivity, and provides professional development for workers at all levels. Current corporate clients include: Medtronic, 3M, Land O'Lakes, Guidant, and Fairview Health Services. Clients have given Century a 99% satisfaction rating.

Training Grants

Century has partnered with more than 20 companies in the development and implementation of grant pro-

posals funded by the Minnesota Job Skills Partnership. MJSP grants and loans are available to assist companies with training when it can be demonstrated that this will impact the strength of the business and the economic development of the community.

Small Business Development

Business owners will find help in launching a new venture, developing a marketing plan, mastering the legal and financial requirements of an existing business or expanding a business to serve international markets. They can also learn the latest computer applications and information security practices.

Quality and Continuous Improvement

- ISO certificate and Implementation
- Lean Manufacturing
- Six Sigma
- Balanced Scorecard
- Appreciative Inquiry
- Internal Auditing
- Certified Quality Manager
- Certified Quality Auditor
- Certified Quality Engineer
- Certified Quality Improvement Associate
- Quality Teams
- Quality Documentation
- Change Management
- Statistical Process Control (SPC)
- Failure Mode and Effects Analysis (FMEA)
- And More . . .

Environmental Health and Safety Programs

Extensive programming in Environmental Health and Industrial Safety serves the specialized needs of business and industry. Offerings include:

- Right-to-Know/HAZCOM
- HAZWOPER Technician
- First Responder-Chemical
- On-Scene Incident Command
- Annual Refreshers
- Respiratory Protection/Fit Testing
- Forklift Training
- Personal Protective Equipment (PPE)
- Lock Out/Tag Out
- Confined Space Entry/Rescue
- Electrical Safety
- OSHA Standards
- Terrorism Response

Language and Culture Programs

Training programs serve managers, supervisors, and employees through a variety of specialties:

- Occupational English – workers quickly learn the essential written and spoken language of their particular workplace; employers can select from a variety of topics including workplace terminology, cross-cultural supervision, managing a diverse workforce, and safety and quality issues for the non-native speaker.
- Cross-cultural Customer Service – workers in service industries can learn to attract and retain non-native customers by providing excellent “culturally competent” service.
- Interpreter and Translator Training – bilingual speakers can learn the legal/ethical/professional skills necessary to be credentialed as an interpreter. The College is a resource for employers and agencies (e.g., hospitals, courts) seeking oral interpreters.

- Diversity Training – assessment tools such as the Global Diversity Profile can help organizations improve the level of intercultural sensitivity by assessing individuals' understanding of others and the world; follow-up training will be designed to improve cultural competence.

Customer Service

Open enrollment and/or contract training provide opportunities to strengthen skills in serving customers. Specific modules can focus on telephone skills, call center activities, internal and external service providers, and handling difficult people and situations.

Professional Continuing Education

Choose from a wide variety of non-credit classes, workshops, and seminars designed for adults needing to satisfy professional credentialing requirements or seeking career advancement, job mobility, or professional growth. These offerings change continually in response to current trends, professional requirements, and participant interest. Continuing Education courses are offered in the evening or as daytime seminars, both on and off campus. Fees vary according to instructional costs. Students enrolled in Continuing Education courses earn Continuing Education Units (CEU's) in recognition of their participation.

One CEU is defined as ten contact hours of participation in an organized Continuing Education experience under responsible sponsorship, capable direction, and qualified instruction. Nationally recognized, the CEU provides a standardized measure for accumulating, recording, and credentialing work completed through Continuing Education programs. Earned CEU's are recorded on a transcript. Certificates of attendance are awarded upon completion of the classes/workshops.

Professional Development is available for:

- Nurses and Allied Health Workers
- Nursing Assistants/Home Health Aides
- Law Enforcement Personnel
- Corrections Officers
- Private Detectives
- Building Contractors
- Public Sector Employees
- Child Protection Workers
- Psychologists/Counselors/School Counselors
- Chemical Dependency Specialists
- Social Workers/Human Service Workers
- Emergency Medical Personnel
- Dental Workers
- Real Estate Agents/Appraisers
- Office Professionals
- Quality Professionals
- Payroll Workers

- Human Resources Managers
- . . . And Others

Century College continues a tradition of providing continuing education for professionals who must satisfy licensure or credentialing requirements. Qualified experts teach courses designed to meet the continuing education "clock hour" requirements mandated by:

- American Heart Association
- Minnesota Board of Nursing
- Minnesota Board of Social Work
- Minnesota Department of Human Services
- Minnesota Department of Commerce
- Minnesota Corrections Association
- Board of Peace Officer Standards and Training (POST)
- Minnesota Board of Psychology
- Minnesota Supreme Court
- Minnesota Board of Real Estate
- Minnesota Department of Health
- American Associations for Medical Assistants
- Board of Marriage and Family Therapy

Career Training Opportunities

Career Exploration and Planning Workshops

These popular workshops are offered several times each year to provide individual assistance to adults seeking job enhancement or career change. The workshops include the completion and interpretation of the Myers-Briggs Type Indicator and the Strong Interest Inventory. Participants learn to conduct occupational interviews and obtain hard-to-get information about advancement. They also learn to identify their top motivators, their most satisfying job skills, and the action steps needed to attain their career goals.

Certificate Programs

Certificate programs provide a way for current practitioners to earn advanced credentials.

- Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) review courses are offered to assist secretaries, administrative assistants and other office professionals who are preparing to take the international exams.
- The Human Resources Management Certificate Program offers curriculum designed by the Society of Human Resources Management (SHRM) and provides HR professionals for career advancement. Courses also provide a review for the Human Resource Certification Institute's (HRCI) exam for PHR or Senior PHR certification.
- The Payroll Professional Learning Series offers curriculum designed by the American Payroll Association (APA). This course teaches the knowledge and skills essential for payroll professionals preparing for the national Certified Payroll Professional exam.

- Information Technology certification and training courses are offered in three primary areas: Networking, Programming/Database Management, and Information Security. Dedicated training labs provide the latest in hardware (routers, switches, servers) and software (network management and database systems) in learning environments that are specifically designed for IT professionals.
- Century offers Cisco CCNA (Cisco Certified Network Administrator) certification training, CompTIAA+Core Hardware and OS certification training, CompTIA Network+ certification training, and the Novell CNA (Certified Network Administrator) certification training.

Real Estate

Century offers prelicensure classes in Real Estate and in Real Estate Appraisal. Century also offers some distance learning Internet courses approved by the MN Department of Commerce for license renewal.

Trades and Apprenticeships

Century works closely with various labor organizations to provide a variety of technical and industrial training that meets industry requirements. Certification courses are available to individuals and organizations in a range of topics from Electrical Certification to Boiler Operation licensure. Courses are delivered through multiple media including industry-related correspondence programs. Courses are designed to fulfill most apprenticeship requirements. Offerings include:

- Boiler Operation
- Bricklaying
- Building Contractor
- Carpentry/Cabinet Maker
- Electrical Maintenance
- Electronics
- Custodial Maintenance
- Electricity
- Home Inspection
- Machining
- Plant Maintenance
- Plumbing
- Culinary Arts
- Refrigeration/HVAC
- Sheet Metal Working
- Welding
- and others

Health Careers

Century provides entry-level career training for nursing assistants, home health care workers, trained medication aides, and health unit coordinators. Training is also offered for phlebotomy technicians, emergency department technicians, and medical coding and medical billing specialists.

Supervisory Management

This credit or noncredit program is practical, highly interactive, and workplace relevant. Courses address a full range of skills such as leadership, interpersonal communication, performance management, intercultural competence, managing change, budgeting, and more! Courses can be customized to meet the needs of your organization and can lead to a certificate, a diploma, or a degree.

Personal and Professional Enrichment

New and exciting offerings make lifelong learning opportunities available to all ages.

Adult Enrichment

Century's Adult Enrichment Program serves adults pursuing avocational interests and skills or seeking personal fulfillment through learning. Computers, languages, health and fitness, fine arts, and music are just a few of the popular class topics available year round. Instructors are experts in their fields and bring a lively enthusiasm for their subjects and a genuine interest in the needs and preferences of adult learners.

Professional Enrichment

Many short courses are offered each year to help adults build or improve skills that are needed on the job or for their own professional advancement. These include courses in supervision and management, business writing, making presentations, computer applications, desktop publishing, web design, and other IT courses.

E-Learning

Dozens of courses are offered at Century via the Internet, with new offerings added continuously. Web-based learning is available in the areas of computer training, personal enrichment, small business, health care, medical, legal, and many other topical areas.

Children's Programming

Kaleidoscope is a summer enrichment program for children ages 7-16. It offers a lively array of hands-on learning, allowing children to explore the arts, science, and other creative topics in a college setting. Co-sponsors include the Science Museum of Minnesota, the Minnesota Zoo, Science Explorers, Minnesota Karate Association, and the American Red Cross. Sample courses: Clay Sculpture, Karate, Science Explorers, Get Set to be a Vet, Babysitting, Cartooning, Carpentry, and Improv.

Motorcycle Safety

Century College offers a variety of motorcycle safety classes starting in the month of April and continuing through September. The Motorcycle Safety Foundation "Basic Ridercourse" teaches the basic skills needed to successfully ride a motorcycle. Also offered is the "Experienced Ridercourse" which teaches advanced motorcycle riding skills. Upon successful completion of the "Basic Ridercourse" a student may qualify to receive their state motorcycle endorsement.



