



**CenturyCollege**



**Course Catalog**

**Academic Year 2008-2009**



# 2008-2009 College Catalog

3300 Century Avenue North  
White Bear Lake, Minnesota 55110  
651-779-3300  
1-800-228-1978  
TTY 651-773-1715  
Fax 651-773-1796  
[www.century.edu](http://www.century.edu)



*Century College, an affirmative action and 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. 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](http://www.century.edu)). Students are responsible for understanding those changes that are announced publicly.

# Contents

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<b>Chapter 1</b>	<b>General Information</b> . . . . .	5
<b>Chapter 2</b>	<b>Admissions and Registration</b> . . . . .	7
	Admission . . . . .	7
	Determination of Minnesota Residency . . . . .	9
	Assessment/Placement Test . . . . .	10
	New Student Orientation (SOAR) . . . . .	12
	Registration . . . . .	12
	Costs . . . . .	14
	Refunds . . . . .	15
<b>Chapter 3</b>	<b>Student Services &amp; Resource Information</b> . . . . .	17
	Admission Services . . . . .	17
	Campus News . . . . .	17
	Child Care . . . . .	23
	Counseling, Advising and Career Services . . . . .	17
	Degree Audit Reporting System and Course Applicability System . . . . .	18
	East Campus Student Support Center . . . . .	18
	English for Speakers of Other Languages (ESOL) Advocate . . . . .	18
	Financial Aid for Students . . . . .	19
	GPS LifePlan . . . . .	20
	Health Service . . . . .	21
	Records & Registration Office . . . . .	21
	Services for Students with Disabilities . . . . .	21
	Student Resource Centers . . . . .	22
	TRiO Programs . . . . .	21
	Transportation . . . . .	23
	Additional Services . . . . .	23
	Directory of Services / Phone Numbers . . . . .	25-27
<b>Chapter 4</b>	<b>Academic Policies and Information</b> . . . . .	29
<b>Chapter 5</b>	<b>Educational Programs</b> . . . . .	39
	Program Comparison . . . . .	39
	Program Requirements . . . . .	39
	Minnesota General Education Transfer Curriculum . . . . .	39
	Associate in Arts Degree . . . . .	47
	Associate in Fine Arts Degree . . . . .	48
	Associate in Science Degree . . . . .	48
	Associate in Applied Science Degree . . . . .	49
	Certificates and Diplomas . . . . .	50
<b>Chapter 6</b>	<b>Programs of Study</b> . . . . .	53
<b>Chapter 7</b>	<b>Course Descriptions</b> . . . . .	99
<b>Chapter 8</b>	<b>Continuing Education and Workforce Training</b> . . . . .	167
<b>Chapter 9</b>	<b>College Administration and Faculty</b> . . . . .	173
<b>Chapter 10</b>	<b>Minnesota State Colleges and Universities</b> . . . . .	181
<b>Student Handbook</b>	. . . . .	183
<b>Transfer Guide</b>	. . . . .	193
<b>Index</b>	. . . . .	195



# I General Information

- *Century College is located in White Bear Lake, Minnesota, on a 170-acre campus that includes a wildlife refuge and walking trail.*
- *As a comprehensive community and technical college, Century offers liberal arts and occupational-technical programs and departments in nearly 60 areas.*
- *Century is fully accredited by the Higher Learning Commission of the North Central Association.*
- *With the sole exception of the University of Minnesota, Twin Cities, more graduates of the St. Paul public schools attend Century than any other college or university.*
- *Century will open its new \$20-million Science/Library Building in fall 2008. The beautiful new building offers state-of-the-art science labs and a library with increased e-services and a light-filled, welcoming environment.*
- *Each year, Century has over 1,800 students engaged in “service learning” experiences at various community institutions such as the Bruce Vento Elementary School in St. Paul. Century’s service learning program was one of five finalists for the Jimmy and Rosalyn Carter Partnership Award, which honors the best community-higher education partnership.*
- *Century has implemented a new initiative called the GPS LifePlan to assist students in making decisions on career, personal and educational choices.*
- *Century’s Phi Theta Kappa national honors society has been honored as the “most distinguished chapter” of the 60 chapters in Minnesota, North Dakota, South Dakota and Wisconsin.*

## 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 Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE); 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 the application and nonrefundable \$20 application fee

All students are generally admitted to Century College. You will receive an acceptance letter within two weeks of receipt of your application and application fee. Certain programs have additional application requirements, please contact the Admissions Office for further information.

#### 2. Take the College Assessment Test

Your skills in math, reading and writing (English) will be assessed. Scores will be used to help determine appropriate first semester course selections. Further information will be sent to you after Century receives your application for admission. Call 651-779-3352 for further information about the assessment.

Accommodations for students with disabilities can be arranged through the Access Center, (651)779-3354. Please make accommodation arrangements in advance.

#### 3. Reserve your space in a New Student Orientation (SOAR) session

Orientation information is mailed approximately one month prior to the start of sessions for the upcoming semester (Summer/Fall is mailed in early April. Spring information is mailed in early November). The orientation information will give you step-by-step instructions to make a reservation online.

#### 4. Attend New Student Orientation (SOAR)

Orientation 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. Orientation is required for all new students and lasts approximately 3 hours. **Please note:** Before attending orientation you will need to complete steps 1-3 above.

#### 5. Start your educational journey at Century College!

Classes begin in August, January and May. Contact the Admissions Office at 651-773-1700 for specific program start times.

### 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 Post-Secondary 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 Automotive Service Technology, Nursing, Radiologic Technology, Paramedic, Dental Assisting, Dental Hygiene, Orthotic/Prosthetic Practitioner, Post-Secondary 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 DARS/Transfer 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 Transfer Student Services Office before the deadlines. For deadlines, see section: Transfer Student Applicants.

**Applicants Currently Enrolled in High School: Post Secondary Enrollment Options (PSEO)**

The Post-Secondary Enrollment Options (high school options program) enables 11th and 12th grade students who meet PSEO-specific admissions requirements to enroll in courses 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 and 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 Post Secondary 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 or online at <http://www.century.edu/futurestudents/admissions/internationalstudentadmissions.aspx>.
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](http://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 IELTS score. Scores must be sent directly to Century College from the testing organization.
  - a. Acceptable minimum scores for TOEFL are: 500 (paper test), 173 (computer) and 61 (IBT).
  - b. Acceptable minimum score for MELAB is 70.
  - c. Acceptable minimum score for IELTS is 5.5.
  - d. English proficiency for prospective international students may also be determined by sufficient placement on the Accuplacer ESL test. The minimum placement for admission is ESOL 30s in all components of the test including: grammar, reading and listening.
  - e. Students transferring from a US college who have completed a college-level English composition course with a grade of C or better may be waived from submitting official test scores as listed above.
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.

### **MnCAP (MN Cooperative Admissions Program) –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 Biological Sciences, Design, Education and Human Development, Food, Agriculture and Natural Resource Sciences, Liberal Arts and Institute of Technology 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.* J-1 students accepting employment as an au pair prior to moving to Minnesota and before applying for admission are eligible for in state tuition. *Form DS-2019 must be submitted with international application for review.*
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 or asylees 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.

\* subject to change

## **Assessment Services**

### **Assessment Testing**

Students must complete the Accuplacer 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 course work in reading, writing, and mathematics at their assessed skill levels. Students may not register for courses above their assessed skill level. Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers we take appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation at Century College.

Students who are non-native speakers of English and who have had fewer than eight (8) years of education in the United States must complete the Accuplacer ESL and may also be asked to take the Accuplacer test in Reading, Writing, or Mathematics. Students who qualify to take the Accuplacer ESL must have a referral form signed by the ESOL Advocate before he/she can take the Accuplacer.

Students must have their Social Security number, along with a valid picture ID, in order to take the test. Students not prepared to provide a Social Security number must provide a Century College ID number instead. This can be obtained by completing an Application for Admission to Century College one week prior to taking the assessment tests. Children are not allowed in the testing center, and must not be left unattended anywhere on campus.

Accuplacer, Accuplacer ESL, and the Companion to Accuplacer test scores are approved for placement purposes by the Minnesota State Colleges and Universities Assessment/

Placement Director and Committee and Century College. Assessments scores in Reading, Writing and ESOL are valid for six (6) semesters, and assessment scores in Mathematics are valid for four (4) semesters, following the test date (excluding summer session). After this period of time, if a student has not begun taking the required reading, writing, or mathematics, or ESOL courses, assessments must be retaken.

Assessment scores from other institutions that use the above listed assessment test system and ACT scores will be valid for either six (6) semesters (for Reading, Writing and ESOL) or four (4) semesters (for Mathematics) following the test date (excluding summer session). A copy of a student's assessment scores or ACT scores must be hand carried, mailed, or faxed (651) 779-5831 to the Century College Assessment Center.

Prospective students enrolling in one course for their own enrichment are not required to take the placement tests, providing the course they are interested in does not have any prerequisites pertaining to placement testing. However, should these students find that they wish to expand their educational pursuits, it is highly recommended that they take the placement assessment. Failure to do so may result in delays in registering for desired classes that have placement testing requirements.

### Preparation for Assessments

These assessments are important because they determine which courses a student must take at Century College. The Accuplacer assessments consist of reading, writing, and mathematics tests. The questions 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 required. However, students may benefit from becoming familiar with the testing format and may wish to review sample test questions at web sites listed on the Century College assessment web page: <http://www.century.edu/futurestudents/assessment/default.aspx>

For example, students may consult any of the following sites:  
<http://www.collegeboard.com/student/testing/accuplacer/index.html>  
(preview and sample questions)

<http://www.century.edu/files/assessment/CLMstudy.pdf>

<http://www.century.edu/files/assessment/cptprep.pdf>

**Note:** The college does not endorse these sites or require students to make special preparation for the assessment testing process.

### Assessment Scores

Students will receive a printed report of their assessment scores immediately upon completion of testing. The report indicates the assessment scores along with the appropriate course placements in reading, writing and mathematics. Assessment scores will be maintained in the 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. Upon retesting the student may register based on either placement or consult a counselor for advice. If a student scores lower on the retest, the student may choose which placement 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.

### 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. Students applying to some special program areas (e.g., Nursing or Radiologic Technology) may still be required to take some assessments even when transferring college-level courses. Students should refer to published program information and see a counselor or a faculty member to determine if assessments are required for special programs. Century College must receive an official transcript(s) from institutions previously attended to determine any assessment exceptions. The Director of Assessment Services, the Transfer Services Staff, 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 highly recommended. (Research shows students who have not taken a mathematics course recently may not perform well academically in higher-level mathematics courses. Students may consult with a counselor or mathematics instructor for appropriate advising.)
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 Accuplacer ESL 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. Refer to the WES website at [www.wes.org](http://www.wes.org).
5. Students who have valid assessment scores from other Minnesota State Colleges and Universities institutions and/or institutions that use the Accuplacer, Accuplacer

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ESL or the Companion to Accuplacer will be considered and will be valid for six (6) semesters for Reading, Writing and ESOL and for four (4) semesters for Mathematics following the test date (excluding summer session). A copy of a student's assessment scores must be hand carried, mailed, or faxed 651-779-5831 to the Century College Assessment Center.

6. An ACT subscore of 24 or above in the reading, writing, or mathematics components of the ACT exempts a student from taking the associated course readiness assessment in that academic subject. It also authorizes a student's placement in introductory college-level courses in that academic subject. ACT reading and writing subscores are valid for six (6) semesters and the mathematics subscore is valid for four (4) semesters following the test date (excluding summer session). A copy of a student's ACT scores must be hand carried, mailed, or faxed 651-779-5831 to the Century College Assessment Center.

#### **Exemptions from the Reading Assessment Only:**

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

1. **Transfer:** Students who 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.
2. **Baccalaureate Degree:** Students holding a baccalaureate degree from a United States college/university and applying to some special programs (e.g., Nursing, Radiologic Technology) 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.

#### **Initial Placement Appeal Process:**

The appeal process is determined by the Reading, English, Mathematics, and ESOL departments respectively. After re-testing, if the student wishes to appeal a specific placement, he or she must fill out the Placement Appeal form. The Placement Appeal form and printouts of the scores from the original testing and retest should be taken to the department faculty representative to make an appointment for the next step in the appeal process. A student's placement into a course can only be appealed once per discipline.

- 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.

- For ESOL, the student must bring the appeal form to the ESOL Department and make a two-hour appointment to provide a monitored writing sample on an assigned topic. This essay will be used by the ESOL Department for placement.

Judgments concerning the appeal shall rest solely with the Reading, English, Mathematics, or ESOL 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.

## **New Student Orientation (SOAR)**

Orientation 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. Orientation is required for all new students and lasts approximately 3 hours.

## **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. If you are a new student, you will register at orientation. 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](http://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 New Student Orientation (SOAR) session (see also New Student Orientations [SOAR]). Attending orientation 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 orientation is set aside for students transferring into Century. Completion of the college assessment is required prior to attending orientation.

Students who attended one of these sessions within the past year, but did not register, may register anytime during orientation 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.

### Change of Registration

#### Adding Courses

Courses may be added during the first five days of the semester (three days for summer term). 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 sixth day of the semester, 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.* Note: Summer term follows different deadlines.

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 five 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 five 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 unless otherwise specified in the course schedule. No withdrawals will be permitted during the last three weeks of any semester. (Exception: A withdrawal can be processed after the deadline during the current term 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 Finance and Administration 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).

*Note to financial aid recipients: Withdrawing from one or more of your classes may result in your need to repay funds distributed to you.*

#### 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.

**Important:** Three ways to add, drop and withdraw with your student ID and PIN:

1. Via Century's website at [www.century.edu](http://www.century.edu) (click on Register for Classes)
2. In-person at the Records Office, room 2330 west campus
3. Written request with your signature by U.S. mail (*Please note: Telephone messages or email requests for Records Office staff are not considered valid processing methods.*)

## 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](http://www.century.edu).**

### 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. **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](http://www.century.edu). Click on Online Services. Contact the Business Office at 651-779-3278 for payment options.

**Important note:** Students who have not paid their tuition and fees by the tuition due date MAY be dropped from all of their classes unless at least one of the following conditions is met:

- You have paid at least 15% or \$300 of the amount owed.
- You have applied for the NBS e-cashier (FACTS) Tuition Management Payment Plan and have submitted the required down payment.
- You have submitted a Third Party Billing Authorization to the Business Office.
- You have applied for financial aid at any MnSCU institution. **NOTE: If you have not sent FAFSA results to Century College, you will not be eligible for financial aid at Century. Even though you will not be dropped, you will still owe the amount of tuition and fees for your registered courses and are responsible for the payment. Students who do not plan on attending registered classes must drop on the internet at [www.century.edu](http://www.century.edu) or complete a drop form in person at the Records Office up through the 5th day of the semester.**
- The Business Office has received a scholarship notice to cover tuition and fees.
- You have enrolled in the Post-Secondary Enrollment Options (PSEO) program and have submitted your PSEO enrollment form to the Business Office. This form must be completed and submitted each semester.

**Do NOT** rely on the college to drop you from your courses. Students who do not plan on attending registered classes must drop on the internet at [www.century.edu](http://www.century.edu) or complete a drop form in person at the Records Office up through the 5th day of the semester.

### 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. Beginning fall semester 2008, Century College will no longer be charging out-of-state students non-resident tuition rates. (It is anticipated that the agreement between Wisconsin and Minnesota will be finalized before fall semester 2008, but it was pending at the time of the printing of this catalog.)

Students must still apply for reciprocity with the Department of Higher Education Services in their home state. Application 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 is charged at the time of application for all new students applying for admission.

### Fees

The following per-credit fees are charged each semester:

- **MSCSA Fee:** Students are required to pay a fee to the Minnesota State College Student Association.
- **Parking Fee:** The parking fee supports parking lot maintenance and repair.
- **Student Life Fee:** This fee supports student activity programs, health services, fine arts programs, symposiums, lounge furniture, and day care equipment.
- **Technology Fee:** The technology fee is used for purchasing instructional equipment and materials such as computers and software, audio-visual equipment, and library technology.

Fees are subject to change annually. Current fee rates will be posted on the Century College website at [www.century.edu](http://www.century.edu).

### Transcript Processing Fee

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

### Late Payment Fee

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

### NSF Check Fee

A fee is charged if a check is returned. Courses will not be dropped and students will be billed.

### Diploma Replacement Fee

A fee is charged for a replacement graduation display diploma.

### Books and Supplies

Textbooks and supplies are available in the bookstore. Textbooks and supply costs vary greatly from program to program. Contact the program advisors or bookstore for more specific information.

### Senior Citizens

Senior citizens who are 62 years or older, legal residents of Minnesota, and who register for credit the day after the first day of class are charged a nominal fee per credit if space is available or no charge if they audit. If they register before the day after the first day of class 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 Finance and Administration 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 or online. Refunds for reduction of registered credits are allowed as follows:

Registration Changes (Class days include Monday through Saturday)	Drop/Withdrawal from some, but not all classes	Total Drop/Withdrawal from all classes
Prior to 1st day of semester	100%	100%
1st-5th day of the semester	100%	100%
6th-10th day of the semester	0	75%
11th-15th day of the semester	0	50%
16th-20th 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).*

Summer Session Registration Changes (Class days include Monday through Saturday)	Drop/Withdrawal from some, but not all classes	Total Drop/Withdrawal from all classes
Prior to 1st day of session	100%	100%
1st-3rd day of the session	100%	100%
4th-5th day of the session	0	75%
6th-7th day of the session	0	50%
8th-9th day of the session	0	25%
Remainder of the session	0	0

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

**Exceptions:** 100% refunds are given after the first five days of the semester, first three days of the session, 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. Refund requests must be made within one calendar year of registration for the course in question.

**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, high school student enrollment, applications for programs requiring supplemental admission materials, and New Student Orientation (SOAR). 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 and on the Century College website 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](http://www.century.edu).

### Student Newsletter

#### *The Wood Duck Times*

*The Wood Duck Times* is published weekly and is an important way to communicate with students regarding upcoming activities and events. This newsletter is available throughout the campus at the Century College website and through the student portal.

### 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 courses and which courses fulfill specific degree or program requirements.
- Minnesota Course Applicability System (MnCAS) that provides a nationwide network of transfer information along with academic program information, course descriptions and equivalencies, planning guides and student services at [www.mncas.org](http://www.mncas.org).

All the above resources can be found on the Education Plan at [www.century.edu/lifeplan](http://www.century.edu/lifeplan).

### 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](http://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
- Mental health

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. See Personal Plan at [www.century.edu/lifeplan](http://www.century.edu/lifeplan).

### **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 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 by Career Services. These services help students 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, and job search resources. These services are located in room 2402, West Campus, and are open to all students. Check out the CareerPlan at [www.century.edu/lifeplan](http://www.century.edu/lifeplan).

## **Degree Audit Reporting System And Course Applicability System**

### **Degree Audit Reporting System (DARS)**

The Degree Audit Reporting System (DARS) is part of Century's commitment to academic advising for students. A DARS report is an electronic summary of a student's academic progress toward completion of a degree or program.

Students may run their own DARS report anytime on the web through Century's Online Services. A DARS report indicates requirements that have already been completed, requirements that remain unsatisfied and how transfer courses fulfill requirements. The report offers suggestions for appropriate courses that may be taken to meet specific requirements and is particularly helpful when meeting with counselors and academic advisors. More information about DARS is available on Century's website at [www.century.edu/dars.aspx](http://www.century.edu/dars.aspx) and at the Counseling and Career Center.

### **Course Applicability System (MNCAS)**

The Minnesota Course Applicability System (MNCAS) is part of a nationwide network of transfer information and collaboration between Minnesota State Colleges and Universities and the University of Minnesota. MNCAS is a free web-based source of accurate, up-to-date information about how courses will transfer and apply to a degree or program. Features and benefits of MNCAS include academic program information, course descriptions and equivalencies, planning guides and student services. Students can log on to MNCAS at [www.minnesotacas.org](http://www.minnesotacas.org) and access information from hundreds of colleges and universities.

## **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 Advocate**

The English for Speakers of Other Languages (ESOL) Advocate serves to assist new students who are taking the Accuplacer ESL test and who seek aid in getting admitted

and enrolled at Century College. The Advocate's office is in room 2420 on the west campus. For more information call 651-747-4087.

## Financial Aid for Students

The Financial Aid Office assists students in applying for and receiving financial aid to help pay the cost of education. The financial aid website contains a wealth of information about application procedures and links to many non-Century sites to make the search for financing easier. The office staff can be reached at 651-779-3305 or by email at [finaid@century.edu](mailto:finaid@century.edu).

### 1. Application Process

#### When to Apply:

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

#### How to Apply:

To determine eligibility for grants, loans, and student employment, students are required to complete the Free Application for Federal Student Aid (FAFSA) and have the results sent to Century College.

The FAFSA is completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A signature is required to complete the FAFSA and can be signed electronically provided the student (and parent of a dependent student) has a PIN number. To apply for a PIN, visit [www.pin.ed.gov](http://www.pin.ed.gov).

**The Federal Code to release FAFSA results to Century College is 010546.**

STUDENTS MUST APPLY FOR FINANCIAL AID ANNUALLY.

#### What to Expect After Applying:

After the FAFSA is completed online and an email address was provided, the student will receive an email in a few days with a secure link to the Student Aid Report (SAR) on the Web. Review the SAR as it is the product of your FAFSA application and contains eligibility information. The SAR will not tell you what your financial aid award is but will tell you important information about the EFC (expected family contribution) used to calculate your award, the colleges that you chose to release the information to, and/or if more information is needed to compile your award.

#### Additional Information/Verification

Occasionally, the student will be required to submit additional documents to complete the financial aid application such as tax returns and citizenship status information. The Office of Financial Aid will contact you for more information if necessary. Failure to respond will result in a delay in calculation of

the award notice.

#### Award Notice

The College will determine award eligibility after all documents are received and verified and send the student an email with instructions on how to access his/her award notice online at [www.century.edu](http://www.century.edu). Students can access application and award information with their Century password and pin at Century College's Online Services. Students who have not provided an email address will receive an award notice by mail.

**Important Note:** Receiving the Award Notice is not necessarily the last step for receiving financial aid. Additional steps are required for both student loans and student employment. See the Century College website for details at [www.century.edu](http://www.century.edu).

### 2. Financial Aid Policies

#### Financial Aid for Summer

Students may be able to utilize financial aid for summer provided the eligibility has not been used for the preceding academic year. Students who have a complete financial aid application and have registered for summer classes will receive a financial aid award for summer if any eligibility exists.

Students must be registered for at least 6 credits to be eligible for a student loan.

#### Financial Aid for Developmental/Remedial Coursework

Students can receive financial aid for developmental coursework (below 1000 level courses) with a limit of 30 credits.

#### Withdrawal from College/Return to 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. Students also may need to repay a portion of financial aid they received if courses are not completed satisfactorily.

**Attention Pell Grant Recipients:** Your class schedule must be firm as of the 5th day of the term. If you decide to add a course after the 5th day of the term your Pell Grant cannot be adjusted for the increase in credits. If you drop a class after the 5th day of the term, your Pell Grant be negatively affected.

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### **Satisfactory Academic Progress Policy for Financial Aid Summary:**

The Satisfactory Academic Progress Policy for Financial Aid requires that a student maintain acceptable academic standards in the pursuit of their chosen degree, diploma, or certificate. The student is required to maintain, at a minimum,

- A cumulative GPA of 2.0
- Completion rate of 67% of credits attempted, and/or
- Have not reached or exceeded 150% of the maximum credits needed to attain the chosen academic goal (including transfer credits).

The complete policy and appeal process can be found on the website at [www.century.edu/finaid](http://www.century.edu/finaid).

The Satisfactory Academic Progress Policy for Financial Aid differs from the College's Standard for Academic Progress. It is possible to be suspended from financial aid and not be suspended from the College. Students who appeal suspension from the College must file a separate appeal if suspended from financial aid.

### **3. Sources of Financial Aid**

#### **Federal Pell Grant:**

Available to undergraduates only and does not need to be repaid. For 2008-2009, grants range from \$400 to \$4310.

#### **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 \$3500 and second year students (after earning 30 credits) are eligible for \$4500.

**LOAN PRORATION:** An undergraduate Stafford Loan borrower is subject to certain prorated loan limits if the student is enrolled in a program of study that is less than 30 credits. Loan limits must also be prorated if the program's duration is equal to or longer than 30 credits but the borrower is completing the remainder

of the program in a period of enrollment that is shorter than an academic year such as with a fall term graduation.

#### **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.

### **4. Additional Funding Sources**

#### **Century Foundation Scholarships:**

The Century Foundation awards more than \$100,000 each year in scholarships 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/](http://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, associate in science, or an associate in applied 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 fee, 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.

### **GPS LifePlan (Goals+Plans=Success)**

One of the many resources available to students at Century is the GPS LifePlan. This tool is designed to help students get answers to their questions, develop goals, make plans, and be successful academically, personally and in their career objectives. In order to meet students' needs, the GPS LifePlan is organized into 5 sub-plans including: the EducationPlan, FinancePlan, CareerPlan, PersonalPlan, and LeadershipPlan.

Students can explore the GPS LifePlan through a variety of delivery methods such as workshops, campus resources, or on the web. You get to work at your own pace and get answers to the questions you need help with most. Visit the GPS LifePlan website at [www.century.edu/lifeplan](http://www.century.edu/lifeplan) to start exploring the wealth of resources available to you!

## 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, residency, change of programs, address and name changes, graduation confirmation, evaluation of academic progress, and academic transcript requests. Please see website for information and Records forms.

**Transcript Service:** Transcripts are sent at the written request of the student or online through National Student Clearinghouse, with designated fee. Transcripts will NOT be faxed. There is an additional \$5.00 charge for rush transcripts. *Note:* NE Metro transcripts cannot be done as a rush. Refer to the Records and Registration webpage at [www.century.edu/registration/transcriptreq.html](http://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. 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 2440, west campus, Contact Ed Sapinski, Director and ADA Coordinator, 651-779-3354 or Christine Simonson, Disability Specialist, 651-779-3477 or 651-773-1715 TTY. Fax is 651-779-5831.

## 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.

Three 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 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.

### **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 ESOL 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 1710, 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 or by calling 612-373-3333 or visiting [metrocouncil.org](http://metrocouncil.org).

### **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. You can also order textbooks online. 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 or see website.

### **Business Office**

The Business Office processes payments and distribution of financial aid, grants, loans, and scholarships. Students may pay their tuition and fees online, via mail, or in person at the Business Office which is located on west campus.

### **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 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/](http://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



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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 available at The Connection, 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.

### **Online Services**

Students may access many online services and programs that are offered at [www.century.edu](http://www.century.edu). With a student ID and a PIN, which are assigned upon admission to the college, students are able to:

- Sign up for orientation
- Search for open class sections
- Register for classes
- Print class schedule
- Adjust schedule (add, drop, withdraw)
- Check holds on records
- View or change address
- View grades
- View account and charges
- Pay tuition and fees
- Print unofficial transcript (academic record)
- Conduct a Degree Audit Report (DARS)

The college website includes notices and information available in the course schedule, college catalog and student handbook. In addition, the website offers links to other online services that make it easy for students to:

- File a FAFSA (Free Application for Federal Student Aid)
- Submit a Student Loan application
- Order books for classes

### **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 to provide admission and registration assistance. 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. Also, see [www.century.edu/currentstudents/veteransservices/default.aspx](http://www.century.edu/currentstudents/veteransservices/default.aspx).

**NOTE: Any of the procedures in this chapter are subject to change. Changes are published on the Century College website at [www.century.edu](http://www.century.edu).**

## Directory of Resources (by service)

<b>Questions</b>	<b>Office/Resource Person</b>	<b>Room Number</b>
Academic Advising	Counseling Center/Program Instructor	2410 West, or Dept.
Academic Problems	Counselor or Instructor	2410 West or Dept.
Activities/Clubs	Dean of Student Life	2252 West
Adding a course	Counselor, Records Office, Instructor	2410, 2330 West, Dept.
Admission to Century College	Admissions Office	2350 West
Assessment/Placement Testing	Assessment Office	2420 West
Book Buy Back	Bookstore	1240 West
Career Planning	Counselor/Career Center or Career Clinic	2410 West or 2331 East
CAS (Course Applicability System)	DARS/CAS/Transfer/Records Office	2291 West
Competency Based Ed. (CBE)	Competency Based Education Coordinator	1555 East
Computer Help	Computer Centers	1320 West, 1710 East
Courses to Take	Counselor or Program Instructor	2410 West or Dept.
Credit for Non-Collegiate Learning	Competency Based Education Coordinator, Counselor, or Instructor	1555 East, 2410 West or Dept.
DARS (Degree Audit Reporting System)	DARS/CAS/Transfer	2291 West
Day Care/Child Care	Child Care Center-Busy Bees	1251 East
Disability Services	Access Center	2460 West
Dropping a Course	Counselor, Records Office, Instructor	2410, 2330 West, Dept.
Educational/Transfer Planning	Counselor/Career Center	2410, 2400 West
English As A Second Language	ESOL Center – English for Speakers of Other Languages	1552 East
Financial Aid	Financial Aid Office	2320 West
First Aid	School Nurse –College Health Service	2232 East
Global Education	Director	2101 West
Grades	Records Office or Instructor	2330 West or Dept.
Graduation	Records Office	2330 West
Health Insurance	School Nurse or Vice Pres. of Student Services Office	2232 East, 2414 West
Health Related Problems	School Nurse—College Health Service	2232 East
Housing	Connection	1520 West
Job Search Resources	Career Services/ Career Center	2400 West
International Students	Multicultural Student Center or Admissions	2250 West, 2350 West
Loans	Financial Aid Office	2320 West
Lost and Found	Bookstore	1240 West
Mental Health Concerns	Counselor or College Health Service	2410 West, 2232 East
Miscellaneous Questions	Counselor + “Ask Century” at: <a href="http://www.century.edu">www.century.edu</a>	2410 West
Payment of Tuition	Business Office	2340 West
Personal Concerns	Counselor	2410 West
Petition Forms	Acad. Petitions/Stud. Services Petitions, Counseling Cntr	3232, 2414, 2400 West
Photo ID	Records Office	2330 West
Resume Assistance	Career Services/ Career Center	2400 West
Scholarships	Foundation Office & Counseling and Career Center	2506 East, 2410 West
Service Learning	Service Learning Director	2101 West
Social Security Benefits	Social Security Administration (1-800-772-1213) or Records Office	2330 West

<b>Questions</b>	<b>Office/Resource Person</b>	<b>Room Number</b>
Student Grievances	Vice President of Student Services	2414 West
Student Newsletter	The Bridge	2252 West
Study Help	Math (3315 West), Reading/Study Skills (3250 West), Writing (3370 West) and Academic Support Center (2450 West and 2523 East)	Study Help Centers
Test Interpretation (Career)	Counselor	2410 West
Transcripts (sent from Century)	Records Office	2330 West
Transcripts (sent to Century)	DARS/Transfer	2291 West
Transfer Information	Counselor and Career Center	2410, 2400 West
Tutoring	Academic Support Center	2460 West, 2525 East
Tutoring, Peer	Peer Tutoring Program	2460 West
Veteran's Benefits	VA(800-827-1000), Records (779-3296), Campus Rep (651-779-3296)	2330 West
Withdrawal from Century	Records Office	2330 West
Withdrawing from a Course	Counselor, Records Office, Instructor	2410, 2330 West, Dept.

**See below for office locations and phone numbers**

## **Directory of Resources (by department)**

<b>Office</b>	<b>Room Number</b>	<b>Tel. No. (651)</b>
Academic Dean -Business, External Ed, Health Sciences	2422 East	779-3235
Academic Dean-Technology, Services & Instructional Support	2425 East	748-2609
Academic Dean -English, Humanities, Comm, Mathematics	3238 West	773-1705
Academic Dean-Behavioral & Social Sciences, Science, Health/PE	3236 West	773-1741
Academic Dean-RN, Rad Tech, Chem Dep, Hum Ser, MA	2291 East	779-3438
Assoc. Academic Dean-Crim. Just., EMS, O&P, Public Safety	2421 East	779-5743
Academic Support Centers	2460 West, 2523 East	779-3258 West, 779-3293 East
Access Center	2460 West	779-3354 TTY 773-1715
Admissions	2350 West	773-1700
Assessment/Placement Testing	2420 West	779-3352
Behavioral Science Department	3450 West	779-3450
Bookstore	1240 West	779-3284
Business Office	2340 West	779-3278
Cafeteria – West Campus and East Campus	1400 West, 2631 East	779-3482 West, 779-3961 East
Career Center	2400 West	779-3285
CAS (Course Applicability System)	2291 West	779-3908
Child Care Center (Busy Bees)	1251 East	779-3468
Competency Based Education (CBE)	1555 East	779-5748
Computer Center – West Campus and East Campus	1320 West, 1710 East	773-1749 West, 779-3970 East
Continuing Education and Customized Training	2331 East	779-3341

### 3 Student Services

<b>Office</b>	<b>Room Number</b>	<b>Tel. No. (651)</b>
Counseling Center	2410 West	779-3285
DARS (Degree Audit Reporting System)	2291 West	779-3908
East Student Support Center	2523 East	773-1729
English for Speakers of Other Languages (ESOL), Labs	1552, 1552, 1509 East	779-4039
English Department	3370 West	779-5747
Fab Lab	1342 East	779-3936
Financial Aid	2320 West	779-3305
Fitness Center/Intramurals	1605, 1530 West	779-5803
Foundation Office	2506 East	779-3356
Global Education	2101 West, 2410 West	748-2602, 779-3285
Health Services (School Nurse/First Aid)	2232 East	779-3954
Health/Physical Education Department	3070 West	779-3242
Humanities Department	1102 West	779-3231
Language Labs	1190 West	779-3978
Library – West Campus and East Campus	2200 West, 1651 East	779-3263 West, 779-3968 East
Math Resource Center	3315 West	779-3375
Mathematics Department	3320 West	779-3376
Multicultural Student Center	2250 West	773-1794
Nursing/Allied Health Department	2291 East	779-3431
Peer Tutoring	2460 West	748-2606
President	2503 East	779-3342
Public Safety	2239 East	747-4000
Reading and Study Skills Center	3250 West	779-3351
Records Office	2330 West	779-3299
Registrar	2331 West	779-3298
Ronald Hubbs Center	St. Paul	290-4758
Science Department	3070 West	779-3242
Service Learning	2101 West	748-2602
Social Science Department	3450 West	779-3450
SSS/Trio	2460 West	779-3226
Student Workstudy	2320 West	779-3318
Student Life/Student Center	1490 West	773-1780
Student Senate-PTK	1490 West	779-3317
TEAM	2531 East	779-3469
Vice President of Academic Affairs	3240 West	779-3493
Vice President of Student Services	2414 West	779-3929
Writing Center	3470 West	779-3400

**See previous pages for offices or people who handle various questions. Updated 2/13/08 klm**



# 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

You can find a copy of the academic calendar on the college website or in the Counseling Center. In the semester course schedule, you will find the semester calendar.

You can find information about registration days, final examination days, and nonclass days in each semester course schedule. This information can also be found on the website or 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 out of control of the college. In the event of any such occurrences, the College will attempt to accommodate its students. It will not, however, guarantee that courses of instruction 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 and Century College.

## Academic Renewal

You may file an academic petition requesting academic forgiveness of previous Century College credits if:

1. Your return to Century College occurs after a five-year absence and
2. You are attending Century College when you petition.

Upon meeting these conditions, you will need to petition the Vice President of Academic Affairs for evaluation by taking the following steps:

1. Attaching a degree audit or unofficial transcript to your petition
2. Requesting that up to 45 quarter credits or 30 semester credits of F or NC grades earned at Century College be omitted from your GPA calculation and
3. Making a list of the courses you want to be forgiven.

If your petition is approved, the Records Office will adjust your record. All forgiven courses will remain on the academic record, but 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

You can register for activity credit only during the semester you complete the activity and this must be done during the first five days of the semester. Credits earned in activity courses can be applied as elective credits in any program. You cannot earn credit for the same activity course more than 4 times.

## Adding Courses

Please see Chapter 2, Change of Registration Policies.

## Articulation Agreements

1. To help you transfer more easily, 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.

For more details, please see the Transfer Articulation Agreement list in Chapter 5 or contact the Counseling Center for specific agreements and more information.

In addition, Century College offers you the Minnesota General Education Transfer Curriculum (MnTC), a collaborative effort among all two- and four-year public colleges and universities in Minnesota to help you transfer their work in general education. If you complete the Minnesota General Education Transfer Curriculum at Century College and then transfer to any other Minnesota public baccalaureate-degree-granting university, you will have fulfilled all lower division general education requirements. (See also Chapter 5, regarding MnTC, AA, AFA and AS degrees, and Transfer. and [www.mntransfer.org](http://www.mntransfer.org), the Minnesota Transfer website.)

2. You may be awarded college credit upon successfully completing coursework through the Northeast Metro Tech Prep Consortium and/or Northeast Metro Career and Technical Center. Please see the Director of Transfer Services or the website for details. Please note that only those high school courses identified in the articulation agreements will be accepted. Your Tech Prep courses may fulfill elective credit(s) for some program/degree requirements 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 you must:

- Complete the course goals in your high school.
- Maintain a grade of A or B in your course.
- Enroll in courses at Century College within three years of completing your high school course(s).
- Submit a high school transcript to Century College that shows graduation in good standing.
- Present your Tech Prep Certificate of Credit or Northeast Metro Career and Technical Center transcript to the Century College Records Office.

Transfer credit will be awarded when your enrollment at Century College is verified and when you have the criteria above. You will also need to remain in courses at Century College past the tenth day of Fall or Spring semester (summer session would not apply). A Century College transcript will be developed for you only if you enroll at Century College. If you would like more information about receiving college credit for Tech Prep courses, please contact Century's Director of Transfer Student Services, 651-779-3924, or the Northeast Metro Career and Technical Center Supervisor of Outreach, 651-415-5610, or refer to the websites: <http://www.nemetro.k12.mn.us/career/techcenter.html> or [www.techprepmn.com](http://www.techprepmn.com).

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If you have been awarded college credit(s) at Century for a Tech Prep course(s) and plan to transfer from Century to another college or university, you should contact the Transfer Specialist at that college or university to learn how your Tech Prep course(s) would be accepted at that institution. Each college or university decides which, if any, credit(s) transfer and whether those credits meet specific degree requirements.

### **Attendances and Absences**

You are expected to attend all scheduled classes. If you are ill, or other factors exist to prevent you from attending classes for a period of time, contact your instructor as soon as possible. If you experience an extended illness and wish to withdraw, contact the Records Office.

### **Auditing**

Registration for a course without credit (AU grade) carries the same tuition and fees as courses taken for credit. You 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 five days of the semester or the first three days of summer school. Once you have registered, you cannot earn a letter grade. A course you have previously audited may be re-taken later for credit and a letter grade.

### **Adult Options**

Century College offers opportunities for adult learners to reach personal and professional goals through credit and non-credit courses, certificates, diplomas, and programs. These courses are offered to you through evening, online, Saturday, and Fast-Track options, in addition to the expansive day course schedule. Multiple options and college support provide you with flexibility that fits into your busy life. If you are an adult learner, help is available through the Admissions Office, Counseling Center, and Career Center, located at the West Campus, Main Entrance.

### **Change of Address or Name**

If you have changed your name after registration you will need to submit a "Student Change of Information" form to the Records Office. You will need to provide two valid identifications (i.e. driver's license, state identification card, social security card, or certified copies of marriage, divorce or court documents) at the Records Office with your completed form. To change your address complete and submit online or in person a "Student Change of Information" form. If the college attempts to contact you using the information you have given us, we will consider the communication delivered to you.

### **Classification of Students**

Full-Time: You are registered for 12 credits or more

Part-Time: You are registered for 11 credits or fewer

First Year: You have earned less than 30 semester credits

Second Year: You have earned 30 or more semester credits

### **Competency-Based Education**

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

If you are interested in CBE take the class ICBE 1000. This three-credit course will introduce you to Competency-Based Education and will assist you in the development of your educational plan.

### **Credit for Non-Collegiate Experiences**

1. If you are registered and able to demonstrate achievement in the content of college-level courses or if you have successfully completed appropriate non-collegiate educational experiences, you may be eligible to receive credit at Century College, or have certain requirements waived. Whatever the number of credits you have received for non-collegiate experience, you must demonstrate the competencies of 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. You can be granted a maximum of 30 non-collegiate credits.
3. You must be able to document the experience or demonstrate achievement.
4. To receive credit for non-collegiate experience, you must submit an Academic Petition to the Vice President of Academic Affairs who will consult appropriate faculty members before approving non-collegiate credits as a general education requirement in a specific discipline or equating non-collegiate work with a specific course.
  - a) The non-collegiate experience must be applicable to a program, degree or curriculum at Century College.
  - b) These credits will not be used in calculating your GPA.
5. You must submit an Academic Petition to the Office of Academic Affairs with proof of completion in order to receive credit for the nontraditional educational experiences listed below:
  - 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):  
You 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):**  
If you have completed an IB diploma with a score of 30 or higher you will 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.  
If you have completed only the higher level exams with a score of 5 or higher, you will receive 8 semester credits for each examination.  
You will not receive credit for IB exams that overlap completed coursework for which you have earned college credit.
  - d) **CPS (Certified Professional Secretary):** If you have successfully completed the Certified Professional Secretary (CPS) Examination in the past seven years and have earned 10 Century College credits, you will receive a maximum of 16 elective credits.
  - e) **Other college courses (Please also see Chapter 2, Transfer Standards).**
6. You must submit an Academic Petition in order to receive college credit for the educational experiences that are 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. If you send The Army/American Council on Education Registry System (AART) transcript or the Sailor/Marine American Council on Education Registry (SMART) transcript directly to the college, you will not need to petition to receive these credits. To request a transcript be sent directly to Century College, please refer to the military website for requesting official military transcripts (e.g., <http://aarts.army.mil/>).
  - 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. (Note that if units are based in clock hours, one semester college credit is equivalent to 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 you have an official transcript sent directly to Century College. Additional credits may be accepted after a review by Academic Petition if they are comparable or equivalent to courses offered at Century College.

### **Credit by Exam or Test-out**

Credit by Exam is a process through which you may receive credit for a Century College course in which you feel you already possess the required knowledge and/or experience by taking a test-out.

1. Faculty within the discipline must agree to administer any test-out.
2. Credit is given only for courses included in Century College curriculum.
3. You will be charged a fee to take the test-out.
4. You must submit an Academic Petition.

### **Credit Load**

You are considered a full time student if you are enrolled for 12 credits or more. You are not required to take a minimum number of credits, but 15-18 credits are typically needed each semester to complete a program in two years (not including summer school).

You should check the number of credits required to qualify for financial aid programs or medical insurance programs. If you receive financial aid benefits, you are expected to know the course load required for those benefits.

If you wish to take more than 18 credits during a semester you must receive permission from the Vice President of Student Services, room 2314 West Campus.

### **Deans' List**

If you are a full-time student (you have taken 12 or more college-level credits during the semester), you will be recognized as having achieved the Deans' List if you have no grades of F or I and have attained a semester grade point average of at least 3.75. Note that 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. (Please also see the Student Handbook in this catalog.)



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## Faculty Office Hours

Most faculty have specific times they are scheduled to be in their offices to assist you. Please check with individual faculty for office hours, open labs, or individual appointment schedules.

## Grading System

Century College uses the following grading system to report academic achievement and to compute your 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 you 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 you 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 - incomplete, denotes that, upon your request, the instructor consented to an extension of time for course completion. The student and the instructor must enter a formal written agreement stating 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 - pass, 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. You should be aware that some institutions may not accept the P grade in transfer.
  - W - withdraw, denotes that you formally withdrew from the course after the first seven days and not later than three weeks prior to the end of the semester. Ws 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 your academic status. See Standards of Academic Progress Policy.)
  - AU - denotes that you audited the course. No credit is awarded for audited courses. You must complete an audit request form before the beginning of the second week of the semester. Please note that audited course carry the same tuition and fees as courses taken for credit.
  - Z - denotes a course in progress.
- GPA - (Grade Point Average) total grade points you achieved in a given time period divided by total credits of courses for which grades of A, B, C, D and F were received.

## 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 four degrees: Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in Applied Science. To earn any of these four degrees, you must meet the following requirements:

1. You must earn at least 64 college-level credits (numbered 1000 or above)
2. Of the last 30 credits applied toward your Associate Degree, at least 20 must be earned at Century College (see also Degree Residency Requirement)
3. You must earn a grade of C or better in ENGL 1021
4. You must have a 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. You must have a distribution of credits in general education/MnTC (Minnesota General Education Transfer Curriculum) courses; each of the four degrees differs in the required distribution of general education credits (refer to Chapters 5 & 6 for details)
6. There may also be specific course grade requirements in your program. Please see Chapter 6, the Counseling Center, or your program advisor.

## Diploma/Certificate Graduation Requirements

You can earn diplomas and certificates from Century College. Course and credit requirements for diploma and certificates vary depending on the program. For specific requirements for all programs, please see Chapters 5 & 6.

1. Diplomas: 30 to 48 earned college-level credits; you must earn one third of the credits at Century College
2. Certificates: 9 to 30 earned college-level credits; you must earn one third of the credits at Century College
3. You must have a Century college-level GPA of 2.0; cumulative college-level GPA of 2.0; required career and occupational courses GPA of 2.0 and MnTC GPA of 2.0
4. You must earn a grade of C or higher in Engl 1021 IF this is the Goal 1 course you selected (exception: 9 - 16 credit certificates)
5. There may also be specific course grade requirements in your program. Please see Chapter 6, the Counseling Center, or your program advisor.

## Minnesota General Education Transfer Curriculum Notation

The Minnesota General Education Transfer Curriculum (MnTC) is a total of 40 credits fulfilling ten goals. (Please see Chapters 5 & 6 for specific requirement information). If you 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, you will have fulfilled all lower division general education requirements. The MnTC is the core of the Associate in Arts (AA) degree. When you have completed the MnTC or the AA with the MnTC core and have submitted an application for MnTC notation or AA degree graduation, you will receive a MnTC notation on your academic transcript.

Requirements include:

1. You must be a Century College student
2. You must earn at least 40 college-level credits
3. You must have a distribution of credits from the ten Minnesota General Education Transfer Curriculum goal areas as represented in the MnTC
4. You must have a MnTC GPA of 2.0 or higher

#### **Awarding Associate Degrees and Diplomas**

Degrees, diplomas, and certificates 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. If you receive degrees, diplomas, or certificates at the end of other semesters, you will be invited to participate in the ceremony.

#### **Application for Graduation**

You can obtain graduation application forms by either attending a graduation orientation session or viewing the online version at <http://www.century.edu/currentstudents/records/graduation.aspx>. You must complete a graduation orientation session in order to graduate. The application for graduation is available to you once you have completed the orientation, and you should turn the application in to the Records Office. Graduation requirements are available in the Counseling Center, room 2410 West Campus, on the website, and in chapters 5 and 6 of this catalog. Please refer to the college calendar regarding deadlines for the application. When you meet the graduation requirements, you may apply for graduation during that semester or summer session. If you would like a transcript notation for completion of the Minnesota General Education Transfer Curriculum, you must apply for that as well.

#### **Time Limit for Meeting Graduation Requirements**

You must apply for graduation and follow any catalog in effect during the six-year period preceding the date of your graduation. You must declare which catalog year requirements your graduation evaluation will follow on your graduation application. You must have attended Century College during the catalog year you select. (For technical programs, please see below).

If you are enrolled in a technical/occupational program with agency/licensing rules and regulations, you may be required to follow changes in the career course requirements that occur in the five/six year period prior to your 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**

If you are enrolled in a technical/occupational program you may follow any catalog in effect during the five-year period preceding your date of graduation. You must have attended during the catalog year selected. If you have a break in your attendance for one semester or longer and return, you must meet with your program advisor and discuss your education plan. You will be required to follow any changes in the technical/occupational requirements that have occurred.

To insure you graduate with up-to-date skills, technical credits are valid for five years. This includes transfer technical credits being used for specific technical program requirements.

#### **Attendance at Graduation**

Attendance at graduation is optional. You will receive an invitation to the ceremony. No formal ceremony will be held when fewer than 100 graduates plan to participate.

#### **Degree Residency Requirement**

To receive a degree from Century College, you must earn 20 of your last 30 degree semester credits through enrollment in Century College courses. You may transfer back up to 10 credits of C grades or better.

You may satisfy degree residency with 11 credits at Century College (AA degree only) if you are transferring directly from another MnSCU institution or the University of Minnesota. If you are transferring credits from the University of Minnesota, you 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. If you are transferring from another MnSCU institution, you must have earned at least 9 general education credits from that college.

#### **Honors at Graduation**

Associate degrees and diplomas will be awarded with distinction if you graduate with a Century College cumulative grade point average of 3.50 to 3.74 in college-level courses. Associate degrees and diplomas will be awarded with high distinction if you graduate 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 you, as a student of excellence, to investigate the Honors Program. The Program welcomes you if you have already established a record of academic achievement or if are interested in seek-

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ing an academic environment wherein you 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 Entry Requirements**

Opportunity for entry to the Honors Program is extended if you are a currently enrolled student, transfer student, or a high school senior using the PSEO program. Admission to the program requires you to have an overall minimum college grade point average of 3.25, demonstrated communications skills and approval of the program director.

### **Early Warning Procedure**

A warning notice may be sent to you if you have not been attending class (including not ever showing up), have not been completing assignments, or are at risk for not successfully completing the course. At the request of the instructor, a letter can be sent to you at any time, but typically at midterm (approximately the eighth week). Upon receipt of a letter, you should immediately contact your instructor to discuss the feasibility of completing course requirements. You should consider visiting with a counselor to consider options. If you are in a technical/occupational program, you should also contact your program advisor. Also, you may withdraw from the course at the Records Office. Please note that some instructors may not choose to initiate an early warning letter. If you are performing inadequately in any of your courses, you are likely at risk and should meet with your instructor immediately.

### **Petitions for Exceptions**

If you are a currently enrolled student seeking an exception to any academic rule, regulation or procedure, you may submit an Academic Petition to the Division Dean of Academic Affairs for review and action. Appeals are directed to the Vice President of Academic Affairs whose decision is final and binding.

### **Student Services Petitions**

If you are seeking an exception to any admission, registration, or Student Services regulation or procedure, you may submit a Student Services Petition to the Dean of Students for review. Appeals are directed to the Vice President of Student Services whose decision is final.

In order to petition for a waiver of serving either a first or second suspension and to seek re-admittance for the next academic term, you must complete an *Academic Plan* and a *Student Services Petition* with the help of a counselor. Please note: Final approval of all appeals rests with the Dean of Students.

### **Refund Petitions**

If you are seeking an exception to the refund policy, you must complete a Request for Refund Petition form at the Administration Office, 3201 West Campus and submit the form to the Director of Finance. Appeals are directed to the Vice President of Finance whose decision is final.

### **Repeat Courses**

If you repeat a course, you must complete a "Repeat of Course" form at the Records Office when you finish the repeated course.

1. Your original grade remains on the transcript, but is not computed into your GPA.
2. Grades of *W* and *AU* do not affect this policy. All courses remain on your permanent academic records.

You can repeat courses as often as you want, but only the most recent grade will be computed into the GPA (see also Grading System). You may also petition to repeat using a substitute course if the original course is not available due to changes in curriculum. Contact 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. If you are taking a restricted course, you need an instructor's signature to receive credit for the course. The "Restricted Course Waiver" form must be submitted to the Records Office during the first five days of the semester.

### **ROTC-Air Force**

A cooperative program between Century College and the University of St. Thomas provides you with the opportunity to enroll concurrently in credit courses in Aerospace Studies at St. Thomas. Credit is transferable. Scholarships that pay up to full tuition are available to you, especially in engineering, mathematics, physics, and computer science. If you would like more information, please 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 you 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 you to enroll concurrently in the Army ROTC basic course. Scholarships are available to you if you have prior service, are a member of the National Guard or Army Reserve, or wish to join. Upon graduation from a four-year program, you may serve in a full-time or part-time Army career. For more information, please contact the Department of Military Service at the University of Minnesota at (612) 626-1584 or <http://www1.umn.edu/arotc>.