9 College Administration and Faculty

Century College Administration

Lawrence P. Litecky

President

B.A. College of St. Thomas
M.A. University of Minnesota
Ph.D. University of Minnesota

Michael Bruner

Vice President of Student Services

B.A. Texas Tech University
M.A. Sul Ross State University
Ed.D. Texas A & M University

David Godderz

Vice President of Academic Affairs

B.S. Northern State College
M.S. Newark College of Engineering
Ph.D. University of Minnesota

Mary McKee

Vice President and Dean of Continuing Education and Customized Training

B.S. College of St. Catherine
M.Ed. University of Minnesota

Paul Portz

Vice President of Finance

B.S.B. University of Minnesota
M.B.A. Minnesota State University, Mankato

James Dilleuth

Associate Vice President of Administrative Services & Information Technology

B.S. University of Minnesota
M.Ed. University of Minnesota

Susan Ehlers

Dean of English, Humanities and Speech-Communication

A.B. University of Missouri-Columbia
M.A.T. University of Missouri-St. Louis
Ph.D. St. Louis University

Kay Ellingwood

Dean of Student Support Services

B.A. College of St. Catherine
B.S. University of Wisconsin
M.B.A. University of St. Thomas

Mark Felsheim

Dean of Instructional Support, Services & Technology

A.A. Madison Area Technical College
B.S. University of Wisconsin-Madison
M.S. University of Wisconsin-Madison
Ph.D. University of Wisconsin-Madison

Jeralyn Jargo

Dean of Business, Extended Education & Health Sciences

B.S. University of Iowa
M.S. University of North Dakota
A.B.D. St. Mary's University

Brenda Lyseng

Dean of Behavioral & Social Sciences, Mathematics & Science

B.S. Concordia College
M.S. University of Minnesota

Janet Wacker

Dean of Students

B.A. University of North Dakota
B.S. University of Mary
M.S. Minnesota State University-Mankato
License: Technical College Counselor

Kristin Hageman

Associate Dean of Students

B.A. University of St. Thomas
M.A. University of St. Thomas
License: Technical College Counselor

Jane Nicholson

Associate Dean of Continuing Education/Customized Training And Director of Employee Development

B.A. University of Minnesota

Nick Maras

Executive Director, Foundation

B.S. Arizona State University
M.Ed. University of Minnesota
Ed.D. University of South Dakota
Certificate: Harvard University

Nancy Livingston

Director of Community Relations and College Advancement

B.A. University of Minnesota

Betty Mayer

Director of Human Resources

A.A.S. Lakewood Community College
B.A. Metropolitan State University
M.Ed. University of Minnesota

Mary Ann O'Brien

Coordinator of Institutional Grants

B.S. College of St. Teresa
M.Ed. University of Minnesota

Faculty

- Al-Ghalith, Asad** English
 A.B. University of Missouri
 M.A. University of Missouri
 Ph.D. West Virginia University
- Anderson, Linda (Sandra)** Interior Design
 B.S. University of Minnesota
 License: Home Furnishing Sales/Merchandising/
 Management
 License: Interior Design
- Aspelund, Allan** Accounting
 B.S. St. Cloud State University
 M.Ed. University of Minnesota
 License: Accounting
 License: Administrative Services
- Aspnes, Mary** Reading/Study Skills/Humanities
 B.A. St. Olaf College
 M.A. University of Wisconsin-Madison
 M.A. College of St. Thomas
- Auld, Carol** Radiologic Technology
 B.S. Cardinal Stritch University
 Diploma: Radiologic Technology
- Ballata, Phyllis** English
 B.S. Gustavus Adolphus College
 M.A. South Dakota State University
- Baltikauskas, Ida** Philosophy
 B.A. Fort Wright College
 M.A. University of Minnesota
 Ph.D. University of Minnesota
- Behr, Karen** Study Skills/Skills Center
 B.S. University of Minnesota
 B.S. University of Minnesota
 M.Ed. University of Minnesota
 License: Developmental Reading
- Bender, Edward** Mathematics
 M.S. University of Chicago
- Berkner, Karen** Cosmetology
 License: Cosmetology
- Bilkadi, Dagny** Reading/Study Skills/ESL
 B.A. Stanford University
 M.A. University of Minnesota
- Birkeland, Darlene** Dental Assisting
 Certified Dental Assistant
 License: Dental Assisting
- Michele Blesi** Medical Assisting
 Diploma: Medical Institute of Minnesota
 CMA
 License: Medical Assisting/Office Component
- Borden, Susan** English
 B.A. University of Iowa
 M.A./W University of Iowa
 Ph.D. University of Minnesota
- Borrett, David** EMS/Paramedic
 License: Paramedic
- Brennan, Jean-Marie** Counseling
 B.S. Idaho State University
 M.A. Idaho State University
- Brisbin, Janice** Nursing (RN)
 B.S.N. St. Olaf College
 M.P.H. University of Minnesota
- Bruns, Dorene** Dental Assisting
 Certified Dental Assistant
 License: Dental Assisting
- Buker, Mary** Cosmetology
 License: Cosmetology
- Burns, Cullen Bailey** English
 B.A. Western Michigan University
 M.A. Western Michigan University
 MFA Western Michigan University
- Caulkins, Chris** Paramedics
 A.A.S. Century College
 B.S. American College of Pre-hospital Medicine
 Certificate: University of St. Thomas
- Campbell, Rebecca** Mathematics
 B.A. Mankato State University
 M.S. St. Cloud State University
- Cedarleaf, Joy** Biology
 B.S. Brigham Young University
 M.S. Brigham Young University
- Chaffee, Laura** Radiologic Technology
 Diploma: Radiologic Technology
 B.A. Metropolitan State University
- Chall, Thomas** Automotive Service Technology
 B.S. University of Wisconsin-Stout
 License: Auto Mechanics - Postsecondary
 License: Auto Mechanics - Secondary
- Charest, Richard** Facility Systems Technology
 B.A. Metropolitan State University
 M.Ed. University of Minnesota
 License: Heating, Air Conditioning & Refrigeration
 License: Construction Electrician
 License: Building Utilities Mechanic
 License: Electric Maintenance & Repair
- Corrigan, Margaret** Counseling
 B.A. University of Denver
 M.A. University of New Mexico
 License: College Counselor
- Costa, Thomas** Cosmetology
 License: Cosmetology
- Counce, Steve** Auto Body Technology
 Diploma: Indiana Technical College
 Diploma: Ivy Technical College
 License: Automotive Body Mechanic
- Crowley, Leonard** Biology
 M.S. Ohio State University
 M.D. University of Vermont

- Cullen, Roberta** Speech, Theater
B.S. Northwestern University
M.A. University of Minnesota
Ph.D. University of Minnesota
- Daniels, Julie** English
A.B.D. University of Minnesota
B.A. College of Saint Catherine
M.A. Pennsylvania State University
- Davis, Jermaine** Speech-Communication
B.A. Elmhurst College
M.A. University of Wisconsin
- Davis, Mark** History
B.S. Colorado State University
M.A. University of Wisconsin
Ph.D. University of Wisconsin
- Dean, Bette** English as a Second Language
B.A. Bethel College
M.A. University of Minnesota
- Doh, Emmanuel** English
B.A. University of Ibadan, Nigeria
M.A. University of Ibadan, Nigeria
Ph.D. University of Ibadan, Nigeria
- Dojka-Loupe, Stephanie** English
B.A. Michigan State University
M.A. University of Minnesota
Ph.D. University of Minnesota
- Dolance, Susannah** Sociology
B.A. Texas Tech University
M.A. University of Michigan
Ph.D. University of Michigan
- Donahue, Kelly** English
B.A. Augsburg College
M.A. Utah State University
- Engelen-Eigles, Deborah** Sociology
B.A. Wesleyan University
M.A. Virginia Polytechnic Institute & State University
Ph.D. University of Minnesota
- Epps, Donald** Political Science
B.A. Valparaiso University
M.A. Washington State University
A.B.D. Washington State University
- Erickson, Leif** Physics/Natural Science
B.S. Moorhead State University
M.S.T. University of Wisconsin-River Falls
License: Developmental Mathematics
License: Applied Math
License: Applied Physics
- Evenson, Judith** Marketing
B.A. University of Minnesota
M.M.A. Metropolitan State University
License: Related Occupational Personal Development
License: Visual Merchandising/Industrial Display
License: Fashion Management
License: Interior Design
- Eyrich, Janet** Speech-Communication
B.A. Mankato State University
M.A. Mankato State University
- Fane, Randall** Visual Communications Technologies
License: Media Production
License: Television Production
- Fernandez, Mary** English
B.A. Bemidji State University
M.S. Bemidji State University
- Fleury, Diane** Radiologic Technology
B.A. University of Health/Sciences, Chicago
M.A. Ohio State University
- Gaffney, Michael** Computer Science
B.A. University of Minnesota
M.A. University of Wisconsin
- Gates, Kathy** Health/Physical Education
B.S. University of Minnesota
M.A. College of St. Thomas
- Gerriets, Carl** English
B.S. Emporia State University
M.A. University of Louisville
- Gerriets, Jill** Librarian
B.A. Emporia State University
M.A. University of Wisconsin
- Gfrerer, Cheryl** English
A.A. Lakewood Community College
B.A. University of Minnesota
M.A. University of Minnesota
- Gits, Peter** Mathematics
B.A. St. John's University
M.A. University of Minnesota
- Goerisch, Lynda** Emergency Medical Services
A.S. Mankato State University
B.A. Metropolitan State University
M.A. Concordia University
License: Emergency Medical Technician
License: Paramedic
- Graham, Eric** Music
B.A. University of Alaska
M.M. John Hopkins University
M.A. St. Mary's University
- Grebner, Timothy** Engineering/Computer Science
B.S. University of Iowa
M.S. University of Minnesota
- Gregg, Scott** Reading/Study Skills
B.A. University of Minnesota
B.A.A. University of Minnesota
M.A. University of Minnesota
- Gryczman, Anna** Nursing (RN)
A.D.N. Inver Hills Community College
B.S.N. Metropolitan State University
M.S.N. University of Minnesota
Public Health Nursing Certificate
Holistic Nursing Certification
- Gu, Xue Min** Physics/Engineering
B.S. East China Normal University
M.S. University of Minnesota
Ph.D. University of Minnesota
- Guiton, John** EMS/Paramedic
Diploma: Northeast Metro Technical College
License: Paramedic

Gwizdala, JoyceMathematics
 B.A. College of St. Catherine
 M.A. Central Michigan University

Haddon, EdwardOrthotics and Prosthetics
 A.A. University of Minnesota
 B.S. University of Minnesota
 M.Ed. University of Minnesota
 License: Prosthetics Technician
 License: Orthotics Technician
 License: Orthotics Practitioner

Harbaugh, MaryScience/Biology
 B.S. University of Wisconsin
 Ph.D. University of Minnesota

Harmon, EricEnglish
 B.A. Fisk University
 M.A. Vanderbilt University

Hathaway, RobertEnglish
 B.A. Concordia Senior College
 M.A. Mankato State College

Hays, JackieReading/Study Skills
 A.A. South Plains Junior College
 B.S. Texas Technological University
 M.E. Eastern New Mexico University

Heim, MaryBusiness Management
 A.A. Lakewood Community College
 B.A. Winona State University
 M.B.A. Mankato State University

Heim, MichaelBusiness Management
 A.A. Lakewood Community College
 B.A. Winona State University
 M.B.A. Mankato State University

Hentges, ElizabethMathematics
 B.A. College of St. Benedict
 M.S. Michigan State University

Hill, BrendaCounseling
 B.S. North Carolina A&T State University
 M.S. Mankato State University
 License: Technical College Counselor

Hinrichs, BrucePsychology
 B.A. University of Minnesota
 M.A. University of Minnesota

Hipp, SusanReading/Study Skills
 B.S. University of Minnesota
 M.S. University of Wisconsin-LaCrosse

Hunt, StewartMathematics
 B.S. Bemidji State University
 M.S. Florida State University
 M.S. Purdue University

Hurd, PatriciaCosmetology
 Diploma: Lake Area Vo-Tech
 Diploma: 916 Vo-Tech
 License: Cosmetology

Jacobson, CarolEnglish
 B.S. Bemidji State University
 M.A. University of North Dakota

Jahnke, JeffreyEngineering CAD Technology
 A.A.S. Milwaukee Area Technical College
 License: Mechanical Drafting

Jenson, BrianMathematics
 B.S. University of North Dakota
 M.S. University of North Dakota

Jersak, MicheleCounseling
 A.A. North Hennepin Community College
 B.A. University of Minnesota
 M.A. University of Minnesota

Jorgenson, LindaDental Hygiene
 B.S. University of Wisconsin
 G.D.H. University of Minnesota
 License: Dental Hygiene

Kaempfer, JamesMicrocomputer Support Technology
 Diploma: Control Data Institute

Keapproth, JaniceCosmetology
 Diploma: 916 Vo-Tech
 Certificate: MN Department of Education
 License: Cosmetology

Keenan, KerryNursing
 A.A.D. Century College
 L.P.N. Anoka-Hennepin Technical College
 R.N./A.S.D. Anoka-Hennepin Technical College
 B.S.N. College of St. Catherine

Kennedy, BarbaraSpanish
 B.A. Macalester College
 M.A. University of Minnesota

Kerschner, DennisHeating/Air Conditioning Technology
 License: Heating, Air Conditioning & Refrigeration

Klemz, AaronSpeech Communication
 B.S. Southern Illinois University
 M.S. Southern Illinois University

Klindworth, RobertPhysics
 B.A. Gustavus Adolphus College
 Ph.D. New Mexico State University

Knapton, MelHorticulture
 Correctional Facility Programs
 B.S. University of Minnesota
 License: Horticulture
 License: Landscaping

Knobel, RichardEnglish
 B.A. Metropolitan State University
 M.A. Metropolitan State University

Koehne, JamesComputer Science
 B.A. Southern Illinois University
 M.A. Southern Illinois University

Kostroski, CarolineCounseling
 B.S. University of Wisconsin-Stevens Point
 M.Ed. University of Illinois

Kotasek, RichardChemical Dependency
 B.A. University of St. Thomas
 M.A. University of St. Thomas

Kothera, JohnVisual Communications Technology
 B.A. Cleveland State University
 M.F.A. Tyler School of Art
 License: Graphic Arts

Krohn, MargaretInterior Design
 B.S. Mankato State University
 Certificate: Architectural Drafting Technician
 License: Interior Design

Kuenzli, Fred Facility Systems Technology Degree: Occupational Professional, 916 Vocational Technical Institute License: Heating, Air Conditioning & Refrigeration	Maytum, Jennifer Nursing (RN) A.S. Anoka Ramsey Community College B.S. University of Minnesota M.S. University of Minnesota
Kuss, Richard English B.A. University of Wisconsin MAT University of Wisconsin	McDonald, Richard Prosthetics License: Prosthetics Technician
Langevin, Cheryl Librarian B.A. University of Minnesota M.S. Mankato State University License: Instructional Resources/Media Specialist	Micko, Timothy Auto Mechanics Diploma: Northeast Metro Technical College License: Auto Mechanics
Lanning, Elizabeth Psychology B.A. Bowling Green State University M.E.D. Bowling Green State University	Milner, Janice Sociology B.A. University of Minnesota M.A. University of Montana Ph.D. University of Montana
Latham, Kenyon Chemistry B.A. Westminster College Ph.D. University of Kansas	Mulcahy, Gregory English B.A. University of Minnesota M.A. University of Southern Mississippi
Le, Thanh Economics B.S. University of Minnesota Ph.D. University of Minnesota	Mulcahy, Lynn (Abigail) English B.A. McNeese State University M.A. McNeese State University Ph.D. University of Southern Mississippi
Leinfelder, Connie Counseling B.S. University of Arizona M.S. University of Arizona License: Technical College Counselor	Naughton, Gerry Mathematics B.S. University of North Texas M.A. University of North Texas Ph.D. University of Minnesota
Lensing, Ann Dental Assisting Certified Dental Assistant Registered Dental Assistant License: Dental Assisting	Neaton, Michele Speech-Communication B.S. Slippery Rock State College M.A. Memphis State University
Lewis, Brian English B.A. Wayne State University M.A. Wayne State University Ph.D. Michigan State University	Nelson, Rick Physical Education A.A. Northland Community College B.S. Bemidji State University M.S. Bemidji State University
Libson, Carol Office Technology B.S. Bemidji State University M.S. Mankato State University License: Administrative Support	Neset, Andrew English B.A. Luther College M.A. Idaho State University
Lyons, David Geography B.A. University of Minnesota M.S. University of Wisconsin	Neset, Michael English B.A. Luther College M.A. Washington University Ph.D. University of Minnesota
Machlica, Karen Counseling B.S. College of St. Teresa M.Ed. University of Maryland	Niemann, Robert Computer Science B.S. University of Arizona M.S. University of Minnesota
Macklin, Dennis Psychology B.A. University of Wisconsin M.S. University of Nebraska Ed.D. University of Minnesota	Nieuwboer, David Truck/Diesel Technology License: Truck/Diesel Mechanics License: Welding Occupations
Maeckelbergh, Kenneth Art B.S. University of Minnesota M.A. California State University	Noel, Elaine Communications/English B.S. University of Minnesota M.Ed. University of Minnesota License: Applied Communications
Mamer, Ellen English as a Second Language B.A. University of Illinois M.A. Southern Illinois University	Nordstrom, Charlotte Counseling B.A. Gustavus Adolphus College M.S. Moorhead State University
Matel, Kathleen Reading/Study Skills/ English as a Second Language B.S. College of St. Teresa M.S. University of Wisconsin-River Falls	O'Connor, Pauline Microcomputer Support Technology A.A.S. Northeast Metro Technical College License: Microcomputer Specialist

O'Connor, StanleyProsthetics
A.A. Minneapolis Community College
B.S. Crown College
M.Ed. Bethel College
License: Prosthetics Technician
License: Prosthetics Practitioner

Ohmann, GingerBellNursing (RN)
B.S. Bemidji State University
M.S. Metropolitan State University