## Service Learning

Service Learning is a type of experiential learning that engages you in service within the community as an integrated aspect of a course. Service Learning courses involve you in course-relevant activities in partnership with a community organization. It also structures opportunities for you to reflect on your service experience to gain a better understanding of course content and an enhanced sense of civic responsibility.

Service learning participation provides the following benefits:

- Valuable opportunities to help gain a better understanding of topics learned in the classroom
- A way to gain greater understanding of economic, political, and cultural structures in society and how they affect and impact individual lives, families, and communities
- Opportunity to examine your own values, attitudes, and beliefs by engaging you in new environments that lead to new questions about the world
- Sharpening of creative problem-solving abilities, collaboration skills, and leadership skills
- Expanding personal and professional networks, allowing the chance for career exploration
- Fulfilling requirements for admission into some university programs “and looked upon favorably by potential employers”
- College transcript recognition. Service learning hours are logged and listed in your official academic records.
- Graduation recognition. If you complete at least 40 hours of service learning before college graduation, you will be noted in the commencement program and during the commencement ceremony.

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.”

At Century College, service learning

- Is integrated into specific courses at the discretion of faculty members or academic departments. Service learning students must meet specific requirements, such as serving a minimum number of hours and selecting a service site that meets certain criteria.
- Occurs on a semester basis.
- Is monitored by the Service Learning Department. The Service Learning Department communicates with community partners, students, and faculty members to ensure that needs are being met through their involvement.

For a list of courses and instructors that incorporate service learning, please contact the Director of Service Learning at (651) 748-2602. For more information, please visit [www.centurycollege.edu/servicelearning/project.mnscu.edu](http://www.centurycollege.edu/servicelearning/project.mnscu.edu).

## Standards of Academic Progress

Century College wants you and every student to have a successful learning experience. We maintain an open door admissions policy, assess students admitted, and provide

developmental course work and other programs of assistance to support student success. However, it is your responsibility to perform at an acceptable academic level to continue enrollment.

Century College is publicly supported by Minnesota taxpayers, resulting in a significant reduction in the actual cost of enrollment. This reduction is even greater for students who are receiving financial aid. (See Financial Aid for Students, regarding Student Academic Progress for maintaining need based awards.) The College, therefore, is obligated to follow rules and regulations set forth by the state and federal governments to monitor accountability standards regarding student academic progress.

To encourage satisfactory progress, the college intervenes in appropriate ways when students experience difficulty completing courses, suggesting practices that may foster success. The Standards of Academic Progress Policy establishes specific standards that must be met by all students enrolled in credits courses at Century College. The policy is as follows:

### Academic Progress and Probation/Suspension Policy

Minimum standards of academic progress are defined and measured by Century College in the following ways: A cumulative GPA of 2.0, and a cumulative completion rate of at least 67% of credits attempted.

- 1. Grade Point Average (Qualitative Measure):** You are required to maintain a minimum of a 2.0 cumulative grade point average on a 4.0 A to F scale.
- 2. Completion Rate (Quantitative Measure):** You are required to maintain a completion rate of 67% of credits attempted cumulatively. Your completion rate is calculated beginning with the first attempted credit and is calculated for grades A, B, C, D, and P. Courses for which a you receive a letter grade of I, W, F, and Z are considered credits attempted and not successfully completed.
- 3. Evaluation Period:** Your academic progress is monitored at the end of each academic term (Fall, Spring, and Summer semesters) beginning with the first attempted credit.

**Academic Probation:** If you do not meet the minimum cumulative 2.0 GPA or 67% completion rate standard of academic progress, you will be placed on academic probation for the next term you are in attendance. If you are on probation, you may continue attending college; however, you are expected to take corrective actions. You will remain on probation as long as your cumulative GPA is below 2.0 or your cumulative completion rate is below 67%.

**Academic Suspension:** If you are on probation and fail to meet the minimum cumulative 2.0 GPA or 67% completion rate standard of academic progress during your next term of enrollment, you will be immediately placed on suspension.

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**Continued Probation Standards:** If, during your probationary period, you earn a 2.0 term GPA and a term 67% completion rate but are unable to meet the cumulative standards, you will remain on continued probation until

- You have met the GPA standards and completion rate standards,
- You fall below standards for the term.

If you do not meet the continued probationary standards, you will be suspended.

**Notification:** You will be notified in writing upon being placed on probation, and the notice will inform you of the conditions of the probationary period. You will be notified in writing when placed on suspension and the notice will include information about reinstatement.

**For the First Suspension:** You may not attend the college for one semester (not including summer term). After serving the suspension, you may be readmitted on probation after consulting with a counselor and submitting a signed *Readmit Form* to the Records Office.

**For the Second and Subsequent Suspensions:** You may not attend the college for two semesters (not including summer term). After serving the suspension, you may be readmitted on probation after consulting with a counselor and submitting a signed *Readmit Form* to the Records Office.

**Appeals:** In order to petition for a waiver of serving either a first or second suspension and to seek re-admittance for the next academic term, you must complete an *Academic Plan* and a *Student Services Petition* with the help of a counselor. Please note: Final approval of all appeals rests with the Dean of Students.

**Continuation of Students Who Have Successfully Appealed:** During the term of appeal, if you make successful progress as described for the continued probation (2.0 GPA and 67% completion at the term level) but have not yet met the cumulative standards, you may continue to attend the college. If you do not meet the term standard, you will be suspended again.

**Additional Elements:**

**Treatment of Grades:** Courses for which again receive a letter grade of A, B, C, D, and P are included in the calculation of cumulative credit completion as courses successfully completed.

Courses for which you receive a letter grade of I, W, or F shall be treated as credits attempted but not successfully completed. Blank grades (Z) will be treated as credits attempted but not successfully completed.

**Academic Forgiveness (or Amnesty):** Credits for which you have been granted academic forgiveness will not be

used in the calculation of the standard for academic progress. This differs from Financial Aid policy for Satisfactory Academic Policy.

**Course Repeats:** For a course that is repeated, the original grade will remain on the transcript but will not be used in the GPA calculation. The original course credits remain in the number of attempted credits but are removed from the credits earned calculation. While this has no punitive impact on GPA, the percentage of completion will reflect the original course as attempted but not earned.

**Transfer Credits:** Transfer credits accepted by the institution shall not be counted as credits attempted for calculation of the cumulative completion percentage, or used in calculating the cumulative GPA.

**Withdrawals:** You may withdraw from a course or courses after the posted drop period. A grade of 'W' is given and will not impact GPA. But, a withdrawal will impact completion rate negatively as credits attempted and not earned are calculated in your percentage of completion.

**Transcripts and Diplomas**

Century College will provide diplomas and transcripts at a nominal fee. Please see tuition and fee rates in the most recent semester course schedule or online under "Business Office" or "Records." Written requests must be submitted to the College Records Office. The College will withhold issuance of diplomas and transcripts to you 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**

Please see Chapter 4, Articulation Agreements.

**Transfer of Credits from Other Institutions**

Transcripts will be evaluated in time for New Student Orientation (SOAR) sessions for new students who have reserved an orientation 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). If you are enrolled in courses during the current semester, you 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. If you are not enrolled in courses during the current semester you will not receive a full evaluation until you 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.

**Transfer of Credits to Other Institutions**

If you wish to earn a four-year degree, you should check the lower division requirements of your chosen transfer college. Since requirements and acceptance of Century College credits differs from one college to another, you should obtain a copy of the transfer college catalog or bulletin early in your 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. Also, you can look up how credits transfer by using the Minnesota

Course Applicability System, [www.mncas.org](http://www.mncas.org). You can also refer to Chapter 5, which contains information regarding Minnesota General Education Transfer Curriculum and Transferring to another college. Additional information, is located in the Transfer Guide at the back of this catalog or go to [www.mntransfer.org](http://www.mntransfer.org), the Minnesota Transfer Website.

**Withdrawing from Courses**

See Chapter 2, Change of Registration Policies.



Christine  
D.D.S., M.S.E., M.P.H.  
Century College

Lendul

# 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 you with career exploration and career planning in the Counseling and Career Center located on West Campus, Main Entrance, Room 2410. Counselors can help you decide which programs are most appropriate for your educational goals, which may include transitioning to a new career, career advancement, transferring to a bachelor's program or continuing education. The college's GPS LifePlan, web site [www.century.edu/lifeplan/](http://www.century.edu/lifeplan/) can also be used to help you explore your personal career interests and goals.

If you are undecided about your career direction, you may use the counseling services and the Career Center to start your career decision-making process while taking general education courses. In the Career Center, you will find occupational information, placement data reports, interest and skill assessments, resume and interview resources, books, videos, computer-assisted programs, and Internet search information.

You are encouraged to use Minnesota Career Information System (MCIS) and Internet System for Education and Employment Knowledge (ISEEK) website: [www.iseek.org](http://www.iseek.org). These easy-to-use computerized systems will help you 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, such as Career and Life Planning (CRRS 1010), to assist you.

## Program Requirements

### Minnesota General Education Transfer Curriculum (MnTC)

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 you transfer your work in general education. When you complete the Minnesota General Education Transfer Curriculum at one of the participating colleges/universities and then transfer to any other Minnesota public baccalaureate degree-granting university, you 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 you fulfill the ten goal areas in fewer than 40 credits, you can select courses within any of the goals to achieve the 40-credit total. In addition to the 40 credit core, the AA requires you to complete 22 additional credits, which may be MnTC goal-fulfilling courses, pre-major requirements, or electives and 2 credits in Health/Physical Education. The AFA, 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 is in place to help you meet the social, personal, and career challenges of the 21st Century. Therefore, 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. The goals and competencies emphasize our common membership in the human community; our 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.

You may transfer the MnTC in each of the following ways:

1. As an entire package: If you complete the transfer curriculum at one institution, it 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: If you complete a course which is included as part of a goal area at the sending institution, it will be accepted for full credit within the same goal area at Century College. When a course you



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have taken meets 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.

If you would like more information, please refer to the Minnesota Transfer website at [www.mntransfer.org](http://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.

## MnTC Distribution Requirements

### Goal 1 - Communication:

Minimum of 10 credits including ENGL 1021, ENGL 1022 and at least one 3-credit Communication course from COMM 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. 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.

## Minnesota General Education Transfer Curriculum (MnTC) 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

#### 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)

#### English

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

### GOAL TWO: CRITICAL THINKING

Fulfilled when all MnTC goals are complete.

### GOAL THREE: NATURAL SCIENCES

(+with lab)

#### Anthropology

- \* 1022-Introduction to Physical Anthropology: Human Origins (10)

#### Biology

- 1020-Biology Concepts+
- 1021-Biology of Women
- 1023-Introduction to Forensic Biology
- 1024-Essential Human Biology
- \* 1025-Field Biology+ (10)
- \* 1026-Plants and Society+ (10)
- \* 1028-Ecology+ (10)
- 1029-Microbes and Society: An Introduction to Microbiology+
- 1041-Principles of Biology I+
- 1042-Principles of Biology II+
- 2031-Basic Human Anatomy & Physiology I+
- 2032-Basic Human Anatomy & Physiology II+
- 2035- Microbiology+

#### Chemistry

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

#### Earth 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)
- \* 1080-Natural Disasters (10)

#### Geography

- \* 1021-Physical Geography (10)

#### Physics

- 1020-Physics Concepts+
- 1041-General Physics I+
- 1042-General Physics II+
- 1070-Descriptive Astronomy
- 1075-Descriptive Astronomy Lab+
- 1081-Introductory Physics I+
- 1082-Introductory Physics II+

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

### **Mathematics**

- 1025-Statistics
- 1030-Mathematics for the Liberal Arts
- 1050-Finite Mathematics
- 1061-College Algebra I
- 1062-College Algebra II with Trigonometry
- 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**

- \* 1025-Introduction to Archaeology (7)
- \* 1023-Introduction to Cultural Anthropology (8)
- \* 2031-Sex and Gender (8)
- \* 2061-Anthropology of Human Nature (10)

### **Communication**

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

### **Economics**

- 1021-Macroeconomics
- 1023-Microeconomics

### **Geography**

- \* 1023-Human 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)
- \* 2051-20th Century Global Conflicts and Crises (9)
- \* 2053-Southeast Asia and the Vietnam War (8)
- \* 2061-U.S. Women's History (7)
- \* 2063-Women, Health and Medicine (7)

### **Global Studies**

- \* 2010-Introduction to Global Studies (8)

### **Linguistics**

- 2030-Introduction to Socio-Linguistics

### **Political Science**

- \* 1020-Introduction to Political Science (9)
- \* 1023-Introduction to International Relations (8)
- \* 1031-American Government (9)
- \* 1033-State and Local Government (9)
- \* 1035-Constitutional Law (9)

### **Psychology**

- 1020-General Psychology
- 1030-Psychology of Adjustment
- 1041-Developmental Psychology
- \* 2021-Abnormal Psychology (7)
- \* 2043-Introduction to Child Development (9)
- \* 2044-Adolescent Development (9)
- \* 2045-Adulthood, Aging and Death (9)

### **Sociology**

- \* 1020-Introduction to Sociology (7)
- \* 1033-Sociology of Families in Crisis (7)
- \* 1041-Sociology of Social Problems (9)
- \* 1080-Introduction to the Criminal Justice System (9)
- \* 2031-Sociology of the Family (7)
- \* 2051-Sociology of Race and Ethnicity (7)
- \* 2053-Sociology of Disability (7)
- \* 2061-Sociology of Gender and Work (7)
- \* 2071-Social Psychology (7)
- \* 2087-Criminology and Criminal Behavior (8)

### **Women and Gender Studies**

- \* 1061-Foundations in Women's Studies (9)
- \* 1071-Introduction to GLBT Studies (7)
- \* 2061-Women In Global Perspective (8)

## **GOAL SIX: HUMANITIES AND FINE ARTS**

### **Art**

- \* 1020-Art Appreciation (8)

### **Art History**

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

### **Art Studio**

- 1020-2D Design
- 1025-3D Design
- 1031-Photography I
- 1033-Photography II
- 1041-Drawing I
- 1051-Painting I
- 1055-Watercolor
- 1071-Ceramics 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-Introduction to Folklore (7)
- 2023-Creative Writing: Poetry & Fiction
- \* 2031-British Literature: Medieval to Romantic (8)
- \* 2032-British Literature: Romantic to Present (8)
- \* 2035-Shakespeare (8)

- 2043-Literature and Film
- \* 2051-Modern World Literature (8)
- \* 2052-Contemporary World Literature (8)
- \* 2055-Mythology (8)
- \* 2057-An Introduction to African Literature (8)
- \* 2058-Middle Eastern Literature (8)
- \* 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
- 2072-Graphic Narratives: Comics as 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)

#### Humanities

- \* 1021-Introduction to the Humanities: Europe and the United States (8)
- \* 1025-Introduction to the Humanities: A World View (8)
- \* 1030-Culture and Civilization of Spanish Speaking Peoples (8)
- \* 1035-Culture and Civilization of French Speaking Peoples (8)
- \* 1040-Culture and Civilization of Chinese Speaking Peoples (8)
- \* 1041-The Art of Film (8)
- \* 1043-International Film (8)
- \* 1045-American Film (7)
- \* 1051-African American Cultural Perspectives (7)
- \* 2061-Women in the Arts (7)

#### Music

- 1035-Enjoyment of Classical Music
- \* 1045-Popular Music in American Society (7)
- \* 2051-World Music (8)

#### Philosophy

- 1021-Introduction to Western Philosophy
- \* 1025-Introduction to Eastern Philosophy (8)
- \* 1031-Ethics (9)
- \* 1035-Biomedical Ethics (9)
- \* 1051-World Religions (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 listed under Goals 1-6 above (denoted with an asterisk) OR by completing additional coursework from the following lists.** (One course may fulfill a maximum of two goals, but the credits are only counted once.)

#### GOAL SEVEN: HUMAN DIVERSITY

##### Anthropology

- 1023-Introduction to Cultural Anthropology (5)
- 1025-Introduction to Archaeology (5)

##### Art History

- 1041-American Art (6)

##### Communication

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

##### English

- 2012-American Literature: Civil War to Present (6)
- 2013-African American Literature (6)
- 2015-American Indian Literature (6)
- 2018-Introduction to Folklore (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 Perspectives (6)
- 2061-Women in the Arts (6)

##### Music

- 1045-Popular Music in American Society (6)

##### Psychology

- 2021-Abnormal Psychology (5)

##### Sociology

- 1020-Introduction to Sociology (5)
- 1033-Sociology of Families in Crisis (5)
- 2031-Sociology of the Family (5)
- 2051-Sociology of Race and Ethnicity (5)
- 2053-Sociology of Disability (7)
- 2061-Sociology of Gender and Work (5)
- 2071-Social Psychology (5)

##### Women and Gender Studies

- 1071-Introduction to GLBT Studies (5)

#### GOAL EIGHT: GLOBAL PERSPECTIVE

##### Anthropology

- 1023-Introduction to Anthropology (5)
- 2031-Sex and Gender (5)

##### Art

- 1020-Art Appreciation (6)

##### Art History

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

##### Communication

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

##### English

- 2031-British Literature: Medieval to Romantic (6)
- 2032-British Literature: Romantic to Present (6)
- 2035-Shakespeare (6)

- 
- 2051-Modern World Literature (6)
  - 2052-Contemporary World Literature (6)
  - 2055-Mythology (6)
  - 2057-African Literature: An Introduction (6)
  - 2058-Middle Eastern 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
  - 2022 Intermediate French II
- Geography**
- 1023-Human Geography (5)
  - 1031-World Regional Geography (5)
- Global Studies**
- 2010-Introduction to Global Studies (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-Introduction to the Humanities: Europe and the United States (6)
  - 1025-Introduction to the Humanities: A World View (6)
  - 1030-Culture and Civilization of Spanish Speaking Peoples (6)
  - 1035-Culture and Civilization of French Speaking Peoples (6)
  - 1040-Culture and Civilization of Chinese Speaking Peoples (6)
  - 1041-The Art of Film (6)
  - 1043-International Film (6)
- Music**
- 2051-World Music (6)
- Philosophy**
- 1025-Introduction to Eastern Philosophy (6)
  - 1051-World Religions (6)
- Political Science**
- 1023-International Relations (5)
- Sociology**
- 2087-Criminology and Criminal Behavior (5)
- Spanish**
- 2021 Intermediate Spanish I
  - 2022 Intermediate Spanish II
- Women and Gender Studies**
- 2061 Women in Global Perspective (5)
- GOAL NINE: ETHICAL AND CIVIC RESPONSIBILITY**
- Communication**
- 1021-Fundamentals of Public Speaking (1)
- 1041-Small Group Communication (1)
  - 1061-Introduction to Mass Communication (5)
- English**
- 2025-Creative Writing: Nonfiction
  - 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-Biomedical Ethics (6)
- Political Science**
- 1020-Introduction to Political Science (5)
  - 1031-American Government (5)
  - 1033-State and Local Government (5)
  - 1035-Constitutional Law (5)
- Psychology**
- 2043-Child Development (5)
  - 2044-Adolescent Development (5)
  - 2045-Adulthood, Aging and Death (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 and Gender Studies**
- 1061-Foundations in Women's Studies (5)
- GOAL TEN: PEOPLE AND THE ENVIRONMENT**
- Anthropology**
- 1022-Introduction to Physical Anthropology: Human Origins (3)
  - 2061-Anthropology of Human Nature (5)
- Biology**
- 1025-Field Biology (3)
  - 1026-Plants and Society (3)
  - 1028-Ecology (3)
- Earth 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)
  - 1080-Natural Disasters (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)
- 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)
- 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 you to complete both general education requirements and pre-major requirements for a wide range of majors and programs at four-year colleges and universities. You should consult with a Century counselor so that you can be sure 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 you 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*
Criminal Justice	Philosophy
Dentistry*	Physical Education
Economics	Physical Therapy*
Educ., Early Childhood	Physics
Education, Elementary	Physiology
Education, Secondary	Political Science
Engineering	Psychology
English	Recreation
Forestry	Social Work
French	Sociology
Geography	Spanish
Global Education**	Speech-Communication
History	Statistics
Horticulture	Theater
Human Ecology	Human Service
Veterinary Medicine*	Women's Studies**

**Transferring to Another College**

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

If you are thinking about transferring, please follow these steps:

1. Discuss your plans with a Century counselor.
2. Call or visit your intended transfer college. When you call or visit, 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, etc.). Please remember 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 the 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. When you meet, be sure to ask about course transfer and admission criteria.
4. Refer to the Transfer Guide located at the back of the catalog, the Minnesota Transfer website [www.mntransfer.org](http://www.mntransfer.org), or the Minnesota Course Applicability System website [www.mncas.org](http://www.mncas.org)

In addition, each fall, Century College Counseling Center hosts "Transfer Information Days" for students which can help you in your planning process. See a current course schedule or Student Newsletter for dates and more information.

**Transfer Articulation Agreements**

Articulation agreements facilitate your credit transfer and provide you with 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 help you with your transfer goals. Please see a counselor if you would like to see specific agreement benefits and requirements or if you need in further help or information.

\*Pre-professional programs

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

## 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	BA	English with TESL BS Minor	St. Cloud State University
AA/AS			Capella University, Northland College
AAS/AS			University of Wisconsin-Stout
Auto Body Technology AAS	BS	Industrial Technology, Operations Management	Minnesota State University Moorhead
Auto Body Technology AAS	BAS	Industrial Management	Metropolitan State University
Automotive Service Technology AAS	BS	Industrial Technology, Operations Management	Minnesota State University Moorhead
Automotive Service Technology AAS	BAS	Industrial Management	Metropolitan State University
Business Administration AS	BS	Business Administration	Metropolitan State University, University of Phoenix
Chemical Dependency AS	BA	Chemical Dependency	Metropolitan State University
Computer Information Systems AS	BA	Computer Information Systems	Metropolitan State University
Computer Information Systems AS	BS	Industrial Technology	Minnesota State University Moorhead
Computer Science AS	BS	Computer Science/Industrial Technology	Metropolitan State University, University of Phoenix
Computer Science AS	BS	Industrial Technology, Operations Management	Minnesota State University Moorhead
Criminal Justice AS	BA	Criminal Justice	Metropolitan State University
Education AS	BS	Education, Bemidji State University: DLiTE	Augsburg College, Bemidji State University, University of Wisconsin, River Falls
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, Metropolitan State University, Minnesota State University-Moorhead
Engineering AS	BS	Industrial Technology, Operations Management	Minnesota State University Moorhead
Engineering CAD Technician AAS	BAS	Industrial Management	Metropolitan State University
Engineering CAD Technician AAS	BS	Manufacturing Management	University of Minnesota, Crookston
Engineering CAD Technician AAS	BS	Industrial Technology, Operations Management	Minnesota State University Moorhead
Facility Systems Technology	BS	Industrial Technology, Operations Management/ Manufacturing Management	Minnesota State University Moorhead/ University of Minnesota, Crookston
Global Studies Certificate	BA	International Studies	Bemidji State University
Heating, Ventilation, and Air Conditioning Technology AAS	BAS	Industrial Management	Moorhead State University
Heating, Ventilation, and Air Conditioning Technology AAS	BS	Manufacturing Management/ Industrial Technology, Operations Management	University of Minnesota, Crookston/ Minnesota State University Moorhead
Horticulture AAS	BS	Horticulture	University of Wisconsin-River Falls
Horticulture AAS	BS	Industrial Technology, Operations Management	Minnesota State University Moorhead
Horticulture AAS	BAS	Organizational Administration	Metropolitan State University
Horticulture AS	BS	Environmental Horticulture/ Operations Management	Univ. of Minnesota, Univ. of Minnesota, Crookston/Minnesota State Univ. Moorhead
Information and Telecom. Technology AAS	BS/BAS	Telecommunication/Industrial Technology	State University Moorhead
Information and Telecom.Tech. AAS	BAS	Industrial Management	Metropolitan State University
Interior Design AAS	BA	First College	Metropolitan State University
Interior Design AAS	BS	Industrial Technology, Operations Management	Minnesota State University Moorhead
Law Enforcement AS	BA	Law Enforcement	Metropolitan State University
Marketing Communications Tech AAS	BAS	Visual Communications	Metropolitan State University
Marketing: Marketing Management AAS	BAS	Sales Management	Metropolitan State University
Microcomputer Support Technology AAS	BAS	Industrial Management	Metropolitan State University
Marketing: Marketing Management AAS	BS	Industrial Technology, Operations Management	University of Minnesota Moorhead
Music AFA	BA	Music	Minnesota State University-Mankato
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
Radiologic Technology AAS	BA	Individualized	Metropolitan State University
Visual Communications Tech. AAS	BS	Industrial Technology, Operations Management	Moorhead State University
Visual Communications Tech. AAS	BAS	Visual Communications	Metropolitan State University
Women and Gender Studies Certificate	BA	Women's Studies	Augsburg College, College of St. Catherine, Hamline University, Metropolitan State Univ., Minnesota State Univ.-Mankato, Univ. of Minnesota, Univ. of St Thomas

## Course by Course Articulation Agreement List

Century College Courses—See Guidesheets in Counseling	BS	Community Health	St. Cloud State University
Century College Courses—See Guidesheets in Counseling	BS	Health Education	St. Cloud State University
Century College Courses—See Guidesheets in Counseling	BS	Physical Education	St. Cloud State University
Horticulture AAS	BS	Horticulture	University of Wisconsin-River Falls

New articulation agreements are pursued on an on-going basis. There may be additional agreements reached after the printing of this catalog. Consult a counselor to learn if additional agreements have been reached in your area of interest.

### 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 whether the credits you earn will transfer.
2. Institutions accept credits from courses and programs that are similar to 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 the 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 early to beat the deadline. Send 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 the DARS Transfer Office. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why the decisions were made. If you are not satisfied, you can appeal. See “Your Rights as a Transfer Student” below.