Oldre, BonnieLibrarian
A.A. Metro Community College
B.A. University of Minnesota
M.L.I.S. Dominican University

Olson, RichardAutomotive Service Technology
Diploma: Northeast Metro Technical College
License: Auto Mechanics

Olson, RogerMathematics
A.A. Normandale Community College
B.S. St. Cloud State University
M.Ed. University of Minnesota
License: Developmental Math
License: Applied Math

Palmer, KarenRadiologic Technology
B.A. Metropolitan State University
License: Radiologic Technology

Pehoski, TonyOrthotics
A.A. University of Minnesota
License: Orthotics Technician
License: Orthotics Practitioner

Peterman, BrianMathematics
B.A. Wheaton College
M.A. University of Minnesota

Peterson, GlenHealth/Physical Education
B.A. Augsburg College
M.S. Chadron State College
Ph.D. University of Minnesota

Pfeiffer, JoannChemistry
B.A. St. Benedict College
Ph.D. University of Wisconsin

Poferl, ConnieOffice Technology
B.S. Mankato State University
M.Ed. University of Minnesota
License: Administrative Support

Pogue, CarolSociology
B.A. College of Saint Catherine
M.A. University of Minnesota
Ph.D. University of Minnesota

Purcell, CarolMathematics
B.A. St. Louis University
M.A. Catholic University

Ramsey, StevenBusiness Management
B.S. University of Minnesota-Duluth
J.D. William Mitchell College of Law

Randall, CarolGerman/Spanish
B.A. St. Olaf College
M.A.T. University of St. Thomas

Rasmussen, JamesCarpentry
Correctional Facility Programs
License: Carpentry

Reedich, KurtMathematics
B.S. University of Wisconsin
M.S. University of Wisconsin

Retzer, ArleneDental Assisting
Certified Dental Assistant
Registered Dental Assistant
License: Dental Assisting

Reutter, MichaelBiology
B.A. Gustavus Adolphus College
M.S. Florida State University
Ph.D. University of Florida

Roach, PaulAnthropology
B.S. California Polytechnic State University
M.S. University of Oregon

Robey, JenniferReading/Study Skills
B.A. University of Nebraska
Ph.D. University of Minnesota

Rosik, GregMathematics
B.S. University of Wisconsin
M.S. Marquette University

Roy, JudithHistory
B.A. University of Colorado
M.A. University of Colorado

Ruggles, GaryVisual Communications Technology
B.F.A. Lamar University
M.A. California State University
License: Commercial Art
License: Media Production

Saks, DawnArt
B.F.A. Colorado State University
M.F.A. University of Illinois

Saylor, KatherineEnglish
B.A. South Dakota State University
M.A. South Dakota State University

Schmitzer, KimberlyParamedics
A.S. Inver Hills Community College
A.A.S. Century College
License: Paramedic

Schultz, FrankQuality Technology
B.S. University of Minnesota
M.Ed. University of Minnesota
License: Quality Control Technician

Shannon, MaureenHuman Services
B.A. Hamline University
M.S. St. Mary's University

Shepard, MaryOffice Technology/Medical
A.A. University of California
License: Medical Secretarial Occupations

Silman-Greenspan, JudithPharmacy Technician
B.S. University of Minnesota
M.Pharm.Science Hebrew University
License: Registered Pharmacist

Simenson, ScottInformation & Telecommunication
B.S. University of Wisconsin

Simons, AngelaMathematics
B.A. Macalester College
M.Ed. University of Minnesota

- Smeltzer, Mark**Speech-Communication
B.A. University of Washington
M.A. University of Washington
Ph.D. University of Minnesota
- Solem, Charles**Visual Communications Technologies
Diploma: Northeast Metro Technical College
License: Photographic Finishing
- Steck, Patricia**Philosophy
B.G.S.U. University of Nebraska
M.A. University of Nebraska
- Steffen, Nancy**Nursing (RN)
A.D.N. Northeast Iowa Community College
B.S.N. Upper Iowa University
M.S.N. Drake University
- Stolberg, Steven**Prosthetics
N.E. Metro Technical College
Lakewood Community College
License: Prosthetics Technician
Prosthetics Practitioner
- Stoltzman, Muriel**English as a Second Language
B.S. Stout State University
- Stuemke, Charles**Health/Physical Education
B.S. University of South Dakota
M.A. University of South Dakota
- Sundby, Melvin**Art
B.A. St. Cloud State University
M.A. University of Iowa
M.F.A. University of Iowa
- Ternus, Kate**Marketing
B.S. University of Minnesota
Certified Festival Manager (CFM)
License: Retail Management
Fashion Management
Marketing Occupations
- Thinesen, Pamela**Biology
B.S. St. Cloud State University
M.S. Portland State University
Certificate: Secondary Teaching
- Tiss, Mary**Reading/Study Skills
B.A. Westmont College
M.A. California State University
- Van Wormer, Diana** ...Emergency Medical Services/Paramedic
Registered Nurse
License: Emergency Medical Technician
License: Paramedic
License: Related CPR/Health Occupations
- Vellenga, Raymond**Pharmacy Technician
B.S. North Dakota State University
M.Ed. University of Minnesota
License: Registered Pharmacist
- Vimont, Judith**English
B.S. University of Minnesota
B.A. University of Minnesota
M.A. University of Minnesota
Vocational Education License –
Bemidji State University
- Voss, Catherine**Orthotics
Certificate: 916 Vo-Tech
A.A.S. Anoka-Ramsey Community College
- Weide, Kenneth**Natural Science
B.A. University of Minnesota
B.S. University of Minnesota
M.A. University of Minnesota
A.B.D. University of Minnesota
- Wendt, Jon R.**Speech-Communication
B.A. University of Delaware
M.A. University of Minnesota
- Wilcox, Elliot**Music
B.S. University of Wisconsin
M.M. Northwestern University
M.A. University of Minnesota
- Williams, Michael**Accounting
B.A. Moorhead State College
M.B.A. University of Wisconsin-Whitewater
C.P.A.
- Wlodyga, Linda**Nursing (RN)
B.S.N. Rush University
M.S.N. University of Phoenix
- Wolf, Arlyne**Interior Design
B.A. University of Minnesota
M.S. Cardinal Stritch University
- Wray, Nancy**Career Studies/CBE
B.S. University of Minnesota
M.A. St. Mary's College
- Wu, Xuewei**English
B.A. Beijing Foreign Language University
M.A. Bowling Green State University
Ph.D. Bowling Green State University
- Wyman, Tracey**Service Learning
B.S. University of Wisconsin
M.S. University of Wisconsin
- Young, Jane**Library
B.A. State University of New York
M.L.S. Drexel University
- Young, William**Mathematics
B.A. University of Minnesota
M.A. Ohio University



10 Minnesota State Colleges and Universities

MN State Colleges & Universities

Anyone interested in inquiring about the courses and services provided by Minnesota's state colleges and universities should contact the college and direct inquiries to the Office of Admissions.

Alexandria Technical College
www.alextech.edu

Anoka Technical College
www.ank.tec.mn.us

Anoka-Ramsey Community College
www.anokaramsey.edu

Bemidji State University
www.bemidjistate.edu

Central Lakes College
www.clcmn.edu

Century College
www.century.edu

Dakota County Technical College
www.dctc.edu

Fond du Lac Tribal & Community College
www.fdltrcc.edu

Hennepin Technical College
www.hennepintech.edu

Hibbing Community College
www.hcc.mnscu.edu

Inver Hills Community College
www.inverhills.edu

Itasca Community College
www.itascacc.edu

Lake Superior College
www.lsc.mnscu.edu

Mesabi Range Community and Technical College
www.mr.mnscu.edu

Metropolitan State University
www.metrostate.edu

Minneapolis Community & Technical College
www.minneapolis.edu

Minnesota State College – SE Technical
www.southeastmn.edu

Minnesota State University, Mankato
www.mnsu.edu

Minnesota State University Moorhead
www.mnstate.edu

Minnesota West Community & Technical College
www.mnwest.mnscu.edu

Normandale Community College
www.normandale.edu

North Hennepin Community College
www.nhcc.edu

Northland Community & Technical College
www.northlandcollege.edu

Northwest Technical College
www.ntcmn.edu

Pine Technical College
www.pinetech.edu

Rainy River Community College
www.rrcc.mnscu.edu

Ridgewater College
www.ridgewater.edu

Riverland Community College
www.riverland.cc

Rochester Community & Technical College
www.rctc.edu

St. Cloud State University
www.stcloudstate.edu

St. Cloud Technical College
www.sctc.edu

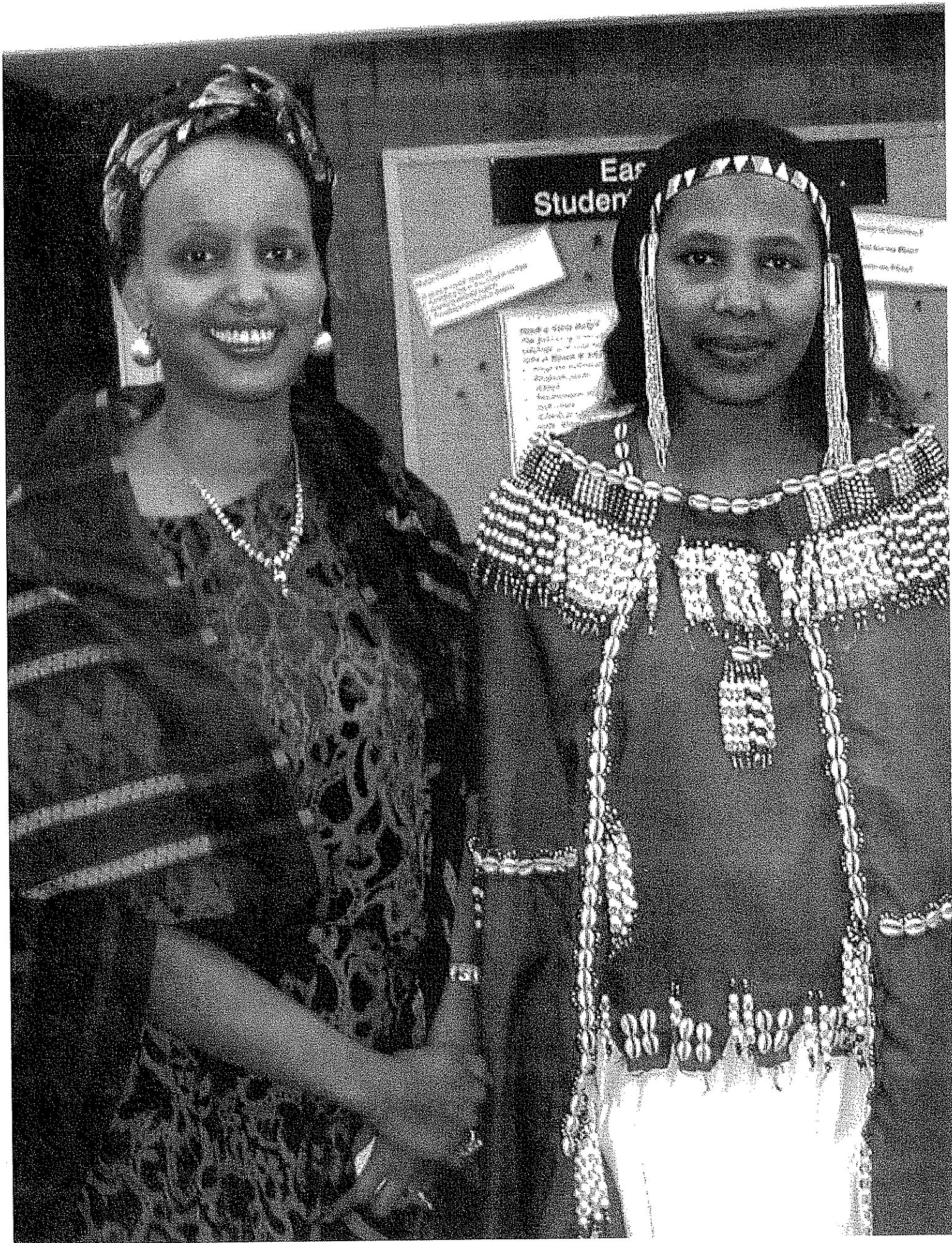
St. Paul College
www.saintpaul.edu

South Central Technical College
www.southcentral.edu

Southwest Minnesota State University
www.southwestmsu.edu

Vermilion Community College
www.vcc.edu

Winona State University
www.winona.edu



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Student Handbook

Introduction

The Student Handbook has been developed to give students an overview of various activities, rules, regulations, and policies that have direct impact on them at Century. Further information concerning any of these areas may be obtained from the Associate Dean of Student Life, located in room 2252, West Campus, or by calling (651) 773-1780.

Student Activities Program

The Student Activities Program is designed to provide opportunities for student growth through students' extracurricular activities. This program enriches higher education for students by providing both educational and social events. By becoming involved in activities such as academic-related events, cultural diversity programs, health and fitness programs, campus clubs, student government, student publications, fine arts, and the intramural/recreation program, students will share in the ownership and leadership of such programs and experience a positive connection to Century College. Although the Student Activities Program provides many avenues for student growth, the decision to participate is based on personal desire.

Student Center

The Student Center, room 1490, West Campus, is where great beginnings take place. It is an area for student activities. One of its main functions is to assist various clubs and organizations with their planned events. In addition, many campus-wide events are sponsored by the Office of Student Life. Any students should feel free to drop in and present new ideas or suggestions that will enhance student activities on campus.

Game Room

Free time between classes, or at the beginning or end of the day? Located in room 1480, West Campus, the Game Room is a great place to unwind and enjoy recreational game activities. Billiards, table tennis, and video games are available for students' enjoyment. Tournaments in various activities are also conducted each semester. The Game Room is also a great place to relax, enjoy a cup of coffee, watch television, meet old friends, and make new friends. It is also an area that offers students a place to play billiards, table tennis, and darts.

Student Clubs & Organizations

How To Get Involved

To join, get involved, or learn more about one or more of the many student activities at Century College, please contact the Associate Dean of Student Life, (651) 773-1780, or feel free to stop by The Connection, located in room 1520 on West Campus. Students may contact the Student Senate Office at (651) 779-3317, also located in the Student Center.

How to Start a Club

If students have an idea for a new club or would like to reactivate one of Century's former clubs (i.e. Anthropology, Business, Creative Writing, German, Outdoor Adventurers, Photography, Speech) they will need to follow the steps below:

1. Survey other students on campus to see if there is a reasonable amount of interest for the proposed club.
2. If the club is course-related, be sure to contact everyone taking that particular course.
3. Find an advisor, faculty, or staff member of Century, who can help with the details of organizing and carrying out the long-range objectives of the club.
4. Bring the proposal to the Student Center Office room 1490, West Campus, to receive information on how to draw up a constitution and how to petition the Student Senate and college for recognition.
5. After working with the advisor and other prospective members of the club, submit the constitution to the Student Senate for approval.
6. Groups may assemble for the purpose of organizing a club but will not become eligible for any of the privileges granted active organizations until they have been approved through the proper procedures.

Special Interest Clubs

Alpha and Omega – meets weekly for Bible study and fellowship, plans campus-wide events. (Richard Kuss, office 3393W, 779-3314)

Asian Student Association – open to everyone, plans a fashion/talent show, craft fair, Halloween dance, assists Asian students in their role at Century. (Blong Yang, office 2250W, 773-1793)

Black Student Association – welcomes all students to come together to discuss current issues; the group develops a variety of fun activities designed to create a sense of community among students while exploring the African and African American experience. (Eric Harmon, Brenda Hill, Herbert King, office 773-1794)

Century College Parliamentary Debate – hone your debate skills through local and national competitions (Patricia Steck, office 1118W, 779-3248)

Choir/Theatre – audition for the choir or any of the numerous theatre productions (Theatre: Roberta Cullen, office 1107W, 779-3201, Choir: Jocelyn Kalajian, office 1092W, 779-3212)

Creative Arts Alliance – plans a variety of events including pumpkin decorating, chalk-the-walk, raku pottery and trips to art centers. (Ken Maeckelbergh, office 1053W, 779-3202)

Dance, Dance Revelation – be a part of the video dance craze here on campus! (Brian Lewis, office 3394W, 747-4056)

Democrats Club – has regular meetings on campus to discuss issues, also is involved at a local and national level. (Robert Bledsoe, office 2550W, 779-3951)

Dental Assistant Club – members explore the career (Arlene Retzer, office 2655E, 779-5778)

Dental Hygiene Club – members explore the career (Mary Morales, office 3501E, 779-5814)

Drama Club – performs readings, attends theatrical performances. (Roberta Cullen, office 1107W, 779-3201)

French Club – students come together to practice French, explore the culture and further their education. (Rita Newton, office 2550W, 779-3951)

Intercultural Club – share other cultures and do activities with people who are from different cultures. (Andy Stoltzman, 747-4039)

International Club – all students are welcome to explore the various cultures on our campus and in our world. (Ellen Mamer, office 124ET, 779-3448)

Law Enforcement Club – explores the field by attending conferences, and sponsors Law Enforcement Week. (Carol Pogue, office 3464W, 779-3455)

Nursing Club – open to those that are in the program, plans events and explores the field of nursing. (Carol Reid, 3422W, 779-1779)

Orthotic and Prosthetic Student Association – plans campus picnics, wheelchair demonstrations and explores the related fields. (Steve Stolbert, office 3572E, 779-3311)

Phi Theta Kappa – an honors club that explores leadership. Must have a 3.5 GPA. (Wade Warner, office 2444W, 779-3329. PTK office 1490W, 779-3333)

Planning Activities Committee – are students interested in the organization and planning of events on the campus. The events include such annual activities as Blizzard Blast and Wood Duck Day. (Jessica Twiest, office 2444W, 779-3258)

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Q & S (The Queer and the Straight) – come together to discuss and explore GLBT issues (Julie Daniels, office 3357W, 779-3364)

Republicans Club – has regular meetings on campus to discuss issues, also is involved at a local and national level. (Don Epps, office 3456W, 779-3459)

Spanish Club – welcomes Spanish speakers and those that want to learn; plans a variety of activities, including salsa lessons, enhances Latin culture. (Kelly Wray, office 1108W, 779-3235)

Student Ambassadors – are leaders and representatives of Century. Work at SOAR and other special events. Must apply, is a stipend position. (Dara Sjolund, office 2356W, 779-3315)

Student Life Committee

This committee consists of student, faculty and staff representatives that make decisions regarding the student life budget, expenditures, and the student life activity fee.