### Your Rights as a Transfer Student

As a transfer student, you have the right to the following:

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 as follows:
  - a. You fill 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. You will receive, in writing, the outcome of the appeal.
  - d. You can petition the decision.
4. At your request, a review of your eligibility for financial aid or scholarships.

If you would like help with your transfer questions or problems, please 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, you may choose to concentrate in a particular field of study as preparation for a planned major at a four-year college or university. You must take at least 40 of the 64 credits within the Minnesota General Education Transfer Curriculum (MnTC) outlined in the preceding section. If you plan to transfer to a four-year college or university, you should work with one of Century’s counselors prior to, and during, enrollment at Century College to help you plan an appropriate program (both general education and major requirements).

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 colleges/universities (e.g., Augsburg College, College of St. Scholastica, Concordia University-St. Paul, and University of Wisconsin-River Falls) to 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, you must earn at least 20 credits 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 degree 64

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 ENGL 1021, ENGL 1022, and at least one 3-credit Communication course from COMM 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 41-44.

#### Health/Physical Education:

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

#### Recommended:

**Computer Literacy:** Recognizing the importance of computer literacy in the world today, Century College recommends you develop computer skills appropriate for your major field by either selecting courses that are computer based or selecting a course(s) that will fulfill this need.

## Associate in Fine Arts Degree

### Overview

The Associate in Fine Arts degree (AFA) is primarily intended for those 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 AFA degree is a liberal arts degree with a concentration in a designated discipline in the fine arts.

### AFA Degree Program

AFA in Music

*Transfer note:* Please see page 46 for articulation information and a Century counselor for specific transfer assistance. General Requirements for the AFA degree:

1. At least 64 earned college-level credits (numbered 1000 or above). Of the last 30 credits applied toward the Associate in Fine 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; required fine arts core 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 AFA degree 64

Minnesota General Education Transfer Curriculum.....	30
Specific Fine Arts Discipline.....	34

### MnTC Distribution Requirements for the AFA degree:

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 the AFA degree program.

## Associate in Science Degree

### Overview

The Associate in Science degree (AS) is primarily intended for you if you 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 you for admission to an upper-division college. The extent to which your 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 coursework 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 46 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, you must earn at least 20 credits 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, please 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. Please 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 ENGL 1021, Composition I and at least one 3-credit Communication course from COMM 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, please see MnTC course list on pages 41-44.

#### 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 you 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 you develop computer skills appropriate for your major field 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 if you plan to use the competence gained through your degree for immediate employment. The AAS degree is granted in a specific major and typically at least one-half of the coursework 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 your program area or general education depending on the specific program you chose.

#### AAS Degree Programs

Accounting  
Auto Body Technology  
Automotive Service Technology  
Business Management  
Computer Forensics  
Cosmetology  
Criminal Justice  
Dental Assistant  
Dental Hygiene  
Education  
Engineering CAD Technology  
Facility Systems Technology  
Heating, Ventilation and Air Conditioning Technology  
Horticulture  
Information and Telecommunications Technology  
Interior Design  
Investigative Sciences  
Law Enforcement  
Marketing: Marketing Communications Technology  
Marketing: Marketing Management  
Microcomputer Support Technology  
Office Technology: Administrative Assistant  
Office Technology: Medical Office  
Orthotic Technology  
Paramedic Technology  
Public Safety  
Prosthetic Technology  
Radiologic Technology  
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 colleges or universities. Also, some articulation agreements exist between programs and upper division colleges, please see page 46. If you would like more information about transferring credits to other colleges and universities, please consult with a Century counselor for assistance.

**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, you must earn 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; and MnTC GPA of 2.0.
4. For any specific course grade requirements in programs, please 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. Please 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 ENGL 1021, Composition I, and at least one 3-credit Communication course from COMM 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 41-44.

**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.

**Certificates and Diplomas**

**Overview**

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 certificates with up to 30 credits and 36 to 48-credit occupational diplomas.

**Diploma and Certificate Program Areas**

- Accounting
- Auto Body Technology
- Automotive Service Technology
- Computed Tomography
- Computer Science
- Cosmetology
- Cosmetology-Nail Care Technician
- Dental Assistant
- Dental Practice Management
- Education
- Emergency Medical Services
- Facility Systems Technology
- Fire Services
- Global Studies
- Heating, Ventilation, and Air Conditioning Technology
- Horticulture
- Human Services
- Information and Telecommunications Technology
- 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
- Prosthetic Technology
- Public Safety
- Sports Facilities Management
- Visual Communications Technologies
- Women and Gender Studies

Century offers academic certificates in Global Studies and Women and Gender Studies.

**General Requirements:**

1. Diplomas: 30 to 48 earned college-level credits, Certificates: 9 to 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: 9-16 credit certificates)
4. For any specific course grade requirements in programs, see Chapter 6, the Counseling Center, or program advisor.

**Distribution Requirements:**

Certificate.....9-30 credits  
Diploma .....31-48 credits

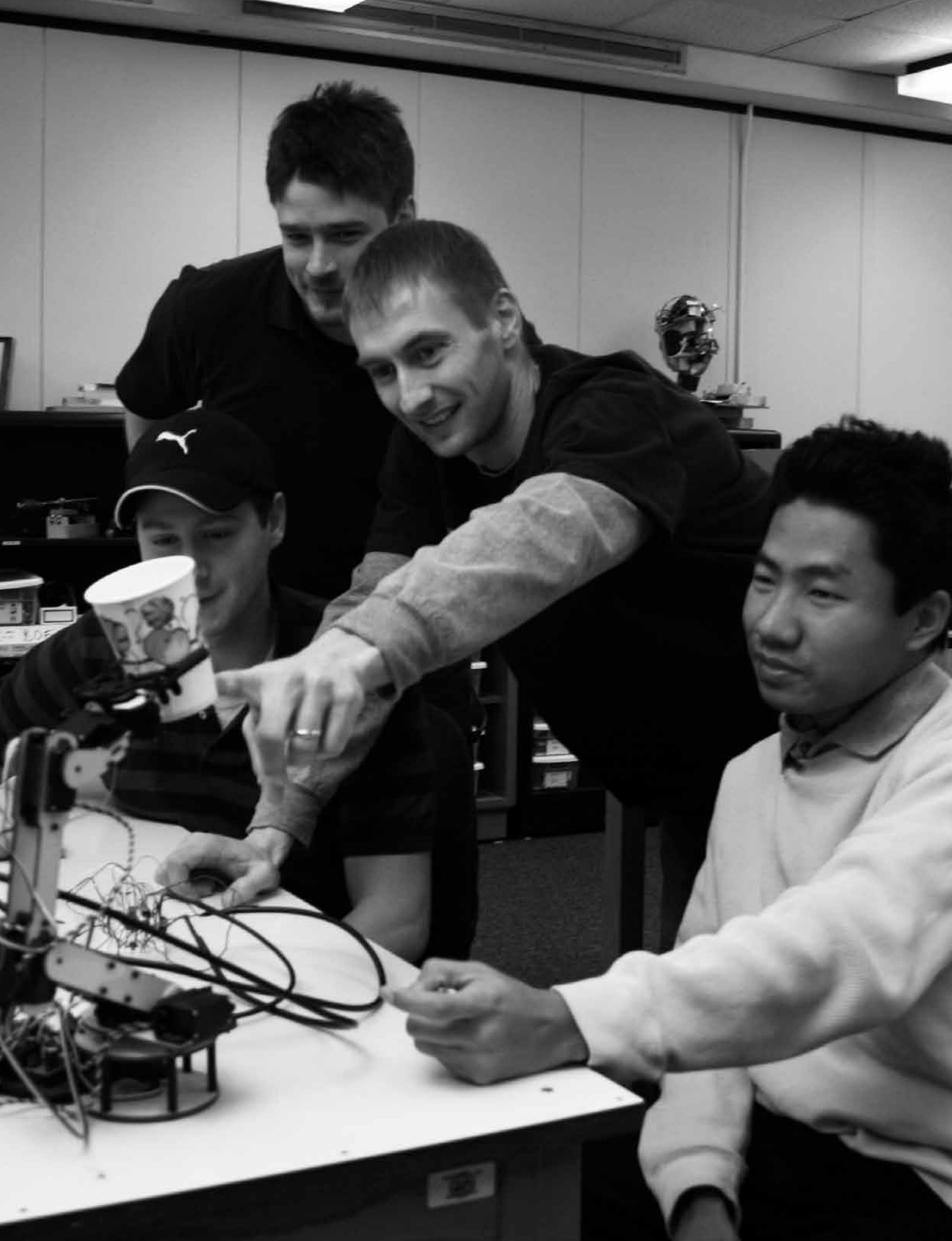
**Career/Occupational:** 31-45 credits

48 credits when at least one MnTC course is included.

The minimum distribution requirements are listed above. Credit and course requirements are unique to each program. Please 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 41-44.



# 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 their 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.

## Programs of Study

- Accounting
- Associate in Arts Degree (see Chapter 5)
- Auto Body Technology
- Automotive Service Technology
- Business
  - Administration
  - Management
- Chemical Dependency
- Computer
  - Computer Forensics
  - Computer Information Systems
  - Computer Science
  - Information and Telecommunications Technology
  - Microcomputer Support Technology
- Cosmetology
  - Nail Care Technician
- Criminal Justice
  - Investigative Sciences
- 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
  - Investigative Sciences
- Marketing
  - Marketing Management
  - Marketing Specialty
  - Marketing Communications
- Medical Assistant
- MnTC (Minnesota General Education Transfer Curriculum) (see Chapter 5)
- Music-Fine Arts
- Nursing (RN)
- Office Technology
  - General
  - Medical
- Orthotic Technology
- Prosthetic Technology
- Public Safety
- Radiologic Technology
- Sports Facilities Management
- Visual Communications Technologies
- Women and Gender Studies

## Accounting

### Program Options:

**Accounting Technician Certificate (30)**

**Accountant Diploma (45)**

**Accounting AAS Degree (64)**

### 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 OR	
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
- COMM 1021 Fundamentals of Public Speaking
- COMM 1031 Interpersonal Communication
- COMM 1041 Small Group Communication
- COMM 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 OR
- ECON 1021 \* Macroeconomics..... 3
- CAPL 1010 \* Introduction to Software Applications OR
- CSCI 1020 Introduction to Microcomputers..... 3

**General Education/MnTC Requirements: 7 credits**

**Goal 1 - Communication:** 7 credits

- ENGL 1021 Composition I..... 4

Select one of the following COMM courses:

- COMM 1021 Fundamentals of Public Speaking
- COMM 1031 Interpersonal Communication
- COMM 1041 Small Group Communication
- COMM 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 and 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 OR
- 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 OR
- CAPL 1025 Microsoft Excel AND
- CAPL 1027 Microsoft Access..... 3

**General Education/MnTC Requirements: 20 credits**

**Goal 1 - Communication:** 7 credits

- ENGL 1021 Composition I..... 4

Select one of the following COMM courses:

- COMM 1021 Fundamentals of Public Speaking..... 3
- COMM 1031 Interpersonal Communication
- COMM 1041 Small Group Communication
- COMM 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:** 8 credits

- MATH 1025 Statistics..... 4

- MATH 1061 College Algebra I..... 4

**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)**

**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; and 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
COMM	1021	Fundamentals of Public Speaking
COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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
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COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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:.....	3
BMGT	2035	Human Relations in 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 COMM courses:.....	3

COMM	1021	Fundamentals of Public Speaking
COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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 (34)**

**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).

### Certificate

#### Basic Automotive Service

**Total Number of Credits: 30**

**Program Description:** This program prepares the student to perform automotive repairs in the following areas: tire service, lubrication, exhaust, automatic transmission, body electrical, starting, charging, brakes, steering and suspension, wheel alignment and standard drive train. The student will also be prepared to take the (ASE) Certification Tests in the following areas: automatic trans/transaxle, electrical/electronic systems, suspension and steering, brakes, manual drive train and axles.

**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. An Automotive Service Technology program application must be completed and submitted to admissions before entering the program.

### Career/Occupational Requirements: 30 credits

AST	1040	Automotive Brakes.....	4
AST	1050	Steering and Suspension Systems.....	3
AST	1060	Four Wheel Alignment.....	4
AST	1070	Standard Drive Train.....	4
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

### Diploma

#### Automotive Service Technician

**Total Number of Credits: 34**

**Program Description:** This program prepares the student to perform automotive repairs in the following areas: engine repair and diagnosis, cooling system, emission control, computer systems, fuel injection, engine performance maintenance, and air conditioning. The student will also be prepared to take the (ASE) Certification Tests in the following areas: engine repair, engine performance, and heating and air conditioning.

**Application Requirements:** Completion of Basic Automotive Service Certificate

### Career/Occupational Requirements: 28 credits

AST	1000	Automotive Engines.....	4
AST	1010	Engine Diagnosis.....	3
AST	1020	Cooling System Service.....	2
AST	1030	Emission Control.....	3
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

Select one of the following communication courses:

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

#### Other Requirements: 3 credits

WLDG	1001	Introduction to Oxyacetylene Welding... 2
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Select one credit from the following:

WLDG	1011	Introduction to Metal Inert Gas Welding 1
WLDG	1021	Introduction to ARC Welding 1 OR

General Education/MnTC with instructor consent

### 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 Business.....	3
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 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

**General Education/MnTC Requirements: 20 credits**

**Goal 1 - Communication:** 7 credits

ENGL	1021	Composition I.....	4
Select one of the following COMM courses:.....3			
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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	
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**Goal 5 - History/Social and Behavioral Sciences:** 3 credits

PSYC	1020	General Psychology - recommended	
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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 from Core, Career/Occupational, or General Education/MnTC to total 64 credits.

**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 Accounting .....	3
BMGT	1020	Introduction to Business.....	3
BMGT	2030	Management Fundamentals.....	3
BMGT	2051	Legal Environment of Business.....	3
BMGT	2060	Business Communications.....	3
CSCI	1020	Introduction to Microcomputers .....	3
ECON	2021	Statistics for Business and Economics ....	3
MKTG	2050	Principles of Marketing .....	3

**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 I.....	4
Select one of the following COMM courses:..... 3			
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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 I (MATH 1061) or higher required

**Goal 5 - History/Social and Behavioral Sciences:**

9 credits

Two disciplines required

ECON	1021	Macroeconomics.....	3
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ECON	1023	Microeconomics.....	3
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**Goal 6: Humanities and Fine Arts:** 6 credits

Two courses from two disciplines

**Goals 7-10:** Three credits in each of two 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 Accounting.....	3
ACCT	2025	Managerial Accounting.....	3
BMGT	1020	Introduction to Business .....	3
BMGT	1030	Survey of Business Economics OR	
ECON	1021	Macroeconomics.....	3
BMGT	2030	Management Fundamentals .....	3
BMGT	2035	Human Relations in Business .....	3
BMGT	2040	Human Resource Management .....	3
BMGT	2051	Legal Environment of Business .....	3
BMGT	2060	Business Communications.....	3
BMGT	2090	Business Finance .....	3
CAPL	1010	Introduction to Software Applications.....	3
CSCI	1020	Introduction to Microcomputers.....	3
MKTG	2050	Principles of Marketing.....	3
OFFT	1001	College Keyboarding.....	1

**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 I..... 4
- Select one of the following COMM courses:..... 3
- COMM 1021 Fundamentals of Public Speaking
- COMM 1031 Interpersonal Communication
- COMM 1041 Small Group Communication
- COMM 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 Statistics..... 4

**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

# Chemical Dependency

**Chemical Dependency Certificate (28)**  
**Chemical Dependency AS Degree (64)**

**Certificate**  
**Chemical Dependency**  
**Total Number of Credits: 28**

**Program Description:** This certificate is designed for students with a Bachelor degree interested in the field of Chemical Dependency Counseling. The program prepares graduates for the written test and oral examination, which is required for state license.

**Career/Occupational Requirements: 28 credits**

- CDEP 1020 Introduction to Drugs and Alcohol..... 3
- CDEP 1030 Pharmacology of Chemical Dependency 3
- CDEP 1060 Professional Conduct in Chemical  
Dependency.....3
- CDEP 2010 Chemical Dependency Assessment ..... 3
- CDEP 2020 Advanced Counseling Skills OR
- CDEP 2030 Group Counseling.....3
- CDEP 2050 Case Management in Chemical  
Dependency Treatment..... 3
- CDEP 2781 Internship I.....5
- CDEP 2782 Internship II.....5

**Additional Requirements:**

1. A grade of "C" or higher in all career/occupational courses.
2. Bachelor degree is required for licensure.
3. Passing the Minnesota background study is required for the internships.

**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.

**Program Requirements:**

1. Grade of "C" or higher in all Career/Occupational courses
2. Grade of "C" or higher in all specific General Education course requirements
3. Background check is required for the internships

**Career/Occupational Requirements: 34 credits**

- CDEP 1020 Introduction to Drugs and Alcohol..... 3
- CDEP 1030 Pharmacology of Chemical Dependency..3
- CDEP 1060 Professional Conduct in Chemical  
Dependency.....3
- CDEP 2010 Chemical Dependency Assessment.....3
- CDEP 2020 Advanced Counseling.....3
- CDEP 2030 Group Counseling.....3
- CDEP 2050 Case Management for Chemical  
Dependency Treatment..... 3
- CDEP 2781 Internship I .....5
- CDEP 2782 Internship II ..... 5
- HSER 1030 Helping Skills ..... 3

**General Education/MnTC Requirements: 30 credits**

**Goal 1 - Communication:** 7 credits

- ENGL 1021 Composition I..... 4
- Select one of the following COMM courses: ..... 3
- COMM 1021 Fundamentals of Public Speaking
- COMM 1031 Small Group Communication
- COMM 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

**Goal 5 - History/Social and Behavioral Sciences:**

10 credits

Two courses from two disciplines

- PSYC 1020 General Psychology..... 4
- Select one of the following PSYC courses:..... 3
- PSYC 2044 Adolescent Development
- PSYC 2021 Abnormal Psychology

**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:**

- CDEP 1040 Overview of Gambling..... 3
- CDEP 2055 Co-Occurring Disorders: Substance  
Abuse and Mental Health..... 3

## Computer Forensics

### Program Options:

**Computer Forensics AAS Degree (64)**

**Computer Forensics Certificate (16)**

### Certificate

#### Computer Forensics

**Total Number of Credits: 16**

**Program Description:** The certificate in computer forensics prepares students to master a variety of operating systems, investigation techniques, incident response tactics, including computer legal issues. Students learn forensic techniques and tools in a lab-style, hands-on setting for both Windows and Linux investigations. This program emphasizes a practical approach so that students can take with them a solid grasp of how open source and commercial forensic tools complete their tasks. This is accomplished by teaching the fundamental concepts of computer forensics using a vendor-independent methodology.

**Application Requirements:** Minimum 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: 16 credits

CFIT	2065	Introduction to Computer Forensics.....	3
CFIT	2070	Windows & NTFS File System Forensics	3
CFIT	2075	Computer Investigative Law for Forensic Analysts.....	3
CFIT	2080	Open Source Forensic Methodology .....	3
CJS	2095	Interview, Interrogation and Investigation	3
MCST	2780	Internship.....	1

### Associate in Applied Science

#### Computer Forensics

**Total Number of Credits: 64**

**Program Description:** Computer forensics is the process of methodically examining computer media for evidence, which includes the collection, preservation, analysis and presentation of computer-related evidence. This degree prepares students for employment in computer science, information assurance, computer incident investigation, cyberspace ethics and computer law. Graduates may work in a variety of computer technology fields to support organizations that must protect their proprietary interests or investigate computer activities. They may also assist their employers with civil litigations. Graduates may also assist law enforcement agencies to combat cyber-terrorism and other crimes. Computer evidence may be relevant in the areas of human resources, employment proceedings, civil disputes and criminal cases as well.

**Application Requirements:** Minimum 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: 36 credits

CFIT	2065	Introduction to Computer Forensics.....	3
CFIT	2070	Windows & NTFS File System Forensics.....	3
CFIT	2080	Open Source Forensic Methodology .....	3
CJS	2095	Interview, Interrogation and Investigation	3
GSCI	1060	Fundamentals of Programming.....	3
ITT	2010	Principles of Information Security.....	3
ITT	2040	Network Security.....	3
MCST	1000	PC Hardware Service Technician.....	3
MCST	1010	Operating Systems Technology.....	3
MCST	1030	UNIX Operating System.....	3
MCST	2011	Supporting Windows XP Professional.....	3
MCST	2013	Supporting Microsoft Windows 2003 Server.....	3

### Additional Requirements: 5 credits

Select five credits from the following courses:

CFIT	2075	Computer Investigative Law for Forensic Analysts.....	3
GSCI	2011	C++ Programming I.....	3
GSCI	2020	Object-Oriented Programming using JAVA.....	3
COMM	1051	Intercultural Communication.....	3
MCST	2015	Administering the Active Directory.....	3
MCST	2780	Internship.....	1-6

Other courses selected with instructor consent

### General Education/MnTC Requirements: 23 credits

**Goal 1 - Communication:** 7 credits

COMM	1021	Individual Public Speaking.....	3
ENGL	1021	Composition I.....	4

**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	Statistics.....	4
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**Goal 5 - History/ Social and Behavioral Sciences:**

9 credits

POLS	1031	American Government.....	3
POLS	1035	Constitutional Law .....	3
SOC	1080	Introduction to the Criminal Justice System .....	3

**Goal 6 - Humanities and Fine Arts:** 3 credits

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

## Computer Science

### Program Options:

**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 four-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.

**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. Coursework 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 four-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
COMM	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:** 8 credits

Select 8 credits from the following courses:

MATH	1025	Statistics .....	4
MATH	1061	College Algebra I .....	4
MATH	1062	College Algebra II with Trigonometry ...	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**

**Program Description:** 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 designed to equip students to transfer into a typical four-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 OR .....	2
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
COMM	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
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**Goals 7-10** - Three credits in each of two goals

## Cosmetology

### Program Options:

**Nail Care Technician Certificate (16)**

**Cosmetology Diploma (55)**

**Cosmetology AAS Degree (72)**

### 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 Board of Barber and Cosmetologist Examiners.

**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
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### General Education/MnTC Requirements: 3 credits

**Goal 1 - Communication:** 3 credits

Select one of the following communication courses:

ENGL	1021	Composition I
COMM	1021	Fundamentals of Public Speaking
COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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 Board of Barber and Cosmetologist Examiners.

**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
COMM	1021	Fundamentals of Public Speaking
COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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 COMM courses .....			3
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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

**Program Options:**

**Criminal Justice AS Degree (64)**

**Investigative Sciences for Criminal Justice**

**AAS Degree (64)**

*See also Law Enforcement*

**Associate in Science Degree**

**Criminal Justice**

**Total Number of Credits: 64**

**Program Description:** This AS degree provides students with a broad-based liberal arts education to help prepare them for the rigors of the criminal justice profession and advancement of knowledge of the criminal justice system. Program curriculum includes criminal law and procedure, policing, investigation, corrections and juvenile justice. Each course is designed to illustrate the social, legal and ethical issues relevant to the criminal justice profession today. Completion of this AS degree provides a foundation allowing students to transfer to a four-year academic institution.

**Career/Occupational Requirements: 29 credits**

HLTH	1060	Drug Education .....	3
CJS	2081	Police in the Community .....	3
CJS	2083	Introduction to Corrections .....	3
CJS	2085	Juvenile Justice and Delinquency .....	3
CJS	2089	Criminal Law .....	3
CJS	2095	Interview, Interrogation and Investigation	3
CJS	2097	Homeland Defense.....	3

Select 8 credits from the following:

CJS	2060	Emerging Technologies in the Investigative Sciences .....	2
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CJS	2070	Private Sector Security and Investigations .....	3
CJS	2091	Crime and Incident Mapping for Public Safety I.....	3
CJS	2092	Crime and Incident Mapping for Public Safety II .....	3
CJS	2093	Terrorist and Extremist Groups .....	3
CJS	2099	Investigative Sciences Capstone .....	2
EMS	1015	First Responder .....	2
ITT	2045	Computer Forensics and Investigation....	3
POLS	1031	American Government .....	3
PSYC	2021	Abnormal Psychology .....	3
SPAN	1005	Spanish for Public Safety Professionals I	3

**General Education/MnTC Requirements: 35 credits**

**Goal 1 - Communication: 7 credits**

ENGL	1021	Composition I .....	4
Select one of the following COMM courses: .....			3
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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

BIOL	1023	Introduction to Forensic Biology .....	4
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**Goal 5 - History/Social and Behavioral Sciences:** 16 credits

PSYC	1020	General Psychology .....	4
SOC	1020	Introduction to Sociology .....	3
SOC	1080	Introduction to the Criminal Justice System .....	3
SOC	2051	Sociology of Race and Ethnicity .....	3
SOC	2087	Criminology/Criminal Behavior .....	3

**Goal 6 - Humanities and Fine Arts:** 6 credits

Select two courses from two different disciplines

ARTS	1031	Photography I .....	3
ENGL	2077	Mystery .....	3
ENGL	2095	Ethics and Environment: The Literature of Place .....	3
HUM	1030	Culture and Civilization of Spanish Speaking Peoples .....	3
PHIL	1021	Introduction to Western Philosophy.....	3
PHIL	1031	Ethics .....	3

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

**Additional Requirements:**

Students are required to complete 80 hours of criminal justice related service learning to complete this program. The service learning requirement will be met upon completion of CJS 2081 and CJS 2085 with a grade of "C" or higher in each course. Students are advised not to enroll in both classes during the same semester.

**Associate in Applied Science**

**Investigative Sciences for Criminal Justice**

**Total Number of Credits: 64**

**Program Description:** This AAS in Criminal Justice focuses on the theoretical understanding of current and developing technological trends and issues in investigation

and collection of evidence used in the criminal justice system. The Criminal Justice program combines the technical, administrative and interpersonal skills required for the criminal justice professional with a strong foundation in the social, ethical and legal issues which he or she will confront on the job. This program is designed to prepare the student to work in a wide range of public and private service environments including insurance, private investigation, security and corrections. This degree serves as a foundation to keep students competitive in today's marketplace.