Student Leadership Recognition Program

In the spring of each year the Student Center sponsors a Recognition Program for students and club advisors who have contributed to the development of student life at Century through their involvement in student activities. This program includes the presentation of leadership awards. Club advisors and officers select the participants and award recipients.

Photo I.D.'s

Students will need a Century College Photo I.D. to access the Library and other college services. I.D.'s are made at the Records Office, room 2330W.

Student Newsletter

The Bridge

The Bridge covers the events and issues affecting the Century community.

The Bridge is published monthly and is an active, vital part of Century College. Copies are available in newsstands throughout the campus.

The Connection

The Connection, room 1500W, houses the outdoor rental center. In addition it offers discount tickets, stamps and a fax machine.

Student Senate

The Student Senate is the official representative student government of Century College. It operates under a constitution that has been approved by the student body and consists of volunteer senators and an elected vice-president and president.

The purpose of the senate is to work to improve the quality of education and of campus life for students at Century. One way the senate accomplishes this is by influencing the College's decision-making process through working closely as a liaison between the student body and the administration and faculty. In order to address all issues of concern to students, the Student Senate must consider not only campus issues, but state legislation as well. Through its participation with the Minnesota State College Student Association, the Century Student Senate has a direct channel to issues and concerns on the state level.

The effectiveness of the senate depends on the quality of direct student involvement. Participation in the organization is an excellent opportunity to learn about the political process, become acquainted with the college system, and build leadership skills. (Rick Nelson, office 2527W, 779-3415)

Intramural/Recreation Programs

Fitness Center-located in Room 1605 on the West Campus, the Fitness Center provides a full complement of weight training and aerobic machines for use by current Century students and staff.

Watch for on-going workshops and personal training opportunities. Location: room 1790W. (651) 779-5803.

Intramural Sports-open to all students interested in a variety of team and individual sports. Activities include soccer, badminton, volleyball, basketball,

softball, and golf to name just a few. The Intramural Sports Program provides a diverse spectrum of recreational activities for Century students and staff. Room 1520W, 779-3358.

Extramural Sports-tournaments and exchanges in intramural sports take place between other community colleges in the Twin City area during the year.

Recreation-in addition to the more competitive intramural opportunities, students are invited to participate in a variety of recreational programs. Recent programs include: self-defense, tae kwon do, aerobics, walking, fitness, plus special single day events for bicycling, running, skiing, kayaking, and hiking.

Outdoor Rental Center

The Outdoor Rental Center, located in room 1530W, has everything from snowshoes to golf clubs for you to check out on a daily or weekly basis.

- Tents
- Sleeping pads
- Backpacks
- Snowshoes
- Golf clubs
- Fishing poles and equipment
- In-line skates and protective equipment
- Cross-country skis
- Sports equipment (basketball, soccer balls, lacrosse sticks, volleyballs, disc golf set, racquets, footballs)
- Outdoor games (volleyball, badminton, bocce ball)
- Board games (Trivial Pursuit, Uno, chess, checkers, cards, Upwards, Yahtzee)

Gymnasiums

Two gymnasiums are available: one for flexibility exercise, general conditioning, and aerobic dance classes, one for a variety of "court" activities (i.e. basketball, volleyball, and badminton).

Outdoor Volleyball Court

The court is available for all to use. It is located behind the library on West Campus. Balls are available through The Connection.

Locker Rooms

Locker room facilities, located near the gymnasium (men on first floor, women on third floor) are available for those participating in intramural, recreation, and fitness activities. Students must provide their own towel and lock. Locks must be removed daily.

Fine Arts

Art Gallery

The College Art Gallery is operated and financially supported as part of the college's community service.

The purpose of the art gallery is to provide students and community residents the opportunity to view and appreciate the work of professional and student artists in a gallery setting. For more information call the Public Relations Office (651) 779-3933.

Performing Arts

All students are welcome to participate in the Performing Arts program. Students have the choice of earning credit for participation or joining without credit.

- **Century College Choir** - A choral ensemble open to students without singing experience as an activity or for academic credit. One concert per semester. Jocelyn Kalajian, room 1092, West Campus, (651) 779-3212.
- **Century Chamber Orchestra** - A chamber size orchestra open to students with previous orchestral experience as an activity or for academic credit. Study and performance of standard orchestra literature. Elliot Wilcox, room 2048, West Campus, (651) 779-3214.
- **Theatre Productions** - Students may participate in college theatrical productions using their talents in acting, stagecraft, stage makeup and/or scenery design. Roberta Cullen, room 1107, West Campus, (651) 779-3201.
- **Century Concert Band** - The study and performance of instrumental literature. No audition. Open to students as an activity or for academic credit. Charles Preis, room 2046, West Campus, (651) 779-3213.

Collegewide Events

Student Activities Fair

Early each semester the Student Center sponsors a Club/Activity Fair. Each club and organization on campus is invited to set up a table displaying information about their activities. This provides an excellent opportunity for all students to find a group that may interest them.

Blizzard Blast

Blizzard Blast is a winter event held on campus during the last week in January. Students, faculty, and staff have the opportunity to socially interact at the various events. A variety of indoor and outdoor activities are offered.

Woodduck Celebration

The Woodduck Celebration, a school-wide event, is held each spring on the West Campus. This day is filled with music, good food, prizes, and activities. Century's various clubs work together to sponsor the event.

SOAR

Student Orientation, Advising & Registration

What Is SOAR?

SOAR is a program for new students, which includes both large and small group activities. The program is designed to get students started on the right foot at Century. Unlike most orientation programs, the program only lasts approximately 2½ hours, a small investment of time. SOAR is required for all new students.

The **large** group session provides an overview of services, programs, and activities that are available to students at Century College. Critically important college policies are also discussed.

The **small** group session provides students with registration assistance from a counselor or program advisor. Attendance allows students to register for courses prior to Late Registration when course selection becomes much more limited. Students are advised on how to best set up a course schedule in light of other demands such as work, family, etc. Students must bring a copy of their assessment results. Students must reserve a seat at a SOAR session through the Century College website after application. They will need their student I.D. number and P.I.N.

What to Do Before Attending SOAR

All students who attend SOAR must have applied to the College and taken the College assessment. For the assessment schedule or questions about the assessment test, please call (651) 779-3352. Students should bring a copy of the assessment results to SOAR.

Paying for Courses

During SOAR, students will register for their first semester courses. All registered students are financially committed for tuition and fees after the 7th day of the semester. Students' registration involves a seat reservation in each of their classes, all of which have a number of limited seats available. In requesting this reservation, students have incurred a tuition obligation. Century College will not cancel registrations because of nonpayment of tuition. Students are required to pay tuition and fees unless they drop classes in writing at the Records Office up through the 7th day of the semester. Please check the current course schedule for payment due dates.

Questions?

Call Admissions at (651) 773-1700.

College Policies

Students' Right To Know

Campus Security Report

Century College is committed to the safety and security of its students and employees, and asks that students read the publication, *Right to Know*, available in the Counseling Center, in the display racks inside most entrances of the college or by calling (651) 779-3929. The Campus Security Report is supplied in compliance with state and federal laws and the Minnesota State Colleges and Universities regulations. Century monitors criminal activity, maintains a three-year statistical history of crime on the campus, and publishes it in this report.

Century College encourages all students and college community members to be fully aware of safety issues on campus and to take action to prevent and to report illegal and inappropriate activities to Public Safety, (651)747-4000, or other College employees and/or by calling the White Bear Lake Police Department or Washington County Sheriffs Department.

Personal awareness and applying personal safety practices are the foundation of a safe community. All allegations will be investigated. If there is a threat to the campus community, Public Safety will issue timely warnings through flyers on entry doors, announcements on monitors, class announcements, e-mail and voice mail. When alleged perpetrators are identified as students, the case will be forwarded to the College student conduct officer for investigation and appropriate action.

Public safety officers are available to escort students to their vehicles from 7:30 a.m. to 10:00 p.m. Monday through Thursday; 7:30 a.m. to 4:00 p.m. on Friday, and 7:30 a.m. to 3:00 p.m. on Saturday.

Drug and Alcohol-Free Campus Policy

The standards of conduct at Century College clearly prohibit the possession, use or distribution of drugs and alcohol by students and staff on the campus premises or in conjunction with any college-sponsored activity or event whether on- or off-campus. Please read the *Right to Know* booklet for specific information on the state and federal laws regarding drugs and alcohol on a college campus. The *Right to Know* booklet is available in the Counseling Center, in brochure displays inside most entries of the college, and by calling (651) 779-3929.

The College will take steps to educate its community regarding the health risks associated with alcohol and drug abuse. Appropriate referrals to counseling

and health agencies will be made to individuals as needed.