**Career/Occupational Requirements: 44 credits**

CJS	2070	Private Sector Security and Investigations...	3
CJS	2081	Police in the Community.....	3
CJS	2083	Introduction to Corrections .....	3
CJS	2085	Juvenile Justice and Delinquency .....	3
CJS	2089	Criminal Law .....	3
CJS	2091	Crime and Incident Mapping for Public Safety I .....	3
CJS	2092	Crime and Incident Mapping for Public Safety II .....	3
CJS	2093	Terrorist and Extremist Groups .....	3
CJS	2095	Interview, Interrogation and Investigation .....	3
CJS	2097	Homeland Defense .....	3
CJS	2099	Investigative Sciences Capstone .....	2
ENGL	1022	Composition II OR	
ENGL	1025	Technical Writing .....	3
VCT	1047	Forensic Imaging .....	3
Select six credits from the following courses:			
CJS	2060	Emerging Technologies for the Investigative Sciences.....	2
EMS	1015	First Responder .....	2
PSAF	2040	Incident Command Strategies .....	3
PSYC	2021	Abnormal Psychology .....	3
HLTH	1003	Worker Right to Know: Health and Safety in the Workplace .....	1
ITT	2045	Computer Forensics and Investigation ...	3
SOC	2087	Criminology and Criminal Behavior .....	3
SPAN	1005	Spanish for Public Safety Professionals I..	3

**General Education/MnTC Requirements: 20 credits**

**Goal 1 - Communication: 7 credits**

ENGL 1021 Composition I .....

Select one of the following COMM courses: .....

COMM 1031 Interpersonal Communication

COMM 1041 Small Group Communication

COMM 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

BIOL 1023 Introduction to Forensic Biology .....

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

SOC 1080 Introduction to the Criminal Justice  
System .....

**Goal 6 - Humanities and Fine Arts:** 3 credits

Select one course from the following:

ARTS 1031 Photography I

ENGL 2077 Mystery

PHIL 1031 Ethics

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

**Additional Requirements:**

Students are required to complete 80 hours of criminal justice related service learning to complete this program. The service learning requirement will be met upon completion of CJS 2081 and CJS 2085 with a grade of "C" or higher in each course. Students are advised not to enroll in both classes during the same semester.

## 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
Select one of the following COMM courses: 3		
COMM 1021	Fundamentals of Public Speaking	
COMM 1031	Interpersonal Communication	
COMM 1041	Small Group Communication	
COMM 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
Select one of the following COMM courses: 3		
COMM 1021	Fundamentals of Public Speaking	
COMM 1031	Interpersonal Communication	
COMM 1041	Small Group Communication	
COMM 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 2035	Microbiology-recommended*	3

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

Psychology elective recommended*	3
Sociology elective recommended*	3

**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

\*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	Workplace Leadership	3
OFFT 2055	Office Procedures	3

**Additional Requirements:**

Sufficient credits to total 16

**Dental Hygiene**

**Program Options:  
Dental Hygiene AAS Degree (79)**

**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 2031	Anatomy and Physiology I	4
AND		
BIOL 2032	Anatomy and Physiology II	4

	OR		
BIOL	2040	Comprehensive Human Anatomy.....	4
	AND		
BIOL	2045	Comprehensive Human Physiology.....	4
BIOL	2035	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 COMM courses: .....	3
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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 elective .....

Sociology elective.....

**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 Concepts.....	2
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## 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 No Child Left 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 practicums, field experiences or service learning.

Students are required to appropriately document their education-related practicums, service learning and field 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**

Table with 3 columns: Course ID, Course Name, Credits. Includes EDUC 1020-1050, EDUC 1070, EDUC 2040, EDUC 2055.

**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**

Table with 3 columns: Course ID, Course Name, Credits. Includes CSCI 2007, EDUC 1045-1060, EDUC 2025-2070, ESCI 1090, PE 1080.

**Reading/Study Skills Development**

Table with 3 columns: Course ID, Course Name, Credits. Includes ICBE 1000, RDNG 1000, STSK 1000-1010.

**Art/Music/Literature**

Table with 3 columns: Course ID, Course Name, Credits. Includes ARTS 1020.

Table with 3 columns: Course ID, Course Name, Credits. Includes ENGL 2013-2071, MUSC 1030-1035, THTR 1020-1031.

**Culture/Humanities**

Table with 3 columns: Course ID, Course Name, Credits. Includes ANTH 1023, ESOL 1035, GEOG 1023, HIST 1032, HUM 1030, HUM 1035, PHIL 1051, SOC 2051.

**Technology**

Table with 3 columns: Course ID, Course Name, Credits. Includes CAPL 1010, CSCI 1020.

**Health**

Table with 3 columns: Course ID, Course Name, Credits. Includes HLTH 1005, HLTH 1010, EMS 1010, HLTH 1060.

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**

Table with 3 columns: Course ID, Course Name, Credits. Includes ENGL 1021, COMM 1021-1051, PSYC 1020-2043, PSYC 2044.

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

**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 or 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, field experiences, or service learning 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 I – Communication: 10 credits**

ENGL	1021	Composition I .....	4
ENGL	1022	Composition II .....	3

Select one of the following COMM courses: .....

COMM	1021	Fundamentals of Public Speaking
COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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	2043	Introduction to Child Development	OR
PSYC	2044	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:**

**Emergency Medical Services Certificate (16)**

**Paramedic Technician Diploma (59)**

**Paramedic Technology AAS (76)**

**Certificate**

**Emergency Medical Services**

**Total number of credits: 16**

**Program Description:** Completion of the EMS

Certificate recognizes the enhanced skills of the EMT Basic and prepares the EMT to effectively participate as a team member in the pre-hospital emergency setting. Additionally, with the EMS Certificate, the student may proceed into the Paramedic Program or seek a Public Safety Degree.

**Career/Occupational Requirements: 12 credits**

EMS	1020	Emergency Medical Technician .....	6
EMS	1025	EMS Interventions I .....	4
EMS	1026	EMS Interventions II .....	2

**Additional Requirements: 4 credits**

Select 4 credits from the following:

COMM	1031	Interpersonal Communication.....	3
COMM	1051	Intercultural Communication .....	3
HLTH	1001	Medical Terminology .....	2
HLTH	1003	Worker Right to Know: Health & Safety in the Workplace .....	1
HLTH	1040	Stress Management .....	2
MATH	1000	Medical Dosages Calculations .....	1
PSAF	1020	Foundations of Public Safety .....	3
SPAN	1001	Spanish for Health Professionals .....	3

**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 0030 or completion of MATH 0010
4. Assessment score placement into RDNG 1000 or completion of RDNG 0090
5. Completion of ENGL 1021, or COMM 1031, or COMM 1041, or COMM 1051
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  
Successful completion of EMS 1025 and EMS 1026 and instructor recommendation
8. A valid driver's license is needed for program and occupational requirements
9. A physical exam completed within one year prior to entry into the program
10. Documentation of current immunizations for: rubella, chicken pox and mumps. Immunization with heptavax is also required
11. Criminal background checks are required prior to clinical experience

\*See Admissions or Counseling Center for additional application information.

**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
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: 3 credits****Goal 1 - Communication: 3 credits**

Select one of the following communication courses:

ENGL	1021	Composition I
COMM	1021	Fundamentals of Public Speaking
COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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  
 Select one of the following COMM courses: ..... 3  
 COMM 1021 Fundamentals of Public Speaking  
 COMM 1031 Interpersonal Communication  
 COMM 1041 Small Group Communication  
 COMM 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 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 I..... 4  
 Select one of the following COMM courses:..... 3  
 COMM 1021 Fundamentals of Public Speaking  
 COMM 1031 Interpersonal Communication  
 COMM 1041 Small Group Communication  
 COMM 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 I..... 5  
 MATH 1082 Single Variable Calculus II..... 5  
 PHYS 1081 Introductory Physics I..... 5  
 PHYS 1082 Introductory Physics 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  
**Goals 7-10** - Three credits in each of two 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: 36 credits**

- ECAD 1020 Interpreting Engineering Drawings..... 3  
 ECAD 1040 Engineering Drafting I..... 4  
 ECAD 1060 Materials and Manufacturing Processes.. 3  
 ECAD 1070 Introduction to Autocad..... 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 2070 Power Transmission Devices..... 4  
 MATH 1015 Applied Mathematics..... 5

**Career/Occupational Electives: 8 credits**

- Select 8 credits from the following courses:  
 ECAD 1030 Basic Drafting..... 2  
 ECAD 1050 Introduction to Computer Aided Drafting (CAD)..... 3

ECAD	2025	Geometric Dimensioning and Tolerancing Lab.....	1
ECAD	2060	Basic Tooling Fixtures.....	3
ECAD	2075	Applying Pro/E.....	3
ENGR	1020	Introduction to Engineering.....	4

Other electives may be selected with instructor consent.

**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 COMM courses:..... 3

COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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 Physics.....	5
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**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

## Facility Systems Technology

**Program Options:**

**Commercial Certificate (30)**

**Facility Systems Technician Diploma (48)**

**Facility Systems Technology AAS (64)**

**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

**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	
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COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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

**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	
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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 COMM courses: .....			3

COMM 1021 Fundamentals of Public Speaking

COMM 1031 Interpersonal Communication

COMM 1041 Small Group Communication

COMM 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

GST	2010	Introduction to Global Studies .....	3
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#### Global Courses: Select 6 credits

ANTH	1023	Introduction to Cultural Anthropology ..	3
ENGL	2051	Modern World Literature .....	3
ENGL	2052	Contemporary World Literature .....	3
ENGL	2063	Women in Literature-World Voices .....	3
GEOG	1023	Human Geography .....	3
GEOG	1031	World Regional Geography .....	3
HIST	1061	World History Since 1400 .....	3
HIST	2051	20th Century Global Conflicts and Crisis.....	3
HUM	1025	Introduction to Humanities: A World View .....	4
MUSC	2051	World Music .....	3
PHIL	1051	World Religions .....	3
WGST	2061	Women in Global Perspectives .....	3

#### International/Area Studies: Select 5 credits

ARTH	1031	History of Western World Art I .....	3
ARTH	1032	History of Western World Art II .....	3
COMM	1051	Intercultural Communication .....	3
COMM	1053	Communication, Travel and Tourism ....	1
ENGL	2057	An Introduction to African Literature ....	3
ENGL	2058	Middle Eastern Literature .....	3
ENGL	2061	Women in Literature: British and Colonial .....	3
ENGL	2083	Latin American Literature .....	3
FREN	2021	Intermediate French I .....	5
FREN	2022	Intermediate French II .....	5
HIST	1021	Western Civilization: From Antiquity to the 18th Century .....	3
HIST	1022	Western Civilization:From the 18th Century to the Present .....	3
HIST	1051	East Asia Since 1600 .....	3
HIST	2053	Southeast Asia and the Vietnam War .....	3
HUM	1021	Introduction to the Humanities: Europe and the United States .....	4
HUM	1030	Culture and Civilization of Spanish Speaking Peoples .....	3
HUM	1035	Culture and Civilization of French Speaking Peoples .....	3
HUM	1040	Culture and Civilization of Chinese Speaking Peoples .....	3
HUM	1043	International Film .....	3
PHIL	1025	Introduction to Eastern Philosophy .....	3
SPAN	2021	Intermediate Spanish I .....	5
SPAN	2022	Intermediate Spanish II .....	5



# Heating, Ventilation and Air Conditioning Technology

## Program Options:

**Cooling Certificate (30)**

**Heating Certificate (30)**

**HVAC Technician Diploma (48)**

**HVAC Technology AAS Degree (64)**

## 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

### 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: 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 II .....	3
HVAC	1069	Heat Pumps and Electric Heat .....	2
HVAC	2051	Advanced Refrigeration I .....	4
HVAC	2052	Advanced Refrigeration II .....	4

### General Education/MnTC Requirements: 3 credits

#### Goal 1 - Communication: 3 credits

Select one of the following communication courses:

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

## 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

### 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: 17 credits

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	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
COMM	1021	Fundamentals of Public Speaking
COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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

### 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
COMM	1021	Fundamentals of Public Speaking
COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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

**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
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Select one of the following COMM courses: .....

COMM	1021	Fundamentals of Public Speaking	3
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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)**

**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

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

**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
COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	3

COMM 1041	Small Group Communication	3
COMM 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 COMM courses		
COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	
COMM 1041	Small Group Communication	
COMM 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 COMM courses .....		
COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	
COMM 1041	Small Group Communication	
COMM 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 COMM courses.....		
COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	
COMM 1041	Small Group Communication	
COMM 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 COMM courses		
COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	
COMM 1041	Small Group Communication	
COMM 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
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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 COMM courses		
COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	
COMM 1041	Small Group Communication	
COMM 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:** 9 credits

BIOL 1041	Principles of Biology I	5
MATH 1061	College Algebra I or higher	4

**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)**

**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 paraprofessional position in social welfare agencies.

**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.

**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
COMM	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 paraprofessional positions in social welfare agencies. This degree satisfies the MnTC requirements and also transfers into a four-year program at Metropolitan State University. Students should 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:

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
COMM	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 two goals

## Information and Telecommunications Technology

**Program Options:****Information and Telecommunications Technology (30)****Information and Telecommunications Technology****AAS Degree (64)****Information Security/Assurance Certificate (16)**

**Other computer-related courses are offered in the following disciplines: Computer Application Technology, Computer Science, Microcomputer Support Technology, Office Technology**

**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	032	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	
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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 .....	4
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COMM	1021	Individual Public Speaking .....	3
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**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

**Certificate**

**Information Security/Assurance Certificate**

**Total Number of Credits: 16**

**Program Description:** This certificate is designed to prepare students to enter or advance into the Information Security/Assurance field. Students will be provided the opportunity to develop knowledge, understanding and technical operational skills relating to security and information assurance best practices. This program is designed around developing and supporting security policies, deployment of information assurance measures and managing security related risks. Students will gain valuable skills maintaining and managing security and information assurance business requirements and standards. This certificate is designed to advance students/professionals into the evolving security field by building on technical information technology, computing, networking and telecommunication knowledge. Additionally, this certificate will prepare students to take the Certified Information Systems Security Professional (CISSP) examination.

**Core Requirements: 16 credits**

ITT	2010	Principles of Information Security .....	3
ITT	2020	Network Security Fundamentals .....	3
ITT	2035	Firewalls and Network Security .....	3
ITT	2045	Computer Forensics and Investigation ...	3
ITT	2075	Wireless Network Security .....	3
ITT	2780	Internship .....	1

**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)**

**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.  
**Note:** MATH 0010 and ENGL 0090 are prerequisites for INTD 1040.

**Career/Occupational Requirements: 27 credits**

INTD	1020	Drafting for Interior Design .....	3
INTD	1030	Design and Color .....	3
INTD	1040	Elements of Interior Design .....	3
INTD	1050	Lighting Fundamentals .....	3
INTD	1060	Furniture Styles and Periods .....	3
INTD	1080	Textile Applications .....	3
INTD	2001	Residential Studio I .....	3
INTD	2002	Residential Studio II .....	3
INTD	2020	Professional Practice for Interior Design..	3

**General Education/MnTC Requirements: 3 credits**

**Goal 1 - Communication: 3 credits**

Select one of the following communication courses:

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

**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.

**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	1060	Furniture Styles and Periods .....	3
INTD	1080	Textile Applications .....	3
INTD	2030	Design Sales .....	3
INTD	2040	Dimensional Drawing .....	3
INTD	1790	Independent Study .....	1-3
INTD	2780	Internship .....	2
MKTG	1020	Visual Merchandising and Store Planning	3
MKTG	2035	Trend Analysis .....	3

Or any of the 30-credit certificate offerings if student enters this program through work experience and instructor consent.

**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.

**Career/Occupational Requirements: 42 credits**

ECAD	1070	Introduction to AutoCAD .....	3
INTD	1020	Drafting for Interior Design .....	3
INTD	1030	Design and Color .....	3
INTD	1040	Elements of Interior Design .....	3
INTD	1050	Lighting Fundamentals .....	3



INTD	1060	Furniture, Styles and Periods .....	3
INTD	1080	Textile Applications .....	3
INTD	1090	Sustainable Design .....	3
INTD	2001	Residential Studio I .....	3
INTD	2002	Residential Studio II .....	3
INTD	2020	Professional Practice for Interior Design..	3
INTD	2030	Design Sales .....	3
INTD	2040	Dimensional Drawing .....	3
INTD	2050	Commercial Design Studio .....	3

**General Education/MnTC Requirements: 6 credits**

**Goal 1 - Communication:** 3 credits

Select one of the following communication courses:

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

See MnTC course list for options

**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. **Note:** MATH 0010 and ENGL 0090 are prerequisites for INTD 1040.

**Career/Occupational Requirements: 44 credits**

ECAD	1070	Introduction to AutoCAD .....	3
INTD	1020	Drafting for Interior Design .....	3
INTD	1030	Design and Color .....	3
INTD	1040	Elements of Interior Design .....	3
INTD	1050	Lighting Fundamentals .....	3
INTD	1060	Furniture, Styles and Periods .....	3
INTD	1080	Textile Applications .....	3
INTD	1090	Sustainable Design .....	3
INTD	2001	Residential Studio I .....	3
INTD	2002	Residential Studio II .....	3
INTD	2020	Professional Practice for Interior Design..	3
INTD	2030	Design Sales .....	3
INTD	2040	Dimensional Drawing .....	3
ITND	2050	Commercial Design Studio .....	3
INTD	2780	Internship .....	2

**General Education/MnTC Requirements: 20 credits**

**Goal 1 - Communication:** 7 credits

ENGL	1021	Composition I .....	4
COMM	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**

**Program Options:**

**Law Enforcement AS Degree (68)**

**Investigative Sciences in Law Enforcement AAS**

**Degree (72)**

See also *Criminal Justice*

**Associate in Science Degree**

**Total Number of Credits: 68**

**Program Description:** This degree is primarily designed to meet the professional and educational needs of students interested in becoming licensed Peace Officers. After meeting core POST (Police Officer Standards and Training) requirements for education, students will be able to attend the center for Criminal Justice and Law Enforcement in St Paul to take 21 career credits. Upon completion of this AS degree at century, students are eligible to take a POST exam to become POST certified, and to apply for law enforcement positions in Minnesota. Upon completion of this AS degree, students may transfer to other colleges or universities.

**Career/Occupational Requirements: 32 credits**

CJS	2081	Police in the Community*.....	3
CJS	2085	Juvenile Justice and Delinquency* .....	3
ENGL	1022	Composition II* OR	
ENGL	1025	Technical Writing* .....	3
PE	1060	Personal Fitness .....	2

The following courses the Professional Licensing Core (PLC), 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	

**General Education/MnTC Requirements: 35 credits**

**Goal 1 - Communication:** 7 credits

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

COMM	1031	Interpersonal Communication	3
COMM	1041	Small Group Communication	
COMM	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

Select one of the following courses:

BIOL	1023	Introduction to Forensic Biology .....	4
BIOL	1024	Human Biology .....	3
MATH	1025	Statistics .....	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	1080	Introduction to the Criminal Justice System* .....	3
SOC	2051	Sociology of Race and Ethnicity* .....	3

**Goal 6 - Humanities and Fine Arts:** 6 credits

Select two of the following courses from two different disciplines:

ARTS	1031	Photography I
ENGL	2077	Mystery
PHIL	1031	Ethics

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

Additional Electives (recommended)

EMS	1015	First Responder* .....	2
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**Additional Requirements:** Additional credits to total 68. Students are required to complete 80 hours of criminal justice related service learning to complete this program. The service learning requirement will be met upon completion of CJS 2081 and CJS 2085 with a grade of “C” or higher in each course. Students are advised not to enroll in both classes during the same semester.

\* Core requirements for the Police Officer Standards and Training Board (POST) must be taken or registered for in order to apply to the Center for Criminal Justice and Law Enforcement. Application to PLC requires a “C” or better in each of these nine prerequisite courses and a cumulative 2.5 GPA for these courses.

**Associate in Applied Science  
Investigative Sciences for Law Enforcement  
Total Number of Credits: 72**

**Program Description:** This program is designed for the student who desires to broaden their interests and knowledge in criminal investigation and homeland defense while preparing for the law enforcement profession. After meeting core POST (Police Officer Standards and training) requirements for education, students will be able to attend the Center for Criminal Justice and Law Enforcement in St Paul to take 21 career credits. Upon completion of this AAS degree, students are eligible to take a POST exam, to become POST certified, and to apply for law enforcement positions in Minnesota. This degree is primarily designed to meet the professional and educational needs of students interested in becoming licensed Peace Officers.

**Career/Occupational Requirements: 44 credits**

CJS	2081	Police in the Community* .....	3
CJS	2085	Juvenile Justice and Delinquency* .....	3

CJS	2095	Interview, Interrogation and Investigation.....	3
CJS	2097	Homeland Defense .....	3
ENGL	1025	Technical Writing* .....	3
PE	1060	Personal Fitness .....	2
VCT	1047	Forensic Imaging .....	3

Select one of the following courses:

CJS	2091	Crime and Incident Mapping for Public Safety I .....	3
ITT	2045	Computer Forensics and Investigation ...	3
SPAN	1005	Spanish for Public Safety Professionals I..	3

The following courses, the Professional Licensing Core (PLC), 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.

LAW	2225	Criminal Investigations .....	3
LAW	2230	Legal Issues in Law Enforcement .....	3
LAW	2231	Criminal & Traffic Codes .....	3
LAW	2240	Patrol Operations .....	3
LAW	2299	Law Enforcement Integrated Practicum...9	

**General Education/MnTC Requirements: 28 credits****Goal 1 - Communication:** 7 credits

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

COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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

Select one of the following courses:

BIOL	1023	Introduction to Forensic Biology .....	4
BIOL	1024	Human Biology .....	3
MATH	1025	Statistics .....	4

**Goal 5 - History/Social and Behavioral Sciences:** 15 credits

SOC	1020	Introduction to Sociology* .....	3
SOC	1033	Sociology of Families in Crisis* .....	3
SOC	1080	Introduction to the Criminal Justice System* .....	3

SOC	2051	Sociology of Race and Ethnicity* .....	3
SOC	2071	Social Psychology* OR .....	3

PSYC	1020	General Psychology* .....	4
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**Goal 6 - Humanities and Fine Arts:** 3 credits

Select one of the following courses:

ARTS	1031	Photography I
ENGL	2077	Mystery
PHIL	1031	Ethics

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

Students are required to complete 80 hours of criminal justice related service learning to complete this program. The service learning requirement will be met upon completion of CJS 2081 and CJS 2085 with a grade of “C” or higher in each course. Students are advised not to enroll in both classes during the same semester.

\* Core requirements for the Police Officer Standards and Training Board (POST) must be taken or registered for in order to apply to the Center for Criminal Justice and Law Enforcement. Application to PLC requires a "C" or better in each of these nine prerequisite courses and a cumulative 2.5 GPA for these courses.

## Marketing

### Program Options:

**Marketing Certificate (16)**

**Marketing Specialty Diploma (45)**

**Marketing Management AAS Degree (64)**

**Marketing Communications Technology AAS Degree (64)**

### Certificate

#### Marketing

**Total Number of Credits: 16**

**Program Description:** This certificate serves learners interested in exploring career options. Each course is built on fundamental principles of marketing and retailing—providing the right product/service at the right place 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 or Visual Communication Technology degrees.

### 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	Visual Merchandising and Store Planning.....	3
MKTG 2000	Customer Service Strategies .....	3
MKTG 2005	Entrepreneurship Fundamentals .....	3
MKTG 2010	Workplace Leadership .....	3
MKTG 2020	Negotiation Strategies .....	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 careers in marketing specialty areas. Some may be interested in opening and operating their own businesses, while others may want to work as sales professionals, retail managers, floor merchandisers or in support positions like visual merchandising or special event production. 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	Visual Merchandising and Store Planning	3
MKTG 1043	Fashion Marketing Essentials .....	3
MKTG 1066	Event Production and Marketing .....	3
MKTG 2000	Customer Service Strategies .....	3
MKTG 2005	Entrepreneurship Fundamentals .....	3
MKTG 2010	Workplace Leadership .....	3
MKTG 2020	Negotiation Strategies .....	3
MKTG 2035	Trend Analysis .....	3
MKTG 2066	Creativity, Innovation and the IMC .....	3
MKTG 2080	Retailing Principles and Practices .....	3
MKTG 2780	Marketing Internship .....	1-6

### General Education/MnTC Requirements: 6 credits

**Goal 1 - Communication:** 3 credits

COMM 1031	Interpersonal Communication .....	3
General Education/MnTC electives .....		

### 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	Visual Merchandising and Store Planning	3
MKTG 1043	Fashion Marketing Essentials .....	3
MKTG 1066	Event Production and Marketing .....	3
MKTG 2000	Customer Service Strategies.....	3
MKTG 2005	Entrepreneurship Fundamentals .....	3
MKTG 2010	Workplace Leadership .....	3

MKTG	2020	Negotiation Strategies .....	3
MKTG	2035	Trend Analysis .....	3
MKTG	2066	Creativity, Innovation and the IMC .....	3
MKTG	2080	Retailing Principles and Practices .....	3
MKTG	2780	Marketing Internship .....	1-6

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

ENGL	1021	Composition I .....	4
COMM	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 coursework. In addition, courses from the English, Communication and Philosophy disciplines round out this curriculum and form a balanced theory/practice approach. Learners 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	Introduction to 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	Visual Merchandising and Store Planning	3
MKTG	2000	Customer Service Strategies .....	3
MKTG	2005	Entrepreneurship Fundamentals .....	3
MKTG	2020	Negotiation Strategies .....	3
MKTG	2066	Creativity, Innovation and the IMC .....	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
COMM	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

COMM 1061 Mass Communication .....

**Goal 6 - Humanities and Fine Arts:** 9 credits

ART 1020 Art Appreciation .....

ARTS 1041 Drawing I .....

PHIL 1031 Ethics .....

**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 Century College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

**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 COMM courses .....	3

COMM 1031 Interpersonal Communication

COMM 1051 Intercultural Communication

**Goal 3 and/or Goal 4 - Sciences/Math/Logical**

**Reasoning: 3 credits**

BIOL	1024	Human Biology .....	3
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**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 1041 Developmental 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*

**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

COMM 1021 Fundamentals of Public Speaking

COMM 1031 Interpersonal Communication

COMM 1041 Small Group Communication

COMM 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 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	Microsoft Windows Server 2003 Network Infrastructure .....	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 .....	3
COMM	1021	Fundamentals of Public Speaking .....	2
COMM	1031	Interpersonal Communication .....	2
COMM	1041	Small Group Communication .....	2
COMM	1051	Intercultural Communication .....	2-3
		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	Administrating the Active Directory .....	3
MCST	2017	Microsoft Windows Server 2003 Network Infrastructure .....	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
COMM	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
COMM	1051	Intercultural Communication .....	3

## Music

**Associate in Fine Arts in Music  
Total Number of Credits: 64**

**Program Description:** This program is a focused, two-year study of music that includes music theory, ear training, sight singing, music history, the study of a specific instrument or voice, and ensemble participation. This degree is intended primarily for students who plan to transfer to another college to complete a baccalaureate degree in music. It can be considered as the first two years of a four-year degree program in music.

**Program Requirements:** Prospective students are expected to have, at minimum, a basic competency level of musicianship (voice or primary instrument) and a basic music reading ability. Students must consult with the music faculty before beginning the AFA in Music program.

**Core Requirements: 34 credits**

MUSC	1061	Music Theory I .....	3
MUSC	1062	Music Theory II .....	3
MUSC	1071	Ear Training I .....	2
MUSC	1072	Ear Training II .....	2
MUSC	2061	Advanced Music Theory I .....	3
MUSC	2062	Advanced Music Theory II .....	3
MUSC	2071	Advanced Ear Training I .....	2
MUSC	2072	Advanced Ear Training II .....	2
MUSC	2081	Music History I .....	3
MUSC	2082	Music History II .....	3

**Select 4 credits from the following:**

Ensemble music courses:

MUSC	1000	College Choir .....	1
MUSC	1005	Century Chamber Singers .....	1
MUSC	1010	Century Chamber Orchestra .....	1
MUSC	1015	Century Concert Band .....	1
MUSC	1017	Century Jazz Ensemble .....	1
MUSC	1021	Jazz Combo .....	1

**Select 4 credits from the following:**

Applied Lessons:

**Note:** All 4 credits must be in declared, primary instrument

MUSC	2011	Private Instrumental .....	1
MUSC	2012	Private Instrumental-Advanced .....	1
MUSC	2021	Private Guitar .....	1
MUSC	2022	Private Guitar-Advanced .....	1
MUSC	2031	Private Piano .....	1
MUSC	2032	Private Piano-Advanced .....	1
MUSC	2041	Private Voice .....	1
MUSC	2042	Private Voice-Advanced .....	1

**General Education/MnTC Requirements: 30 credits**

**Goal 1 - Communication:** 7 credits

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

COMM	1021	Fundamentals of Public Speaking	3
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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

**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

**Additional recommendation:** Piano Proficiency is required by transfer institutions for a baccalaureate degree in music.

MUSC 1020 is recommended for students without previous piano experience.

## Nursing

**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 arrange-

ment 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 Programs are two and one-half semester separate nursing mobility tracks offered to qualified licensed practical nurses (LPN) and qualified emergency medical technician-paramedics (EMT-P). Both Basic and Accelerated nursing graduates have many lower division, MnTC/general education 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	2222	A Pathophysiological Approach to Health Problems and Pharmacologic Therapy...	3
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 .....	3
NURS	2055	Clinical Application for NURS 2050 ....	4
Nursing Electives:			
NURS	2785	Clinical Internship .....	1

**General Education/MnTC Requirements: 30 credits**

**Goal 1 - Communication:** 7 credits

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

COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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	2031	Human Anatomy and Physiology I.....	4
BIOL	2032	Human Anatomy and Physiology II.....	4

BIOL	2035	Microbiology .....	3
<b>Goal 5 - History/Social and Behavioral Sciences:</b> 6 credits			
Two courses from two disciplines			
PSYC	1041	Developmental Psychology .....	3
<b>Goal 6 - Humanities and Fine Arts:</b> 6 credits			
Two courses from two disciplines			
PHIL	1035	Biomedical Ethics- recommended .....	3
<b>Goals 7-10</b> - Three credits in each of two goals			

**Non-degree Requirements:**

MATH 1000 (1 credit) or equivalent

**Associate in Science Degree****Registered Nurse - Accelerated Track – LPN to RN****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	1160	Health, Healing and Holism & Role Transition from LPN to RN.....	4
NURS	1165	Cinical Application for NURS 1160.....	2
NURS	2130	Nursing Intervention: Health, Healing and Holism and the Role of the Registered Nurse.....	4
NURS	2135	Clinical Application for NURS 2130	4
NURS	2222	A Pathophysiological Approach to Health Problems and Pharmacologic Therapy...	3
NURS	2150	Synthesis and Transition to the Registered Nurse Role .....	3
NURS	2155	Accelerated Clinical Application for NURS 2150 .....	3
LPN students will be awarded 11 advanced standing credits			

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

ENGL 1021 Composition I .....

Select one of the following COMM courses: .....

COMM 1031 Interpersonal Communication

COMM 1041 Small Group Communication

COMM 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 2031 Basic Human Anatomy and Physiology I..4

BIOL 2032 Basic Human Anatomy and Physiology II..4

BIOL 2035 Microbiology .....

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

Two disciplines required

PSYC 1041 Developmental Psychology .....

**Goal 6 - Humanities and Fine Arts:** 6 credits

Two disciplines required

PHIL 1035 Biomedical Ethics-recommended .....

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

**Associate in Science Degree****Registered Nurse - Accelerated Track – Paramedic to RN****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	1260	Health, Healing and Holism & Role Transition from Paramedic to RN.....	4
NURS	1265	Clinical Application for NURS 1260.....	2
NURS	1230	Nursing Intervention I: Health, Healing and Holism and the Role of the Registered Nurse .....	4
NURS	2235	Clinical Application for NURS 1230 .....	4
NURS	2222	A Pathophysiological Approach to Health Problems and Pharmacologic Therapy ..	3
NURS	2250	Synthesis and Transition to the Registered Nurse Role .....	3
NURS	2255	Clinical Application for NURS 2250 .....	3
EMT-P students will be awarded 11 advanced standing credits			

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

ENGL 1021 Composition I .....

Select one of the following COMM courses: .....

COMM 1031 Interpersonal Communication

COMM 1041 Small Group Communication

COMM 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 2031 Human Anatomy and Physiology I.....

BIOL 2032 Human Anatomy and Physiology II.....

BIOL 2035 Microbiology .....

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

Two disciplines required

PSYC 1041 Developmental Psychology .....

**Goal 6 - Humanities and Fine Arts:** 6 credits

Two disciplines required

PHIL 1035 Biomedical Ethics -recommended .....

**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 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**

**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 in 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 Classification Systems .....	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
COMM	1021	Fundamentals of Public Speaking
COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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 in 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 Classification Systems .....	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 COMM courses: .....			3
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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 knowledge of 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 Classification Systems .....	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
Select one of the following COMM courses: .....			3
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communications	
COMM	1041	Small Group Communications	
COMM	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

**Diploma****Medical Administrative Support****Total Number of Credits: 47**

**Program Description:** The Medical Administrative Support program will prepare students in competencies using current office technologies. Students may work in clerical office support positions in healthcare facilities, insurance, industrial and research facilities.

**Application Requirements:** High School graduate or GED

**Career/Occupational Requirements: 40 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	1035	Advanced Word Processing .....	3
OFFT	2000	Records Classification Systems .....	3
OFFT	2006	Medical Office Fundamentals .....	3
OFFT	2010	Medical Office Terminology .....	3
OFFT	2012	Medical Office: Disease Concepts .....	2
OFFT	2013	Medical Office: Pharmacology and Lab Medicine .....	2
OFFT	2021	Electronic Health Records .....	3
OFFT	2030	Medical Office: Insurance and Coding ..	3
OFFT	2041	Beginning Medical Transcription .....	3
OFFT	2042	Intermediate Medical Transcription.....	3

**General Education/MnTC Requirements: 7 credits****Goal 1 - Communication:** 4 credits

ENGL	1021	Composition I .....	4
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**Goal 3 and/or Goal 4 - Sciences/Math/Logical****Reasoning:** 3 credits

BIOL	1024	Human Biology.....	3
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**Medical Office Assistant****Associate in Applied Science Degree****Number of Credits: 64**

**Program Description:** This program is designed for students interested in more advanced employment in healthcare facilities. Graduates following the Administrative Track may be employed as administrative assistants in healthcare facilities, the insurance industry or medical device industry. Graduates following the Transcription Track may take the registered medical transcription (RMT) credentialing exam. Graduates holding an RMT may be employed as medical transcriptionists in transcription service companies, medical clinics or hospitals.

**Application Requirements:** High School graduate or GED

**Career/Occupational Requirements: 28 credits**

BMGT	2035	Human Relations in Business .....	3
CAPL	1010	Introduction to Software Applications ...	3
CAPL	1023	Microsoft Word .....	3
OFFT	1035	Advanced Word Processing .....	3
OFFT	2006	Medical Office Fundamentals .....	3
OFFT	2010	Medical Office Terminology .....	3

OFFT	2012	Medical Office: Disease Concepts .....	2
OFFT	2013	Medical Office: Pharmacy and Lab Medicine .....	3
OFFT	2021	Electronic Health Records .....	3
OFFT	2041	Beginning Medical Transcription .....	3

**Select one of the two specialty tracks: 16 credits****Administrative Track**

ACCT	1010	Introduction to Accounting .....	3
OFFT	2000	Records Classification Systems .....	3
OFFT	2030	Medical Office: Insurance and Coding ..	3
Electives (Career Related) .....			7

**Transcription Track**

OFFT	2042	Intermediate Medical Transcription .....	3
OFFT	2044	Medical Transcription Capstone .....	3
OFFT	2783	Medical Office Practicum .....	2
Electives (Career Related) .....			7

**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 COMM courses: ..... 3

COMM	1021	Fundamentals of Public Speaking	
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COMM	1031	Interpersonal Communications	
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COMM	1041	Small Group Communications	
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COMM	1051	Intercultural Communications	
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**Goal 2 - Critical Thinking** is fulfilled when all MnTC goals are complete

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

BIOL	1024	Human Biology.....	3
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**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
  - 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

*\*See Admissions or Counseling Center for additional application information*

**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 ..	3
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	
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	1051	Intercultural Communication	
General Education/MnTC electives .....			2-3

*\*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 .....	4
COMM	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	1020	Physics Concepts -recommended.....	3
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**Goal 5 - History/Social and Behavioral Sciences:** 3 credits

PSYC	1041	Developmental Psychology-recommended.3	
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**Goal 6 - Humanities and Fine Arts:** 3 credits

PHIL	1035	Biomedical Ethics-recommended	
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**Goals 7-10** - Three credits in one of the four goals

**Additional Requirements:**

Sufficient credits to total 64.

## Paramedic Technology

See Emergency Medical Services.

## Prosthetic Practitioner

**Program Options:**

**Prosthetic Practitioner Advanced Specialty Diploma (40)**

**Advanced Speciality Diploma**

**Prosthetic Practitioner**

**Total Number of Credits: 40**

**Program Description:** The Prosthetic Practitioner program prepares the student 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
  - 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

\*See Admissions or Counseling Center for additional application information.

**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
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

### General Education/MnTC Requirements: \*6 credits

**Goal 1 - Communication:** 3 credits

Select one of the following communication courses:

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

### General Education/MnTC Requirements: 20 credits

**Goal 1 - Communication:** 7 credits

ENGL	1021	Composition I .....	4
COMM	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 1020 Physics Concepts -recommended

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

PSYC 1041 Developmental Psychology- recommended

**Goal 6 - Humanities and Fine Arts:** 3 credits

PHIL 1035 Biomedical Ethics-recommended

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

### Additional Requirements:

Sufficient credits to total 64

## Public Safety

### Program Options:

**Public Safety Leadership Certificate (16)**

**Fire Services Certificate (16)**

**Public Safety AAS Degree (64)**

### Certificate

**Public Safety Leadership**

**Total Number of Credits: 16**

**Program Description:** This certificate presents a good overview of information for potential or current leaders in the public safety field. It provides formal recognition that the student has a basic understanding of public safety leadership. Should the student elect to proceed with the program and seek a degree, this certificate fits into the Public Safety AAS Degree as a specialty track.

### Career/Occupational Requirements: 16 credits

PSAF	1020	Foundations of Public Safety .....	3
PSAF	1032	Principles of Public Safety Leadership .....	3
PSAF	1035	Community Service Principles .....	3
Select 7 credits from the following:			
BMGT	1020	Introduction to Business .....	3
BMGT	2040	Human Resource Management .....	3
CJS	2081	Police in the Community .....	3
MKTG	2010	Workplace Leadership .....	3
PE	1060	Personal Fitness .....	2
PSAF	1790	Independent Study .....	1-4
PSAF	2040	Incident Command Strategies .....	4
SPAN	1005	Spanish for Public Safety Professional I..	3

### Certificate

**Fire Services**

**Total Number of Credits (16)**

**Program Description:** This certificate provides recognition to the student who has completed ten credits in the basic firefighter training series. With six additional elective credits, an entry level firefighter will receive acknowledgment that he/she is fully capable of providing emergency services. Additionally, this certificate fits into the Public Safety AAS Degree as a specialty track.

### Career/Occupational Requirements: 16 credits

EMS	1095	Hazardous Materials Operations.....	3
FRTA	1091	Firefighter I .....	5
FRTA	1092	Firefighter II .....	2
Select 6 credits from the following:			
EMS	1015	First Responder .....	2
EMS	1020	Emergency Medical Technician .....	6
HLTH	1003	Worker Right to Know: Health and Safety in the Workplace .....	1
PE	1060	Personal Fitness .....	2
PSAF	1020	Foundations of Public Safety .....	3
PSAF	1790	Independent Study .....	1-4
SPAN	1005	Spanish for Public Safety Professionals I..	3

### Associate in Applied Science Degree

**Total Number of Credits: 64**

**Program Description:** This degree is designed to provide an interdisciplinary approach for individuals already working in the field and those looking for career opportunities in public safety, which includes emergency medical services (EMS), firefighting, law enforcement, dispatching/communications and leadership. The student will interact with others in their discipline as well as those with similar missions to understand how these components function as a whole in an “all-hazards” approach to public safety.

**Application Requirements:** High school graduate or GED

### Core Requirements: 28 credits

PSAF	1020	Foundations of Public Safety .....	3
PSAF	1031	Public Safety Technology .....	3
PSAF	1032	Principles of Public Safety Leadership .....	3
PSAF	1035	Community Service Principles .....	3
PSAF	2040	Incident Command Strategies .....	4
PSAF	2045	Project Management .....	3
PSAF	2050	Public Safety Capstone .....	3

Select 6 credits from the following courses with instructor consent:

CJS	2091	Crime Scene and Incident Mapping for Public Safety I (recommended) .....	3
CAPL	1010	Introduction to Software Applications ...	3
CJS	2097	Homeland Defense .....	3
PSAF	1790	Independent Study .....	1-4
SPAN	1005	Spanish for Public Safety Professionals I..	3

### Career/Occupational Requirements: 16 credits

Select one of three Specialty Track Options

#### Fire Suppression

Select 16 credits from the following

FRTA	1091	Firefighter I .....	5
FRTA	1092	Firefighter II .....	2
EMS	1095	Hazardous Materials Operations .....	3
EMS	1010	CPR for the Professional Rescuer .....	1
EMS	1015	First Responder .....	2
EMS	1020	Emergency Medical Technician .....	6

#### Emergency Medical Services

EMS	1020	Emergency Medical Technician .....	6
EMS	1025	EMS Interventions I .....	4
EMS	1026	EMS Interventions II .....	2
Electives selected with instructor consent .....			4

#### Leadership and Management

BMGT	1020	Introduction to Business .....	3
BMGT	2040	Human Resource Management .....	3
MKTG	2010	Workplace Leadership .....	3
PSAF	1790	Independent Study .....	1-4
Electives selected with instructor consent to total 16 credits for specialty track.			

### General Education/MnTC Requirements: 20 credits

**Goal 1 – Communication:** 7 credits

ENGL	1021	Composition I .....	4
COMM	1051	Intercultural Communication .....	3

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

**Goal 3 and/or 4 – Science/Math/Logical Reasoning:** 6 credits

ESCI	1080	Natural Disasters .....	3
Select one of the following courses:			
BIOL	1020	Introduction to Biology .....	4
BIOL	2035	Microbiology .....	3
CHEM	1020	Chemistry Concepts .....	4
MATH	1025	Statistics .....	4
ESCI	1050	Introduction to Meteorology .....	3
PHYS	1020	Physics Concepts .....	4

**Goal 5 – History/Social and Behavioral Sciences:** 3 credits

Select one of the following courses:

PSYC	1020	General Psychology .....	4
SOC	1020	Introduction to Sociology .....	3

**Goal 6 – Humanities and Fine Arts:** 3 credits

Select one of the following courses:

PHIL	1031	Ethics
PHIL	1035	Biomedical Ethics

**Goal 7-10** - Three credits in one of the four goals

## 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
Select one of the following COMM courses: .....			
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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

**Certificate**

**Computed Tomography**

**Total Number of Credits: 16**

**Program Description:** Courses of the Computed Tomography Certificate are designed to assist the individual preparing for the American Registry of Radiologic Technologist Examination in Computed Tomography.

**Application Requirement:** Currently enrolled in a JRCERT accredited program or be an ARRT registered technologist in good standing. Proof of the former will be required upon initial application to the courses.

**Career/Occupational Requirements:**

RADT	2800	Cross Sectional Anatomy I .....	2
RADT	2804	Cross Sectional Anatomy II .....	2
RADT	2808	Patient Assessment in Computed Tomography .....	2
RADT	2812	Computed Tomography Physics and Instrumentation I .....	2
RADT	2816	Computed Tomography Physics and Instrumentation II .....	2
RADT	2820	Computed Tomography Radiation Safety and Quality Control .....	2
RADT	2824	Computed Tomography Pathology .....	2
RADT	2828	Computed Tomography Imaging and Application .....	2

## Sports Facilities Management

**Program Options:**

**Ice Arena Management Certificate (21)**

**Golf Course Management/Maintenance Certificate (21)**

**Sports/Athletic Maintenance Certificate (21)**

**Program Description:** The Sports Facility Management Program is designed to prepare individuals who seek to move into workplace positions and upgrade proficiency of indi-

viduals 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.

#### Certificate

##### Ice Arena Management

**Total Number of Credits: 21**

**Program Description:** The Ice Arena Management Certificate is designed to prepare individuals for employment as ice arena managers.

#### Career/Occupational requirements: 15 credits

BMGT	1020	Introduction to Business .....	3
PE	1780	Internship .....	3
PE	2080	Introduction to Sports Management .....	3
COMM	1031	Interpersonal Communication .....	3
HVAC	1041	Basic Refrigeration .....	3

#### Additional Requirements: 6 credits

Select a minimum of two courses from the following:

BMGT	2051	Legal Environment of Business .....	3
FST	1030	Basic Electricity .....	3
HVAC	1042	Basic Refrigeration II .....	3
MKTG	1066	Event Production and Management .....	3
POLS	1033	State and Local Government .....	3

#### Certificate

##### Golf Course Management/Maintenance

**Total Number of Credits: 21**

**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: 15 credits

BMGT	1020	Introduction to Business .....	3
HORT	2045	Residential and Commercial Turf Management OR	
HORT	2055	Sports and Golf Turf Grass Management.....	3
PE	1780	Internship OR	
PE	2780	Internship .....	3
PE	2080	Introduction to Sports Management .....	3
COMM	1031	Interpersonal Communication .....	3

#### Additional Requirements: 6 credits

Select two courses from the following:

BMGT	2051	Legal Environment of Business .....	3
HORT	1023	Soil Science .....	3
HORT	2044	Professional Landscape Management .....	3
MKTG	1066	Event Production and Marketing .....	3
POLS	1033	State and Local Government .....	3

#### Certificate

##### Sports/Athletic Maintenance

**Total Number of Credits: 21**

**Program Description:** The Sport/Athletic Management Certificate is designed to prepare individuals for employment as sport/athletic field managers.

#### Career/Occupational Requirements: 15 credits

BMGT	1020	Introduction to Business .....	3
POLS	1033	State and Local Government .....	3
PE	1780	Internship OR	
PE	2780	Internship .....	3
PE	2080	Introduction to Sports Management .....	3
COMM	1031	Interpersonal Communication .....	3

#### Additional Requirements: 6 credits

Select two courses from the following:

BMGT	2030	Management Fundamentals .....	3
BMGT	2035	Human Relations in Business .....	3
BMGT	2051	Legal Environment of Business .....	3
MKTG	1066	Event Production and Marketing .....	3
HORT	1023	Soil Science .....	3
HORT	2045	Residential and Commercial Turf Management .....	3
HORT	2055	Sports and Golf Turf Grass Management	3
HVAC	1041	Basic Refrigeration .....	3
HVAC	1042	Basic Refrigeration II .....	3

## Visual Communications Technologies

#### Program Options:

##### Visual Communications Technician Diploma (48)

##### Visual Communications Technologies AAS

##### Degree (64)

*For the award combining Visual Communications Technology and Marketing, see the Marketing Communications Technology AAS Degree*

#### 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: 29 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 I
ENGL	1021	Composition I
HUM	1045	American Film
COMM	1021	Fundamentals of Public Speaking

COMM	1031	Interpersonal Communication
COMM	1041	Small Group Communication
COMM	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 COMM courses: .....			3
COMM	1021	Fundamentals of Public Speaking	
COMM	1031	Interpersonal Communication	
COMM	1041	Small Group Communication	
COMM	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

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

## Women and Gender Studies

**Certificate****Total Number of Credits: 15**

**Program Description:** The Women and Gender 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 and Gender 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 and Gender Studies Certificate is an excellent preparation for transfer students wishing to major or minor in Women and Gender 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 and Gender Studies Certificate.

**Core Requirement: 3 credits**

WGST	1061	Foundations of Women's Studies .....	3
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**Course Requirements: 12 credits**

Select 12 credits from the following list of courses:

WGST	1071	Introduction to GLBT Studies .....	3
WGST	2061	Women in Global Perspective .....	3
WGST	2770	Special Topics in Women's Studies ....	1-3
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
		for Men and Women .....	3
HUM	2061	Women in the Arts .....	3
SOC	2061	Sociology of Gender and Work .....	3
COMM	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 2000-2999 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, and recommendations are listed immediately following 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 a course 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 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 terms. 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 guarantee 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, petty cash, 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 includes the study of financial accounting concepts through the measurement, communication, and analysis of economic events for the benefit of investors, creditors, and other external users of financial accounting information. Emphasis is on the preparation and analysis of financial statements in a corporate annual report.  
**Prerequisite:** Assessment score placement in MATH 0070 or above or completion of MATH 0030 with a grade of “C” or higher.

### Managerial Accounting ACCT 2025 3 Credits

This course introduces the foundations of managerial accounting. The emphasis is on management’s use of accounting information for planning, controlling, and decision making. Topics covered include cost behavior, an overview of job order and process costing, cost volume profit analysis, budgeting, cost analysis, and capital budgeting decisions.  
**Prerequisite:** ACCT 2020 or equivalent.  
**Recommendation:** Experience in the use 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.

## Anthropology

### Introduction to the Social and Behavioral Sciences: ANTH, PSYC and SOC

#### ANTH 1000 3 Credits

This course serves as a broad introduction to three of the social and behavioral sciences: Anthropology, Psychology, and Sociology. The course provides an overview of the history, theories, research methods, and research publications of each discipline. The course is designed to help students to acquire the knowledge and skills that will enable them to succeed in the introductory courses in these three disciplines. **Prerequisite:** Assessment score placement in RDNG 0090, or completion of RDNG 0080 with a grade of "C" or higher or consent of the instructor.

### Introduction to Physical Anthropology: Human Origins

#### ANTH 1022 3 Credits

#### MnTC: Goals 03 & 10

This course is an introduction to physical anthropology through the study of human origins. This includes a detailed introduction to evolutionary theory and related topics, such as Mendelian and population genetics, taxonomy, and primate behavior and ecology. Central to the course is the human and nonhuman primate fossil evidence, and the evolutionary origins of modern Homo sapiens. This course is intended for new students in anthropology. **Prerequisite:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher.

### Introduction to Cultural Anthropology

#### ANTH 1023 3 Credits

#### MnTC: Goals 05 & 08

This course examines the fundamental social processes that universally bind humans together and tear them apart: subsistence, language, kinship, reproduction, alliances, food production, economics, competition, warfare and death. The anthropological approach to these topics is to study human societies from around the world using the guiding concepts of culture and evolution. **Prerequisite:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher.

### Introduction to Archaeology

#### ANTH 1025 3 Credits

#### MnTC: Goals 05 & 07

Archaeology is the study of past human behaviors. Using excavation and other methods, archaeologists study the material remains of people from the past. Students will study specific archaeological discoveries from all over the world and at different time periods, and learn about the methods and theories that archaeologists employ in their investigation of the past. Students will have hands-on experience with methods like mapping and excavation documentation and opportunities to discuss ethical issues in archaeology.

**Prerequisite:** Assessment score placement in RDNG 1000 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 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 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. Students will study gender across many different cultures around the world and look for patterns to seek a better understanding of our species and ourselves.

**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 completion of RDNG 0090 with a grade of "C" or higher.

**Recommendation:** Word processing proficiency.

### Anthropology of Human Nature

#### ANTH 2061 3 Credits

#### MnTC: Goals 05 & 10

This class introduces the broad anthropological study of behavior from a Darwinian perspective. Students explore the evidence concerning the evolution of primate behavior and the past several million years of human evolution with a strong emphasis on the behavior of our ancestors. Initial topics include a detailed introduction to natural selection and a brief survey of human evolution. This is followed by readings and lectures on the evolution of primate and human tool use, meat-eating, cooperation, food-sharing, mate selection, sex, child-rearing, and conflict. Once the students are familiar with evolutionary theory and the evolutionary history of human behavior the focus turns to universal patterns in modern human behavior. **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 completion of RDNG 0090 with a grade of "C" or higher.