The College will impose sanctions on students and employees who violate this policy. Disciplinary action may include, but is not limited to, the following:

- completion of an education program
- completion of community service hours
- referral to law enforcement agencies for prosecution of felony, gross misdemeanor or misdemeanor charges
- referral to the Counseling Center or other appropriate department
- suspension or separation from the College
- expulsion from the College

The *Right to Know* booklet lists health risks associated with abuse of alcohol and drugs; and if anyone needs assistance with a drug or alcohol problem, the booklet contains a list of services available.

Smoke-Free Campus

According to the Minnesota Clean Indoor Air Act of 1988, Century College is a smoke/tobacco-free campus.

Harassment and Discrimination

Harassment Officer:

Kristin Hageman
(651) 773-1780
Room 2252, West Campus

Century College will not tolerate harassment, discrimination or sexual violence toward its students, faculty or staff. In all its forms, harassment, discrimination, sexual violence and assault violate fundamental rights and the law, giving cause for disciplinary action, including dismissal or expulsion.

Harassment and discrimination can happen to anyone in any place. Harassment and discrimination are not the victim's fault. The Minnesota State Colleges and Universities System has established policies and procedures to handle such incidents in a timely manner. If you see or experience harassment, discrimination or assault at Century, please report the incident. Supervisors are charged with promoting and maintaining an atmosphere which properly deters and responds to harassment, discrimination and sexual violence. Administrators and supervisors must report these incidents to the College harassment officer in a timely manner.

The College's concern is to provide appropriate support to the victim while recognizing the rights of the accused. Every effort will be taken to ensure confidentiality and provide effective remedies, including protection of victims and witnesses from retaliation.

A copy of this policy is available on-line at <http://www.mnscu.edu/Policies/1B1.html>, in the Counseling Center, room 2410 West Campus, or on-line at the Century College website at www.century.edu.

Student Conduct/Academic Honesty

Student Conduct

All students at Century College have the right to an education, and it is the responsibility of the College to provide an environment that promotes learning. Any action by students that interfere with the operations of the College in carrying out its responsibility to provide an education will be considered a violation of this rule. Disciplinary action will be handled in an expeditious manner while providing due process.

Violations, the informal and formal processes, the appeals process, and sanctions are described in the Student Conduct Policy available in the Counseling Center, West Campus. Also, for more information, see the Associate Dean of Student Life, room 2252 West Campus, (651) 773-1780.

Academic Honesty

Students are expected to be honest when preparing work for courses and when taking exams. Violations of academic honesty consist mainly of cheating and plagiarism. A faculty member who has evidence that students are guilty of cheating or plagiarism will initiate the appropriate disciplinary action. The faculty member may assess a penalty such as a warning, reduction of passing grade for course, or a grade of "F" for the course. (See the Student Conduct Policy handout, Section 2, for further information). The Student Conduct and Academic Honesty Policy is available in the Counseling Center, West Campus, or from the Associate Dean of Student Life, room 2252 West Campus, (651) 773-1780.

Student Complaint/Grievance Policy

Student Complaint Process

(Unfair Treatment by College Employee)
Students may file a complaint concerning alleged improper, unfair, arbitrary, or discriminatory treatment and discuss it with the appropriate employee or with the employee's supervisor.

Student Grievance Process (Policy Violation)

In order to initiate a grievance (formal written claim), a specific rule or policy of the College or the Minnesota State Colleges and Universities System must be involved. Students must be able to show a violation in the application of a specific rule or policy. If a violation does involve a rule or regulation, students may carry an official grievance through three steps, if necessary:

1. to the employee being grieved.
2. to the appropriate supervisor to whom that employee reports.
3. to the College president. This is the final step in the appeal process.

However, if the violation involves a MnSCU policy, students may carry the grievance to the MnSCU chancellor, and this decision is final and binding.

Copies of the grievance policy and forms are available in the Counseling Center, room 2410, West Campus. For more information contact the **Associate Dean of Student Life, (651) 773-1780.**

Student Data Privacy

Century College, in compliance with the Federal Education Rights and Privacy Act (FERPA), affords students certain rights with respect to their **educational records**. Students can inspect and view their records within 45 days of the day the college registrar (Records Office) receives a written request for access. Students may ask the College to amend a record by writing to the registrar and clearly identifying what part of the record is inaccurate and why it is inaccurate. *Certain educational records will not be released to other persons without permission from the students, except to those officials or agencies with specific legal authorization.*

The following information has been designated as "**directory information**" and, as such, is available to the general public: students' names, most recent previous school attended, dates of attendance, major field of study, degrees, certificates and awards received, birth dates, and full- or part-time status. To prevent release of this information outside of the College, the students should contact the registrar by the 5th class day of the term. See the complete Student Data Policy below.

Student Data Practices Policy

In accumulating this information, the College provides the following assurances:

1. Student records are official records of Century College and will be used for educational purposes according to Minnesota and federal student data laws.
2. The purpose and intended use of the data will be explained upon request as well as consequences of refusing to supply private or confidential information.
3. The registrar, director of Admissions, counselors, and financial aid officers, under the direction of the vice president of Student Services, who is responsible authority, are responsible for the confidentiality and security of the information. Information maintained on students is listed in the following categories.

Public Student Data-Directory Information

Public student data is accessible to any member of the

public for any reason and includes the following items:

1. Name
2. Birth date
3. Dates of attendance
4. Degrees, certificates and awards received
5. Major field of study
6. Most recent previous school attended
7. Status—full-time/part-time

Private Student Information

Private student information is not accessible to the public. It is accessible to the subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject.

1. Address/e-mail address
2. Background information, including behavior, performance, traits
3. College and high school records
 - a) courses taken
 - b) credits attempted
 - c) credits earned
 - d) grades earned
 - e) high school rank
4. Counseling records unless they contain information classified or confidential
5. Disciplinary record
6. Evaluations
7. Financial aid records
8. Medical information
9. Recommendations
10. Social security number
11. Telephone number
12. Test scores

Confidential Information

This data is not accessible to the public or to the subject of the data. It is accessible only to individuals or agencies authorized by law to gain access.

1. Financial records and statements of a students' parents (however, these are accessible to the parents).
2. Investigation information collected for purposes of active or pending legal action, prior to such action.
3. Investigation information collected for purposes of anticipated suspension or expulsion of students for disciplinary reasons, prior to the formal action.
4. Psychological reports.

Access to Private Student Data

Private student data will be disclosed only to the following:

1. The students who are the subject of the data.
2. Any persons or agencies if the students have given informed consent. Informed consent requires the signing of a statement that includes the following:
 - a) Date
 - b) Indication of the expiration date, usually not

- to exceed one year
- c) Indication of whom shall release and receive the information
- d) Information written in plain language
- e) Specifications of the nature of the data
- f) Specifications of the purposes for which information may be used
3. Accrediting organizations in order to carry out their accrediting functions.
4. Appropriate health authorities, but only to the extent necessary to administer immunization programs.
5. Appropriate person or persons on the basis of a valid court order, or lawfully issued subpoena—but only after calling the court's attention, through proper channels, to the statutory provisions, rules, or regulations which restrict the disclosure of such information.
6. Appropriate persons in connection with student's application for, or receipt of, financial aid.
7. Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the students or other persons.
8. College personnel and system office personnel who have legitimate educational interests. Century College includes Century Foundation as part of their designated school official status and does release student address information for Foundation purposes.
9. Federal or state authorities in connection with the audit and evaluation of federally supported educational programs.
10. Officials or to other schools, upon request of the students. See notice below.
11. Organizations conducting studies for or on behalf of Century College for the purpose of the following:
 - a) Administering student aid programs
 - b) Developing, validating, or administering predictive tests
 - c) Improving instruction.

(These studies must be conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, with the information to be destroyed when no longer needed for its purpose.)
12. State and local officials, as may be required by state statute existing prior to November 19, 1974.

Notice: If you seek or intend to enroll in another educational institution, your education records will be provided as requested by that institution. If applicable, while concurrently enrolled in or receiving services from more than one educational institution, your education records will be available to officials of those institutions as appropriate. Disclosures of your records under other circumstances may require your prior written consent.

You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate, incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the registrar at the college or university that supplied the records.

Students Rights Regarding Personal Information

Students asked to supply private or confidential data concerning themselves shall be informed of the following rights:

1. Any known consequences arising from supplying or refusing to supply private or confidential data.
2. The identity of other persons or entities authorized by state or federal law to receive the data.
3. The purpose and intended use of the data.
4. To be informed as to what is classified as directory information and, on request, have it treated as private data.
5. To receive copies of private or public data (on self), the agency may charge a fee, which covers the actual costs involved for providing copies.
6. To review all private or public data (on self) without any charge.
7. Whether one may refuse or is legally required to supply the requested data.
8. Whether the College maintains any data on him or her and the classification of that data—this includes confidential data. (Students must be told upon request of this information.)
9. Students may, in writing, contest the accuracy or completeness of public or private data; the College shall within thirty days either correct the data found to be in error or notify the students that the College believes the data to be correct. If data is found to be incorrect, the College shall attempt to notify the past recipients. The students may appeal an adverse determination of the College through the provisions of the administrative procedures act, relating to contested cases.
10. The permission or consent required of, and rights accorded to parents by statute or law, shall only be required for and accorded to the students.
11. Students will be notified annually of their rights under FERPA; the Notification of Rights will be published in the course schedule.