**Recommendation:** Word processing proficiency.

## Art

### Art Appreciation

#### ART 1020 3 Credits

#### MnTC: Goal 06 & 08

This course introduces students to art from a variety of cultures and historical contexts. Topics include: major art movements, varieties of materials, and aesthetic theories. Coursework covers formal terms, elements, and principles common to the study of art and architecture. **Recommendation:** 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.

## Art History

### Art History of the Western World I

#### ARTH 1031 3 Credits

#### MnTC: Goals 06 & 08

This course traces the development of art and architecture in the west from the Paleolithic through the Romanesque Periods - the art, architecture, philosophies, and traditions that continue to shape the modern western world. Students examine individual historical styles, techniques and ideological movements that have evolved in western art making, architecture and design.

**Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher and placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

### Art History of the Western World II

#### ARTH 1032 3 Credits

#### MnTC: Goals 06 & 08

This course traces the development of Art in the West from the Gothic Period through the 20th Century - the art, architecture, philosophies, and traditions that continue to shape the modern western world. Students examine individual historical styles, techniques and ideological movements that have evolved in western art making, architecture and design. **Prerequisite:** Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher and placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

### 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

### 2D Design

#### ARTS 1020 3 Credits

#### MnTC: Goal 06

This course is a foundation level study of the development, principles, and elements of two-dimensional design. Students will explore the concepts of composition through guided projects and demonstrations, discovering a working creative process, an awareness of design in our culture, and awareness of current design issues. This course requires an additional 2 hours per week of open lab.

**3D Design****ARTS 1025 3 Credits****MnTC: Goal 06**

This course is a foundation level study of the principles and elements of three-dimensional design. Students use a variety of media and art techniques to explore three-dimensional design; form, line, plane, volume, mass, space, texture, light, and time. Emphasis is placed on developing a working creative method for problem solving in three-dimensions as well as a general knowledge of historical and contemporary design issues. This course requires an additional 2 lab hours per week.

**Photography I****ARTS 1031 3 Credits****MnTC: Goal 06**

This course is designed as an exploration of photography as a means of visual communication and creative expression. Students are introduced to basics of 35 mm cameras, black and white darkroom practices, and digital photography. Projects address a range of design, aesthetic, and conceptual issues fundamental to the art of photography. Strong emphasis is on the development of both a technical foundation and a critical awareness of the medium as a creative tool. This course requires 2 additional lab hours per week.

**Recommendation:** ARTS 1020.

**Photography II****ARTS 1033 3 Credits****MnTC: Goal 06**

This course will challenge students to consider different ways that a variety of photographic processes can be used to communicate ideas. Students will be introduced to the tools, applications and creative methods used in making traditional as well as, nontraditional, alternative, and non-silver photographic images. Through class critiques, discussions of the history of photography and contemporary trends in art, and reading and writing assignments, students will expand their ability to evaluate, interpret and express ideas through the use of the camera and light sensitive materials. A group field trip to a major metro area art venue is required. Offered S. **Prerequisite:** Students must have a basic understanding of 35mm SLR cameras and darkroom experience.

**Drawing I****ARTS 1041 3 Credits****MnTC: Goal 06**

This course introduces students to fundamental drawing strategies. Projects emphasize direct observation of nature, still life, and the human form. Assignments are designed to improve drawing skills, engage creative problem-solving, as well as broaden students' knowledge of the cultural/historical relevance of drawing. This course requires 2 additional lab hours per week.

**Painting I****ARTS 1051 3 Credits****MnTC: Goal 06**

This course provides an introduction to the

fundamentals of painting principles, methods, materials, and critique. Students work from observation, simultaneously strengthening perceptual abilities increasing knowledge and use of acrylic paint. Painting assignments are supported by readings, discussions and research of historic, cultural and contemporary painting issues. This class requires two additional hours per week for open lab.

**Recommendation:** ARTS 1020, ARTS 1041.

**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**

This course introduces fundamental strategies for painting form and spatial illusions with watercolor. Students explore their perceptions and creative ideas through a sequence of structured exercises. Projects emphasize direct observation of still life objects and nature. Coursework includes cultural and historical aspects of the medium. Course requires 2 additional lab hours per week.

**Recommendation:** ARTS 1041.

**Sculpture****ARTS 1061 2 Credits**

Introduction to the basic technical aspects of the sculptural media of modeling in clay. Emphasis on direct positive forms.

**Ceramics I****ARTS 1071 3 Credits****MnTC: Goal 06**

This course introduces basic hand-building and wheel techniques with clay. Students will examine the diverse cultural history of ceramic art and its continued relevance as a form of creative expression. The principles of 3 dimensional designs, along with functional and non-functional applications, will be explored through a series of hands-on exercises and projects. This course requires 2 additional lab hours per week.

**Ceramics II****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 hand built 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 Sign maker 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**

Independent study is an opportunity for intermediate and advanced art students to complete an in-depth project or body of work in studio art or art-related research. **Prerequisite:** Students must have completed all or most art courses offered at Century College or provide proof (transcripts or portfolio) of completing college-level foundation art courses. Project must be approved, prior to enrollment, first by instructor, and then dean. **Recommendation:** This offering is meant to assist students who are planning to major in studio art, art history, or art education.

**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 pin stripping, wood grain, 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.

**Anybody 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 Lab  
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 Technology**

*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 Alignments  
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 helical, 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.

**Carburetion Rebuild****AST 2115 2 Credits**

This course will cover the purpose and theory of operation of each of the seven carburetors circuits for two and four barrel carburetors. Rebuild procedures and adjustments will be demonstrated with students performing complete rebuilds on vehicles. Computer controlled carburetors will also be explained and demonstrated. **Restriction:** Can not be allergic to carburetor cleaner.

**Biology****Biology Concepts****BIOL 1020 4 Credits****MnTC: Goal 03**

This is a lab science course dealing with the basic concepts of general biology including cell biology, energy capture and utilization, heredity, origin and descent of life, classification of organisms, and environmental relationships of living things. Laboratory experiences are provided to acquaint students with basic lab methods and techniques.

**Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of "C" or higher. **Recommendation:** High school chemistry or CHEM 1020 or equivalent.

**Biology of Women****BIOL 1021 3 Credits****MnTC: Goal 03**

This course investigates the history of women's treatment by the medical and scientific community, male and female reproductive anatomy and physiology, the basis of scientific inquiry and investigation, sexual and reproductive biology of women and men including contraception, pregnancy, childbirth, and infertility. The biology of cancers,

sexually transmitted diseases and infections, and systemic chronic diseases throughout the lifespan is also included. Course is open to both women and men. **Prerequisite:** RDNG 0090 with a grade of "C" or higher, or assessment score placement in RDNG 1000. **Restriction:** Closed to students who have earned credit in BIOL 2050. **Recommendation:** High school biology or BIOL 1020 or its equivalent.

**Introduction to Forensic Biology****BIOL 1023 4 Credits****MnTC: Goal 03**

This course deals with many of the basic concepts of general and human biology using forensic biology to demonstrate the concepts. These will include a survey of the organ systems and applications of forensic science to the human body systems, including the biology of DNA. Offered F, S.

**Prerequisite:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher. **Restriction:** Closed to students who have already earned credit for Biology 1024, Human Biology.

**Human Biology****BIOL 1024 3 Credits****MnTC: Goal 03**

This course is a survey of the human organ systems by structure and function. Organ systems include integumentary, skeletal, muscular, nervous, endocrine, circulatory, respiratory, digestive, urinary, and reproductive. The scientific method of inquiry, 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. **Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of "C" or higher. **Restriction:** Closed to students who have earned credit in BIOL 2031, BIOL 2032, BIOL 2040 or BIOL 2045. **Recommendation:** High school biology for BIOL 1020 or equivalent.

**Field Biology****BIOL 1025 4 Credits****MnTC: Goals 03 & 10**

This is a lab science course dealing with interrelationships between environmental influences and organisms as well as surveying flora and fauna. Concerns considered include climate change, ozone depletion, ground water contamination, acid rain, and hazardous waste disposal. This is an experience-centered course in which students have the opportunity to learn fundamental environmental principles, basic concepts of biology, and conservation through integrated laboratory and lecture presentation and field work. This is a lab science general education course. **Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of "C" or higher. **Recommendation:** High school biology or BIOL 1020 or equivalent.



**Plants and Society**  
**BIOL 1026 4 Credits**

**MnTC: Goals 03 & 10**

This is a lab science course dealing with the biological, historical, and cultural perspectives of roles plants have played in human civilizations. The course begins with an overview of roles of plants in our daily lives and follows with theories of the origins of agriculture, while integrating discussions of benefits of hundreds of plants and plant products. Also considered are the potential of yet to be discovered benefits of many plants. 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 and for students with a general interest in plant biology.

**Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of "C" or higher. **Recommendation:** High school biology or BIOL 1020 or equivalent.

**Ecology**  
**BIOL 1028 4 Credits**

**MnTC: Goals 03 & 10**

This is a lab science course covering the basic concepts of ecology, including physical factors that influence the distribution and abundance of organisms, population regulation and interactions, nutrient cycling and energy flow, 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 deciduous forests - will be explored in relationship to these concepts. The course is intended to be a lab science general education course.

**Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of "C" or higher.

**Recommendation:** High school biology or BIOL 1020 or equivalent.

**Microbes and Society: An Introduction to Microbiology**  
**BIOL 1029 4 Credits**

**MnTC: Goal 03**

Microbes and Society introduces students to the biology of the major microbial groups, their role in our everyday existence, and the methods of scientific inquiry. Contemporary topics, such as genetic engineering, bioterrorism, antibiotic resistance, biotechnology, emerging infectious diseases, and the consequences of public policies on the emergence, spread, and control of infectious disease will be examined. The laboratory will acquaint students with basic techniques used in the handling of microorganisms, and investigate the properties and uses of microbes.

This course is intended for students who require a laboratory science course to fulfill general education or degree requirements. This course is not intended for students who require a microbiology course for Nursing, Pharmacy, Dental Hygiene or other allied health professions.

**Prerequisite:** RDNG 0090 with a grade of "C" or higher, or assessment score placement in RDNG 1000.

**Principles of Biology I**  
**BIOL 1041 5 Credits**

**MnTC: Goal 03**

This is a lab science course that provides a general introduction to biological principles. Topics include the scientific method, molecular and cellular biology, energy acquisition and use, cell reproduction, genetics, ecology, and evolution. Laboratory exercises provide students with practical means to understand basic biological principles. This is a laboratory science course intended for biology and related liberal art majors and for pre-professional students.

**Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of "C" or higher. Completion of CHEM 1020 and BIOL 1020 with a grade of "C" or higher, or high school biology and chemistry within the last three years.

**Principles of Biology II**  
**BIOL 1042 5 Credits**

**MnTC: Goal 03**

This is a lab science course dealing with a taxonomic survey of the major groups of organisms. It is a continuation of BIOL 1041. Topics include phylogeny, morphology, development, and structure-function relationships of viruses, bacteria, protists, plants, fungi 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.

**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.

**Human Anatomy and Physiology I**  
**BIOL 2031 4 Credits**

**MnTC: Goal 03**

This is the first of a two-semester lab science 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, and the integumentary, skeletal, muscular, endocrine, nervous, and hematopoietic systems. This course is intended for anyone interested in gaining a better understanding of the anatomy and functioning of the human body.

**Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a

grade of "C" or higher. CHEM 1020 and BIOL 1020 with a grade of "C" or higher or high school biology and chemistry with a grade of "C" or higher within the last three years. **Recommendation:** BIOL 1041 and CHEM 1041.

**Human Anatomy and Physiology II**  
**BIOL 2032 4 Credits**

**MnTC: Goal 03**

This is the second of a two-semester lab science 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, lymphatic system and immunity, respiratory system, digestive system and metabolism, urinary system, fluid/electrolyte and acid/base balance, and reproductive systems. This course is intended for anyone interested in gaining a better understanding human anatomy and body functions.

**Prerequisite:** BIOL 2031 or equivalent.

**Microbiology**  
**BIOL 2035 3 Credits**

**MnTC: Goal 03**

This is a lab science course that surveys the major groups of microorganisms with an emphasis on their structural characteristics, factors affecting growth and reproduction, interactions with host organisms and physical and chemical methods of control. Issues related to antibiotic use and infectious diseases are included. The laboratory portion includes experiences in the safe handling of microorganisms, and methods for the culture, visualization, and identification of known and unknown microorganisms.

**Prerequisite:** Completion or concurrent enrollment in BIOL 2032 or BIOL 2045 with a grade of "C" or higher.

**Comprehensive Human Anatomy**  
**BIOL 2040 4 Credits**

This is a lab science course dealing with detailed anatomical study of the human organ systems, including: the integumentary, muscular, skeletal, nervous, endocrine, digestive, cardiovascular, lymphatic, respiratory, urinary, and reproductive systems. The focus is on anatomy of the human body but does not ignore principles of physiology. Laboratory experiences provide students with a practical means to understanding human gross anatomy through comparisons to animal anatomy and selected organ dissections. This is a lab-science course intended for students in medically related programs.

**Prerequisite:** BIOL 1041 and CHEM 1020 or equivalents. **Recommendation:** CHEM 1041.

**Comprehensive Human Physiology**  
**BIOL 2045 4 Credits**

This is a lab science course dealing with a detailed physiological study of the human

organ systems, including protection, construction and locomotion; coordination and sensation; hormonal regulation; circulation and immunoregulation; respiration and digestion, and excretion and reproduction. Laboratory experiences provide students with a practical means to gaining 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.  
**Prerequisite:** BIOL 2040 or equivalent.

### Human Disease Concepts BIOL 2050 2 Credits

This course provides students with a foundation in the structural and functional changes caused by disease or injury in tissues and organs. There is an emphasis on the more common and important diseases affecting various human organ systems. Basic disease concepts are studied and correlated with diagnosis, clinical manifestations, and principles of treatment. This is a lecture-demonstration course primarily intended for students in allied health programs.  
**Prerequisite:** BIOL 2031 and BIOL 2032, 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.

### **Your Academic Journey**

#### **CRRS 1111 3 Credits**

This course is intended to orient students to college life. It will help students adjust to higher education and to become successful students. College policies, resources, and services will be explained. Students will explore academic goals, learning styles, interests, test anxiety, and study skills.

## **Chemical Dependency**

### **Introduction to Drugs and Alcohol**

#### **CDEP 1020 3 Credits**

This course provides an overview of classification of mood altering addictions, signs and symptoms of addicted behavior, treatment, prevention, and cultural issues. The course meets the academic coursework requirement for Minnesota Statute 2005 Chapter 148C: "Overview of alcohol and drug counseling, focusing on the transdisciplinary foundations of alcohol and drug counseling and providing an understanding of theories of chemical dependency, the continuum of care and the process of change." Service learning will be a component of this course.

### **Pharmacology of Chemical Dependency**

#### **CDEP 1030 3 Credits**

This course is an overview of the basics of pharmacology as applied to various classifications of mood altering chemicals. It is also an examination of the central nervous system and drug/neurotransmitter interactions. The course examines substance abuse, detoxification, withdrawal, drug interaction, and dyna-

mics of addiction. The course meets academic coursework criteria of Minnesota Statute 2005 Chapter 148c, Subdivision 5a, Area 2: "pharmacology of substance abuse disorders and the dynamics of addiction."

**Prerequisite:** CDEP 1020 or consent of instructor.

### **Overview of Gambling**

#### **CDEP 1040 3 Credits**

This course presents a historic overview of gambling and describes gambling addiction and the variety of ways in which it manifests itself in society. The course will also identify diagnostic criteria and treatment strategies for the pathological gambler and how gambling impacts family, society, and crime. When the academic coursework is completed to satisfy Minnesota Statute 2005 Chapter 148C, this course would be credited toward the 270 hours needed for chemical dependency licensure.

### **Professional Conduct in Chemical**

#### **Dependency**

#### **CDEP 1060 3 Credits**

This course addresses the multicultural aspects of chemical dependency, professional and ethical responsibilities, orientation, consultation, reporting and record keeping, referral, case management and treatment planning. Students explore a model for ethical decision making in reference to chemical dependency. They also discuss confidentiality, professional boundaries, and rules of conduct. The course includes a minimum of six hours of ethics as required by the Minnesota Certification Board, Minnesota Association of Resources for Recovery, and Chemical Health and National Association of Alcohol and Drug Abuse Counselors. This course meets academic coursework criteria of Minnesota Statute 2005 Chapter 148c, Subdivision 5a, Area 2 and Minnesota Rule 4747. Service learning is a component of this course.

**Prerequisite:** CDEP 1020 and HSER 1030.

### **Chemical Dependency Assessments**

#### **CDEP 2010 3 Credits**

This course addresses the screening, intake, assessment, treatment planning, and the multicultural aspects of chemical dependency, case management, referral, record keeping, reports, consultation and professional conduct. Students focus on chemical dependency assessment and criteria including Rule 25, the Six Dimensions of treatment planning according to Rule 31. This course meets the academic course work requirement for Minnesota Statute 2005 Chapter 148C and Minnesota Rule 4747.

**Prerequisite:** CDEP 1020 and HSER 1030.

### **Advanced Counseling**

#### **CDEP 2020 3 Credits**

This course addresses chemical dependency counseling theory and practice, crisis intervention, orientation, client education, referral, professional and ethical responsibility, treatment planning, case management, reporting and record keeping, as well as

culturally appropriate models for counseling. The course focuses on enhancing motivation for change in substance abuse treatment, stages of client change, and counseling skills appropriate for each particular stage. Students also address issues in crisis intervention, grief and loss, and the 12 steps. Course meets the requirement for Minnesota Statute 2005 Chapter 148C and Minnesota Rule 4747.

**Prerequisite:** CDEP 1020 and HSER 1030.

### **Group Counseling**

#### **CDEP 2030 3 Credits**

This course addresses chemical dependency group counseling theory and practice, crisis intervention, orientation, client education, referral, and professional and ethical responsibility, treatment planning, reporting and record keeping, and case management. Culturally appropriate models for group counseling, formation of groups, ground rules and documentation in groups are addressed. This course meets the academic course work requirement for Minnesota Statute 2005 Chapter 148C and Minnesota Rule 4747.

**Prerequisite:** CDEP 1020 and HSER 1030.

### **Case Management for Chemical**

#### **Dependency Treatment**

#### **CDEP 2050 3 Credits**

This course will address an overview of the multiaxial assessment of the DSMIV. Special problems, including mental health issues will be discussed. The course provides students with knowledge and practice in case management, through screening, assessment, treatment planning, consulting, referral, and recordkeeping. The student will practice documentation of client problems, goals, objectives, and progress notes as required by treatment centers. This course meets the requirement for Minnesota Statute 2005 Chapter 148C and Minnesota Rule 4747.

### **Co-Occurring Disorders: Substance**

#### **Abuse and Mental Health**

#### **CDEP 2055 3 Credits**

This course will meet the Rule 31 criteria for training in co-occurring mental health problems and substance abuse. The course will include competencies related to philosophy, screening, assessment, diagnosis and treatment planning, documentation, programming, medication, collaboration, mental health consultation and discharge planning. The core functions involved include screening, intake, assessment, treatment planning, crisis intervention, referral and multicultural aspects of chemical dependency.

**Prerequisite:** CDEP 1020 and HSER 1030 or instructor consent.

### **Chemical Dependency Internship I**

#### **CDEP 2781 5 Credits**

This is the first internship course in a two-internship sequence. Students will work in a treatment facility to gain work experience

integrating the 12 core chemical dependency counseling functions defined by state law in their practicum. Internship I consists of 440 hours of the 880 required by state law. In addition to work experience, students will meet with faculty at assigned times to discuss their internship experiences.

**Prerequisite:** All required chemical dependency and human service coursework completed and consent of chemical dependency coordinator.

**Recommendation:** Student should plan to complete CDEP 2781 and CDEP 2782 in two consecutive semesters.

### Chemical Dependency Internship II CDEP 2782 5 Credits

This is the second internship course in a two-internship sequence. Students will work in a treatment facility to gain work experience integrating the 12 core chemical dependency counseling functions defined by state law in their practicum. It consists of the remaining 440 hours of the 880 required by state law. In addition to work experience, students will meet with faculty at assigned times to discuss their internship experiences.

**Prerequisite:** All required chemical dependency and human service coursework completed and consent of chemical dependency coordinator. **Recommendation:** Student should complete CDEP 2781 and CDEP 2782 in two consecutive semesters.

## Chemistry

### Chemistry Concepts CHEM 1020 4 Credits MnTC: Goal 03

This course deals with the basic concepts of chemistry. Topics include general properties of matter, the development of the model of the atom, nuclear chemistry, basics of chemical bonding, chemical equations and their uses, acids and bases, oxidation-reduction, and an introduction to organic chemistry. The laboratory portion 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 within the last three years.

**Prerequisite:** Assessment score placement in MATH 0070 or above, or completion of MATH 0030 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.

### Principles of Chemistry I CHEM 1041 5 Credits MnTC: Goal 03

This is the first course in a two-course introduction to chemistry. Students will investigate the basic concepts of chemistry, including atomic theory and structure, chemical nomenclature, chemical equations and stoichiometry, electron configuration and periodicity, chemical bonding, molecular structure, enthalpy

changes associated with chemical reactions, the behavior of gases, and an introduction to organic chemistry. Quantitative laboratory experiments emphasize 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, physical therapy and liberal arts.

**Prerequisite:** Assessment score placement in MATH 1061 or above, or completion of MATH 0070 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.

### Principles of Chemistry II CHEM 1042 5 Credits MnTC: Goal 03

This course is a continuation of CHEM 1041. Students will investigate solid state structure, properties of solutions, chemical kinetics, chemical equilibria, acids and bases, oxidation and reduction, and chemical thermodynamics. The laboratory work emphasizes observation, organization of data, analysis of data, and experimental design. This course is intended for students who need a second course in general chemistry to fulfill a requirement for a variety of majors such as: chemistry, medicine, biology, nursing, dentistry, physical therapy and liberal arts.

**Prerequisite:** Completion of CHEM 1041 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 instrumental identification of organic compounds. Offered S.

**Prerequisite:** CHEM 2041 or equivalent.

## Chinese

### Beginning Chinese I CHIN 1011 5 Credits

This course is an introduction to Mandarin Chinese. Fundamental grammar, correct oral-expression, aural comprehension and reading are stressed. Weekly listening and laboratory work are required. An introduction to Chinese culture is also included.

**Restriction:** If students have completed any Chinese language course, consent of instructor is required.

### Beginning Chinese II CHIN 1012 5 Credits

This course is the second course in a beginning sequence and a continuation of Chinese 1011. Continued development of all four language skills (speaking, listening comprehension, writing and reading) is stressed. Weekly listening and laboratory work are required. A further exploration of Chinese culture is included.

**Prerequisite:** CHIN 1011 or equivalent.

## Communication

### Previously Speech-Communication

### Fundamentals of Public Speaking COMM 1021 3 Credits MnTC: Goals 01 & 09

This course focuses on learning techniques for effective public speaking in academic, business, professional, and community settings. Students practice these skills by preparing and presenting informative and persuasive oral presentations in class. Course topics include audience analysis, ethics, speech purpose, organization, delivery, visual aids, outlining, and speaker evaluation. Offered F, S, SS.

**Prerequisite:** Assessment score placement in RDNG 1000, 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.

### Introduction to Intercollegiate Debate COMM 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:** COMM 1021 should be completed prior to or during course.

### **Advanced Intercollegiate Debate COMM 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:** COMM 1023 or consent of instructor.

### **Interpersonal Communication COMM 1031 3 Credits** **MnTC: Goals 01 & 07**

This course focuses on basic communication theories and concepts, and the practice of interpersonal communication skills. Topics include the self and others as communicators, verbal and nonverbal messages, listening, conflict management, self-disclosure, and the dynamics of human relationships. The course content applies to everyday communication 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, and assessment score placement in ENGL 0090, or completion of ENGL 0080 with a grade of "C" or higher.

### **Small Group Communication COMM 1041 3 Credits** **MnTC: Goals 01 & 09**

This course focuses on communication in small groups. Topics include small group communication theory and effective interpersonal skills; group leadership, cohesion, and emergence roles; conflict management; problem-solving and decision-making; planning and conducting meetings; and parliamentary procedure. The course content applies to everyday situations in the community and workplace, with 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 COMM 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; references to a wide range of specific cultural groups; cultural aspects of domestic and international business; issues in refugee/immigrant resettlement and adaptation; and intercultural relationships. Materials/activities include reading, films, class discussions, group events, personal interviews. 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.

### **Communication, Travel and Tourism COMM 1053 1 Credit** **MnTC: Goals 01 & 07**

This course is an introduction to being a cross-culturally effective traveler: intercultural communication applied to international travel. Topics include world tourism, its positive and negative effects on individuals and countries; tourism as an instrument of national development; appropriate everyday tourist behaviors; and survival skills for any trip abroad. For all students, especially those going overseas on business, for pleasure, or to study. Offered S.

### **Introduction to Mass Communication COMM 1061 3 Credits** **MnTC: Goals 05 & 09**

This course focuses on the historical, cultural, economic, and political impact of mass communication on individual media consumers and on American and global cultures. Topics may include corporate control, the role of government, freedom of expression, values and ethics, journalism, advertising, public relations, 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 COMM 2051 3 Credits** **MnTC: Goals 05 & 07**

Minnesota's recent immigrant/refugee population is markedly different from that of the rest of the U.S., with proportionately significant numbers of Hmong, Somalis, Liberians, and Tibetans among others. In this course we study some of the more visible groups and the regions they come from: Southeast Asia, Horn of Africa, West Africa, Latin America, former Soviet Union/Eastern Europe. Why did they leave their homeland? What culture and communication did they bring with them? What communication adjustment and cultural conflicts do they experience? What are some important issues for their lives in Minnesota as they communicate with the larger society? Materials/activities include readings, films, discussions, interviews, and guest speakers/on-site visits when possible. Offered S.