College Terminology

Assessment - an assessment instrument given to new students. The results are used to assist counselors in determining academic ability in reading, writing, and mathematics.

Associate Degree - a two-year degree offered by colleges. Century College degrees: the Associate in Arts (AA), the Associate in Science (AS), and the Associate in Applied Science (AAS).

Career/Occupational Programs - programs designed to lead directly to employment or career advancement.

Certificate - an educational program and award focusing on career or occupational skills. Century College certificates are 16 or 30 credits in length.

Class Section - a group of students meeting to study a particular course at a definite time. Sections are identified by specific section numbers.

Course - a particular portion of a subject selected for study. A course is identified by a course number; for example, Psychology 1020.

Course Title - a phrase descriptive of course content; for example, the course Psychology 1020 has a course title of General Psychology.

Credit Hour - the amount of credit usually earned by attending a class for fifty minutes a week for 15 weeks.

Curriculum - a group of courses planned to lead to some specific competence in a field of study and to a certificate, diploma or associate degree; for example, the accounting curriculum.

Degree - a title conferred by a college or university upon completion of a particular program of academic work. Typical degrees are the Associate in Arts (AA), the Bachelor of Arts (BA), and the Master of Arts (MA).

Diploma - an educational program and award focusing on career or occupation skills longer in length than a certificate. Century College diplomas are 36 - 48 credits or more in length.

Discipline - the subject or department prefix (example: Math, Psyc)

Drop - discontinuing a class within the drop/add period. A drop is not recorded on students' transcripts.

Drop/Add Period - a period at the beginning of each term when students may drop or add classes.

Elective - a non-designated course within a program. An elective permits students to select some courses of their choice within their program.

Grade Point Average - a weighted numerical average which indicates how well students have done in college classes.

Grant - an outright award of funds, usually based on need, which does not have to be repaid.

Loan - a loan may be either federal, state, short-term or emergency awarding of money to students in need of financial assistance; it must be repaid.

Minnesota General Education Transfer Curriculum (MnTC)-a collaborative effort among all two and four year public colleges and universities in Minnesota to help students transfer their coursework in general education. 40 credits are required in ten goal areas. These courses are also used in the general education portion of the AA, AS, AAS, diploma and certificate programs.

Prerequisite - a prerequisite is a body of knowledge or level of competence students should have achieved to ensure readiness for a course. In special circumstances, a prerequisite may be waived by approval of the appropriate department. Students are not permitted to register for courses for which prerequisites have not been met. A prerequisite is met by earning credit in a course. Some courses may have specific grade requirements. See course description for grade requirements.

Quarter - term or period of time in an academic year. There are three quarters and two summer sessions in most quarter system schools. One quarter typically is 10 weeks long.

Registration - the process of selecting courses, completing college forms, and paying fees, all of which must be completed prior to the beginning of

classes each term.

Scholarships - monetary awards given to students in recognition of outstanding academic achievement. Scholarships are sometimes used on financial need as well as academic performance.

Semester - term or period of time in an academic year. There are two semesters and one or two summer sessions in most semester system schools. One semester typically is 15 weeks long.

Transcript - a record of a students' academic standing and college grades.

Transfer Programs - programs with courses leading to an Associate in Arts or Associate in Science degree which are generally accepted in transfer to bachelor degree granting colleges and universities.

Tuition - an amount of money charged to students for each course.

Withdrawal - discontinuing a course after the drop/add period but before the withdrawal deadline. A withdrawal is recorded on the transcript as a W. Withdrawals do not influence GPA, but do negatively impact academic progress.

Work Study - a program created in 1964. The federal government and the college provide funds for part-time employment on campus. Part- or full-time students in need of financial assistance may apply in the Financial Aid office.



Transfer Guide

The information and guidelines below (responsibilities, definitions, resources, etc.) are intended to provide the student with the ability to manage their own transfer process.

Responsibilities

Students are responsible for collecting the necessary information that enables satisfactory transfer. This responsibility includes providing necessary supporting course information for review for transfer, such as a syllabus, course description, or reading list and becoming familiar with the requirements of the student's intended degree, the Minnesota Transfer Curriculum (MnTC), credits and credit hours. Definitions and resources contained in this section of the catalog will help to inform a student in the process of transfer.

Schools are responsible for providing the necessary information and resources to allow a student to plan transfer. This includes a clear outline of their MnTC requirements and information on the intended use of various degrees, certificates and diplomas. The school will also make available to a student a designated transfer specialist with expert knowledge in the process of transfer.

Definitions

Transfer specialists are designated staff persons at both the sending institution and the receiving institution. To best understand the transfer process, students planning to transfer should contact the transfer specialist at their current school and at the school to which they plan to transfer. Transfer specialists for Minnesota schools may be found at <MnTransfer.org> under "Transfer Resources."

MnSCU is the acronym for the Minnesota State Colleges and Universities. MnSCU includes Minnesota's state supported universities, community colleges, technical colleges and the consolidated community and technical colleges.

U of M is the University of Minnesota. Their five campuses are separate from MnSCU and are in Minneapolis, St. Paul, Crookston, Duluth and Morris.

Private colleges and universities are the other category of schools within Minnesota. Private colleges are not state funded.

MnTC (Minnesota Transfer Curriculum) is a set of common general education requirements at all schools within the two systems. Students from MnSCU schools may assume individual MnTC

courses taken at the sending school will be used in the same category at the receiving school.

Transfer agreements are written documents that outline transfer arrangements between schools. Agreements may be within or between systems or between individual schools. An example of this sort of agreement is the Minnesota Transfer Curriculum (MnTC).

Technical credits are earned through courses taken in technical programs that are not part of the MnTC. Unless there is a transfer agreement or a course equivalence table outlining the transfer of technical credits between schools, MnSCU universities and community colleges normally limit technical credit transfer to sixteen credits. The sixteen credits will transfer as free electives, but may be reviewed by a student's major program to determine if they fit into degree requirements. Transfer of technical credits between combination community technical colleges and stand alone technical colleges will normally not limit the transfer of technical credits between like programs.

Official transcripts are transcripts sent by the registrar of previously attended schools directly to the Admissions Office of the school to which a student plans to transfer. Most schools require official transcripts be received from all previously attended schools prior to a decision being made on the application.

Sending institution is the school that is sending transcripts to another school – transfer out.

Receiving institution is the school that is receiving transcripts from another school(s) – transfer in.

Original document refers to the transcript prepared by each institution a student has attended. Most colleges and universities will request original documents from EACH school previously attended and use those documents to determine if courses transfer.

Accreditation

"Accreditation is a system for recognizing education institutions and professional programs affiliated with those institutions for a level of performance, integrity, and quality that entitles them to the confidence of the education community and the public they serve."

Accreditation is the process by which students are assured of the school's and/or program's quality.

Regional Accreditation is the institutional review held by schools in MnSCU, U of M system and by most private colleges and universities in Minnesota. This level of accreditation allows for the relative ease of transfer of general education and other equivalent and comparable coursework. Accreditation can be a confusing issue and students should check with their transfer specialist if they have questions on accreditation. Also, at MnTransfer.org there are "Tips for Transfer" and "Frequently Asked Questions" sections that may further answer this question.

Additional Sources of Credit

The following are additional ways that a student may have accumulated college or university level credits. The transfer specialist, at the school from which a student plans to earn their final degree, would be able to answer questions on how credits from these sources will transfer. Many schools would have this information on the transfer portion of their website.

Experiential education is an attempt to translate an individual's life and work experiences into college level credit. All schools do not recognize experiential education credits or limit the number that may be used in a degree.

CLEP (College Level Examination Program) is a nationally standardized exam generally taken before entering a college or university. Credit may be used in general education, subject matter areas and as elective credit.

AP (Advanced Placement) is a nationally standardized program of advanced college level courses offered during a student's high school experience. Credit may be used in general education, subject matter areas and as elective credit.

IB (International Baccalaureate) is an internationally recognized program through which high school students complete a comprehensive curriculum of rigorous study and demonstrate performance on IB examinations. Credit may be used in general education, subject matter areas and as elective credit.

Military credits. College or university credit may be earned from education experiences completed while in the military.

Others

International coursework is coursework completed at a college or university outside of the United States. Coursework could be completed by international students or by students who are legal residents of the U.S. International coursework may transfer to regionally accredited institutions if it was completed at a recognized or government sponsored school. Any student who has completed or plans to take coursework from a school outside of the U.S. should contact the transfer specialist at the school where they plan to earn their final degree, to determine the school's policy on the transfer of international coursework.

Age of credit. Some schools and/or some majors/programs will place a time limitation on previously earned credits they will allow in transfer. This limit could apply to general education courses and to courses in a major.

State-to-state transfer processes would be similar to transfer within Minnesota. However, students should check with the transfer specialist at their current school to determine if there are any transfer agreements with schools in other states.

Resources

MnTransfer.org is a website with a tremendous amount of information on transfer within Minnesota and links to other states' transfer sites. This website provides direct links to most other regionally accredited Minnesota schools and also provides a "Transfer Orientation" section that answers questions about the transfer process.

Transfer specialists for Minnesota schools and selected Wisconsin schools may be found at *MnTransfer.org* under "Transfer Resources."

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