**Prerequisite:** 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.

### **Communication and Gender COMM 2071 3 Credits** **MnTC: Goals 01 & 07**

This course studies how communication and culture create, maintain, and influence perceptions of gender. Patterns of 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.

**Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 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.

### **Special Topics COMM 2790 1 - 3 Credits**

Topics of special interest which vary. **Prerequisite:** Consent of instructor.

## **Computer Applications**

### **Computer Literacy CAPL 1000 1 Credit**

This class is appropriate for first-time computer users. In a hands-on lab environment, students will be introduced to the computer and its terminology. Topics include computer system overview, basic exploration of some popular software packages, and managing computer files. This class explores the impact of technology on the way we live, work and learn.

**Prerequisite:** OFFT 0092 or consent of instructor. **Restriction:** Closed to students who have earned credit in CAPL 1010 or CSCI 1020.

### **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. Students will reinforce their skills by completing assignments that integrate the applications. This course emphasizes hands-on computer applications. **Prerequisite:** Keyboarding skills.

### **Microsoft PowerPoint CAPL 1021 1 Credit**

This course covers the creation, integration, and customization of professional-looking slide presentations. Skills presented include using design templates and auto layouts, working within different PowerPoint views, enhancing presentations using clip art and graphics, applying custom animations and animation schemes, modifying visual elements and presentation formats, running a

slide show with hyperlinks and action buttons, and creating a self-running presentation.

**Prerequisite:** *Keyboarding skills.*

**Microsoft Word  
CAPL 1023 3 Credits**

This course uses a comprehensive word processing program to create and edit professional-looking business documents. Students will create letters, memos, announcements, resumes, fax cover sheets, mailing labels, mail-merge documents, Web pages, and other types of business 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 and Management  
CAPL 1050 3 Credits**

This course offers a hands-on approach to learning various browsers and learning skills necessary to plan, create, publish, and maintain a Web site. Students will use professional Web design software to create modern, standards-based sites. Topics include HTML, hyperlinks, graphics, and best practices in Web page and site design. No prior knowledge of Web design is assumed.

**Prerequisite:** *Keyboarding (35 WPM or OFFT 1001) and basic knowledge word processing software 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, letter-heads, 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 Forensics and Investigative Technology

**Introduction to Computer Forensics  
CFIT 2065 3 Credits**

This introductory course presents methods to properly conduct a computer forensics investigation including ethics, tools, procedures and analysis. This aligns with the objectives of the International Association of Computer Investigative Specialists (IACIS) certification.

**Prerequisite:** *Consent of instructor.*

**Windows and NTFS  
File System Forensics  
CFIT 2070 3 Credits**

This course provides an in-depth examination of the forensic evidence left on Windows based file systems using a variety of methods and tools to investigate any event for the workplace. It covers Windows methods that ensure maximum evidence capture without poisoning key evidence residing in disk space and memory. This course aligns with the objectives of the International Association of Computer Investigative Specialists (IACIS) certification.

**Prerequisite:** *CFIT 2065 or consent of instructor.*

**Computer Investigative Law  
for Forensic Analysts  
CFIT 2075 3 Credits**

This course presents the essential legal foundation for computer professionals managing or working in incident handling teams. Topics include: the legal constraints of information sharing, rules for voluntary disclosure, and response to government requests for information as well as the use of honey-pots, hack-back, and trace-back procedures as

investigative strategies within the legal limitations of the information technology industry. Emphasis is placed on preserving and maintaining chain of custody protocols for computer evidence.

**Open Source Forensic Methodology  
CFIT 2080 3 Credits**

This forensic course begins with file system fundamentals but moves rapidly to using advanced open source toolkits to perform a forensic audit of suspect computer systems. Forensic analysis is performed on gathered evidence contained in "disk images." Using a disk image of a computer involved in an actual forensic case, students apply what they learn in class by investigating the incident in a hands-on setting.

## Computer Science

**Introduction to Game Programming  
CSCI 1011 3 Credits**

What goes into creating a computer game? This course, for students with no programming background, explores fundamental game elements such as sprites, basic animation, collision detection, event-response mechanisms, and sound. Students will use game development software to create complete games of varying complexity. By using programming scripts the games' complexity will be limited only by the students' imagination and ingenuity.

**Prerequisite:** *Basic computer competency (use of keyboard, mouse, Windows).*

**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.*

**Internet Essentials:  
Concepts, Use and Design  
CSCI 1050 3 Credits**

This course provides a comprehensive overview of the Internet. Students begin by examining the basic technologies that support the Internet such as TCP/IP, HTML and JavaScript. This is followed by learning how to effectively use many of the Internet's most important features such as advanced e-mail and search techniques, instant messaging, file transfer and internet conferencing. Also covered is Internet security and an introduction to web site design and management. Current software technologies, such as Internet Explorer and Dreamweaver, are used throughout to demonstrate the concepts and develop student proficiency.

**Recommendation:** *CAPL 1000 and OFFT 0091, or equivalent knowledge.*

**Fundamentals of Programming  
CSCI 1060 3 Credits**

For students interested in exploring computer programming for the first time, this course provides a comprehensive introduction to fundamental programming concepts. Program logic, algorithm design and programming control structures are emphasized. Programming activities using Visual Basic .NET introduce the student to contemporary concepts such as objects, graphical user interfaces and event-driven programming. Gaining knowledge of these concepts will prepare the beginning student to learn additional programming languages.

**Recommendation:** *CAPL 1000 or equivalent knowledge.*

**Visual Basic for Applications  
CSCI 1062 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:** *CSCI 1060 or equivalent background in the fundamentals of programming. CSCI 1020 or equivalent working knowledge of Microsoft Office.*

**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.*

**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.*

**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.

### Database Management Systems II

#### CSCI 2052 3 Credits

This course presents advanced database management systems (DBMS) concepts and applications. The emphasis is on those topics important to gain advanced understanding of installing, configuring, maintaining and using a multi-user client-server database system.

Topics such as installation, maintenance, security, backup, replication and performance monitoring will be presented. Students will complete hands-on exercises using a current client/server database system.

**Prerequisite:** CSCI 2050 or consent of instructor. **Recommendation:** MCST 2013.

### 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 2016 or consent of instructor.

### Security in a Digital World

#### CSCI 2062 3 Credits

The security and privacy of personal, corporate and governmental information is becoming a paramount concern in modern society. This course provides a broad introduction to the technological, human and political aspects of secure computing systems. While this is often thought of in terms of "how-to" and technological protection, these only go part of the way. This course focuses on the questions of what we -- as a society, an organization or individuals -- have as digital security goals and what can further -- or hamper -- those goals. Material will be presented through extensive use of case studies and discussion of current concerns, both at home and abroad. **Prerequisite:** Placement into RDNG 1000 or completion of RDNG 90 with a grade of "C" or higher. Placement into ENGL 1021 or completion of ENGL 90 with a grade "C" or higher. Completion of CSCI 1020 with a grade of "C" or higher or equivalent knowledge of computers. **Recommendation:** Completion of at least 15 college semester credits.

### 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.

### Data Communications and

#### Distributed Processing

#### 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 method 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:** Completion of or concurrent enrollment in CSCI 2040.

## Cosmetology

**Note:** Prior to registering for any COS course students must attend a SOAR session.

### 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 to 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 meets the Minnesota 40-hour Refresher Course requirements needed for license renewal. This course introduces recent MN Law and Rule changes, technological and product developments for stylists and manicurists seeking to renew their license.

**Prerequisite:** Previous Minnesota Cosmetology or Manicurist license.

**155 Hour Reactivation Course: Theory  
COS 2011 3 Credits**

This course meets the Minnesota 155-hour Reactivation Course requirements needed for reactivating a license. This course introduces recent MN Law and Rule changes, technological and product developments for stylists seeking to reactivate their license.

**Prerequisite:** Previous Minnesota Cosmetology license.

**155 Hour Reactivation Course:  
Practical  
COS 2013 3 Credits**

This course meets the practical portion of the Minnesota 155-hour Reactivation Course requirements needed for reactivating a license. This course introduces recent MN Law and Rule changes, technological and product developments for stylists seeking to reactivate their 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 practical exam required for reactivation of license. This course introduces recent MN Law and Rule changes, technological and product developments for stylists seeking to reactivate their license.

**Prerequisite:** COS 2013 or concurrent enrollment; previous Minnesota Cosmetology License.

## Criminal Justice

**Emerging Technologies in the  
Investigative Sciences  
CJS 2060 2 Credits**

This course provides an overview of emerging technologies as they apply to investigative sciences, criminal justice agencies, and the private sector security. Applications include information management, identification technology, crime analysis, and crime investigation. Students will evaluate technology products and programs to determine their quality and suitability for agency applications.

**Recommendation:** Assessment score placement in RNDG 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.

**Private Sector Security  
and Investigations  
CJS 2070 3 Credits**

This course covers the historical development of private sector security and investigations in American society. It considers the legal ramifications of privatization and its growing presence in the area of social control and emerging technologies. Topics

include the role of private security in the private industry, retail, the judicial system, homeland security, and public safety.

**Recommendation:** 15 college credits with a grade of “C” or higher in each course prior to taking this course. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 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.

### Police in the Community

#### CJS 2081 3 Credits

This course examines the role of police in various types of communities. It considers the general and specialist approach to police-community relations, training, evaluation, performance, and changes in the role of the police due to homeland security, social policy, and emerging technologies. There is a 40-hour service learning requirement for this class.

**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. Students should not enroll in this course concurrently with CJS 2085 because that also has a service learning requirement.

### Introduction to Corrections

#### CJS 2083 3 Credits

This course will use the criminal justice perspective to explore analysis of corrections and correctional policy within the criminal and juvenile justice system in American society. 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. This course is a requirement for the criminal justice program and the investigative sciences program for criminal justice.

**Recommendation:** Students should have completed 15 college credits prior to taking this class. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 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.

### Juvenile Justice and Delinquency

#### CJS 2085 3 Credits

This course is an introductory survey of the juvenile justice system with specific coverage of terminology, laws, and procedures unique to the juvenile in the system. This course also covers theories of delinquency, delinquent acts, corrective actions, custody, and disposition. There is a 40 hours service learning requirement for this class.

**Restriction:** It is advised that students not enroll in this course concurrently with CJS 2081 Police in the Community because that also has a service learning requirement. **Recommendation:** Fifteen college credits. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 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.

### Criminal Law

#### CJS 2089 3 Credits

This course offers students a foundation in the interpretation of criminal law. Examples of criminal cases will be used to illustrate and analyze the essence and interpretation of criminal law. Sociological theory and methods will be used to study the substantive nature and historical development of criminal law and its role in shaping society.

**Prerequisite:** An 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:** Fifteen college credits prior to enrollment in this course. Any course in Criminal Justice Sciences should be among these credits.

### Crime and Incident Mapping for Public Safety I

#### CJS 2091 3 Credits

This course is designed to teach interactive usage of crime mapping techniques as well as develop an understanding of social and geographical principles and issues for crime mapping. This course will be especially helpful for people intending to work within the criminal justice system or public safety. Students will develop a theoretical and applied understanding of developing technology for the interpretation of social and geographical data.

**Prerequisite:** An 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. Students must have at least 15 college credits before enrolling in this class. CAPL 1000 or equivalent computer experience is required. **Recommendation:** Any course in the Criminal Justice Sciences and familiarity with PowerPoint, Excel, and Access. CSCI 1020 or CAPL 1010 are recommended if students are not familiar with these computer programs.

### Crime and Incident Mapping for Public Safety II

#### CJS 2092 3 Credits

In this course, students will use criminal justice Geographic Information Systems (GIS) software for mapping information that uncovers emerging geographic and demographic patterns of crime and other events according to location and social significance. Students will query data, working with specific attributes and software features to aggregate and analyze data. Students will create and edit spatial data and become acquainted with other types of data images and computer-aided design (CAD) drawings.

**Prerequisite:** CJS 2091 with a grade of “C” or higher or consent of the instructor.

### Terrorist and Extremist Groups

#### CJS 2093 3 Credits

This course examines the social trend of terrorism. Social theory and methods within the criminal justice perspective are used to analyze group dynamics and social interaction.

Group leadership, social influence, social networks, group cohesion, development, group performance, and motivation of terrorism will be studied. Groups that will be considered in course material will include extremist groups prone to violence, terrorism, and anti-government sentiment.

**Prerequisite:** Fifteen college credits and an 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.

### Interview, Interrogation, and Investigation

#### CJS 2095 3 Credits

This course examines oral and nonverbal communication and collection of verbal information using criminal justice theory and methods. Students will practice the skills of interviewing and interrogation. Students will learn various methods and legal guidelines for interviewing, interrogation, and investigation.

**Prerequisite:** Fifteen completed college credits. 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:** Six college credits in criminal justice sciences before enrolling in this class.

### Homeland Defense

#### CJS 2097 3 Credits

This course explores the concept of national defense with attention to changing issues for the criminal justice system. Students will employ scientific theories and methods to analyze the changing roles of police and military involvement in defense. Topics will include terrorism, weapons of mass destruction (WMDs), civil rights and constitutional issues related to defense.

**Prerequisite:** Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 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. **Recommendation:** It is recommended that students have at least 15 college credits with a grade of “C” or higher in each course.

### Investigative Sciences Capstone

#### CJS 2099 2 Credits

This capstone course will allow students to integrate philosophies, methods and processes necessary to evaluate and analyze programs, problems, and field study experiences within the criminal justice system.

**Prerequisite:** Fifteen completed college credits with a grade of “C” or higher in each course or instructor permission. An 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. **Recommendation:** Six college credits in criminal justice sciences with a grade of “C” or higher in each course.

## Dental Assisting

**Note:** Prior to registering for any DENA course students must attend a SOAR session. Instructor signature required prior to registering.

### 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 prac-

tical 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 1031, BIOL 1032 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 enroll-

ment in DENH 2010, DENH 2015, DENH 2020 and DENH 2030.

### **Restorative Expanded Functions DENH 2050 3 Credits**

This course offers training that leads toward certification for Minnesota licensed dental hygienists and registered dental assistants in the placement of dental restorations, as specified by the Minnesota Board of Dentistry. The Century College Dental Institute will function as a resource site for the course. Students will participate in lecture, lab exercises, and complete the clinical requirements. The clinical portion will be completed at the Century College community dental clinic under the supervision of a dentist.

**Prerequisite:** *The course is limited to Registered Dental Assistants, Licensed Dental Hygienist, and with instructor permission, student currently enrolled in an accredited dental hygiene program.*

### **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.*

## **Earth Science**

*Previously Natural Science*

### **Earth Science ESCI 1020 4 Credits MnTC: Goals 03 & 10**

This course is a survey of the earth sciences as a broad and nonquantitative introduction to topics in geology, oceanography, meteorology, and astronomy. It views solid earth, the liquid hydrosphere, and the gaseous atmosphere in terms of 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 semester's study.

### **Physical Geology ESCI 1030 4 Credits MnTC: Goals 03 & 10**

This course introduces the student to rocks & minerals, geologic time, plate tectonics, and geologic landforms. Laboratory investigations provide the framework for rock and mineral

identification and map interpretation of geologic features and processes.

### **Energy Concepts ESCI 1040 3 Credits MnTC: Goals 03 & 10**

This course introduces students to the topic of energy and examines energy production, supply, efficiency, and future needs. It also explores the potential of solar, biomass, photovoltaics, wind, and other continuous flow sources: including crude oil, natural gas, coal and nuclear. The impact of our current U.S. policy is viewed from an interdisciplinary approach that includes environmental, political, economic, and ethical considerations.

**Recommendation:** *Concurrent enrollment in ESCI 1045.*

### **Energy Concepts Lab ESCI 1045 1 Credit MnTC: Goals 03 & 10**

This laboratory course examines various energy concepts through hands-on learning. Topics will include, but are not limited to: liquid fuels, solid fuels, biomass, wind, solar, insulation, heat storage, pollution and conservation.

**Prerequisite:** *ESCI 1040 or concurrent enrollment, and assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of "C" or higher.*

### **Introduction to Meteorology ESCI 1050 3 Credits MnTC: Goal 03 & 10**

This course introduces the basic scientific principles involved in meteorology. Students explore the basic properties of the atmosphere, weather instruments, weather phenomena, terminology, and forecasting.

**Recommendation:** *Concurrent enrollment in ESCI 1055.*

### **Meteorology Lab ESCI 1055 1 Credit MnTC: Goals 03 & 10**

In this introductory meteorology laboratory, students construct and interpret graphs, analyze weather maps, and also gather, record, and interpret weather data. Concepts covered include structure of the atmosphere, solar and terrestrial radiation, stability of the atmosphere, atmospheric motion, severe storms, and weather map analysis.

**Prerequisite:** *ESCI 1050 or concurrent enrollment, or consent of instructor.*

### **Introduction to Oceanography ESCI 1060 3 Credits MnTC: Goals 03 & 10**

This course presents the principles of historical, geological, biological, chemical and physical oceanography. It explores contemporary problems related to marine pollution, resources, and Maritime Law for students wishing to become more aware of the growing importance of the sea in their lives.

### **Natural Disasters ESCI 1080 3 Credits MnTC: Goals 03 & 10**

This course will investigate the physical processes, origins, as well as the human and economic impacts caused by natural disasters. Students will examine earthquakes, volcanism, severe weather, climate change, wildfires, and floods among other natural catastrophic phenomenon. They will have the opportunity to access information from government agencies and universities involved in the study of these phenomena.

### **Earth Science for Educators ESCI 1090 4 Credits**

This course is intended for education majors. It includes a survey of the Earth sciences with a broad and nonquantitative 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.

## **Economics**

### **Macroeconomics ECON 1021 3 Credits MnTC: Goal 05**

This course is an introduction to macroeconomics. It emphasizes demand and supply theory, fiscal and monetary policy, national income, money and banking. Other topics include international economics, foreign exchange rates, international trade theory, and balance of trade. This course has broad general education applications but is especially appropriate for economics, accounting, and business majors.

### **Microeconomics ECON 1023 3 Credits MnTC: Goal 05**

This course is an introduction to microeconomics. It emphasizes the price system, production costs, income distribution, and market structures. The impact of international economics will also be discussed. This course has broad general education applications but is especially appropriate for economics, accounting, and business majors.

**Prerequisite:** *ECON 1021.*

**Statistics for Business and Economics  
ECON 2021 3 Credits**

This course is an introduction to quantitative decision making. It will focus on 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.

**Prerequisite:** Assessment score placement in Math 1081 or above, or completion of Math 1061 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 affect 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 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 discussion, 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), and the strategies for 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 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 or ESOL 1035 with a grade of “C” or higher, or English language proficiency equivalent to ESL 1010 or ESOL 1035; 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

**Note:** Prior to registering for any EMS course students must attend a SOAR session.

### 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 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.

### 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 renewed 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 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 recertification. 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 who 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 pre-hospital 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.

**Hazardous Materials Operations  
EMS 1095 3 Credits**

Hazardous Materials Operations is an introduction to hazardous materials intended to provide the skills and knowledge necessary to recognize, identify, and remain safe in poten-

tially hazardous environments. The course will emphasize hazardous materials recognition, hazardous materials identification, effects of hazardous materials on people and the environment, material safety data sheets (MSDS) and safety precautions. This course must be completed to receive Minnesota Firefighter II certification.

**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.

### Robotics

#### ENGR 2020 4 Credits

This hands-on course will introduce students to mechatronics, which is the fusion of electronics, mechanical systems, and software. A robot is an example of mechatronics as are the intelligent machines and products that we see all around us. The course begins with microcontroller concepts, BASIC programming, electronics concepts, various types of sensors, motors and other actuators, and then proceeds to more advanced topics such as analog to digital conversion, serial communication, signal conditioning, and various methods of process control. Hands on, team-based design projects will be integrated throughout the course.

*Prerequisite:* ENGR 1020 or ENGR 2091 or ENGR 2095 or consent of instructor.

### 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 Technology

### 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

This course teaches 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. Learning to identify the components of AutoCAD drawings will be part of this process. This course will be taught with a hands-on approach to learning and will build a foundation for continued training or self-instruction.

*Recommendation:* Previous experience with drawings in your chosen field or completion of any the following courses: ECAD 1020, INTD 1020 or KBD 1010. MATH 0010 with a grade of "C" or higher, or an assessment score placement in MATH 0030.

### 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 use Autodesk's Inventor software to sketch, create, edit, and dimension 3D solid models, as well as create 2D drawings from these models. Assembly modeling and 2D & 3D printing are also covered. These skills are necessary for job qualification in many areas such as mechanical design and engineering. The class uses a hands-on approach which in order to build a foundation for continued training or self-instruction.

**Prerequisite:** ECAD 1070 or ENGR 1020 or consent of instructor.

### 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, pur-

poseful 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

This college literature course intended for all students will analyze and explore American Literature from the Colonial Period to the Civil War. Typical writers may include Bradstreet, Edwards, Franklin, Emerson, Thoreau, Fuller, Hawthorne, Douglass, Melville, Poe, Dickinson, and Whitman.

**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 Literature:

#### Civil War to Present

#### ENGL 2012 3 Credits

##### MnTC: Goals 06 & 07

This college literature course intended for all students will analyze and explore American Literature from the Civil War to the present. Typical writers may include Clemens, Crane, Chopin, James, Cather, Fitzgerald, Hughes, Faulkner, Thurston, Hemingway, and Frost.

**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.

### **African American Literature ENGL 2013 3 Credits**

**MnTC: Goals 06 & 07**

This college course intended for all students will analyze and explore literature by African American authors. Authors may include Alice Walker, Frederick Douglass, Ida B. Wells-Barnett, Langston Hughes, Richard Wright, Zora Neal Hurston, and Dr. Martin Luther King, Jr.

**Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.

### **Minnesota Writers ENGL 2014 3 Credits**

**MnTC: Goal 06**

This college course intended for all students will explore literature by Minnesota writers. Selections may include poetry, novels, short stories, and nonfiction by such writers as Sinclair Lewis, F. Scott Fitzgerald, Jim Northrup, Allison McGee, Connie Wanek, and Bill Holm.

**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 Indian Literature ENGL 2015 3 Credits**

**MnTC: Goals 06 & 07**

This college literature course intended for all students will analyze and explore an introductory survey of major literary works written by and/or attributed to American Indian authors, from the oral tradition to contemporary literature. Selections may 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.

### **Introduction to Folklore ENGL 2018 3 Credits**

**MnTC: Goals 06 & 07**

In this course, students will be introduced to the study of folklore. They will learn to critically analyze traditional folk literature and customary texts through literary, comparative, structural, functional, and contextual methods. Texts may include myths, legends, folktales, riddles, proverbs, and material folklore.

**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.

### **Creative Writing: Poetry & Fiction ENGL 2023 3 Credits**

**MnTC: Goal 06**

This creative writing course focuses on the writing and reading of poetry and fiction. Students will engage in critical analysis, form aesthetic judgments, and write and revise poems and short stories.

**Prerequisite:** 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.

### **Creative Writing: Nonfiction ENGL 2025 3 Credits**

**MnTC: Goal 09**

This course offers study and practice of various forms of nonfiction writing including the personal narrative/memoir, personality profile, event story, and opinion pieces. Writing suitable for publication in popular newspapers, magazines, and journals is emphasized. This type of writing is fundamental to the free exchange of ideas in society, a necessary mechanism of understanding for a variety of viewpoints required by well-informed citizens.

**Prerequisite:** 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.

### **British Literature: Medieval to Romantic**

**ENGL 2031 3 Credits**

**MnTC: Goals 06 & 08**

This college literature course intended for all students will analyze early British Literature. Typical authors may include Chaucer, Shakespeare, Donne, Milton, and Pope.

**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.

### **British Literature: Romantic to Present**

**ENGL 2032 3 Credits**

**MnTC: Goals 06 & 08**

This college literature course intended for all students will analyze and explore British Literature from 1800 to the present. Typical authors may include works by Mary Shelley, Austen, Dickens, Woolf, Shaw, and Eliot.

**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.

### **Shakespeare ENGL 2035 3 Credits**

**MnTC: Goals 06 & 08**

This college literature course intended for all students will analyze a representative selection of works by William Shakespeare. The course will consider what the plays reveal about Elizabethan societies as well as what

they suggest about the human condition in general.

**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.

### **Literature and Film ENGL 2043 3 Credits**

**MnTC: Goal 06**

This college literature course intended for all students will analyze and explore Literature and Film. Students will explore written and visual texts in order to understand the scope and variety of the human experience. Students will read, discuss, and analyze narrative texts as expressions of the human experience. Some attention will be given to film terminology and techniques.

**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.

### **Modern World Literature ENGL 2051 3 Credits**

**MnTC: Goals 06 & 08**

This college literature course intended for all students will introduce and explore Modern World Literature from the first half of the 20th century. Course offerings may include poetry, fiction, and/or drama with a global perspective.

**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.

### **Contemporary World Literature ENGL 2052 3 Credits**

**MnTC: Goals 06 & 08**

This college literature course intended for all students will analyze and explore Contemporary World Literature from 1945 to the present. Course offerings may include poetry, fiction, and/or drama with a global perspective.

**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.

### **Mythology ENGL 2055 3 Credits**

**MnTC: Goals 06 & 08**

This college literature course intended for all students will analyze and explore several major works of classical and world mythology and relate the works and ideas to modern thought and world literature.

**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.

**An Introduction to African Literature**  
ENGL 2057 3 Credits

**MnTC: Goals 06 & 08**

Africa's literary backdrop is as vibrant and varied as the gamut of peoples, cultures, languages, and histories that make up the world's second largest continent. In this course students will retrace the major developments of African literature from the oral to the written, thereby exploring the different themes and the diversely rich approaches used by the practitioners of these different forms. From the epic of Shaka Zulu to the enthralling novels of Chinua Achebe, African literature offers exciting insights to the interplays of orality and literacy, of the ancient and the modern.

**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.

**Middle Eastern Literature**

ENGL 2058 3 Credits

**MnTC: Goals 06 & 08**

This course, intended for all students, will analyze and explore Middle Eastern literature in the post-colonial era. It will examine major representative works of poetry, fiction and drama written by well-known Middle Eastern authors representing a variety of Middle Eastern countries, such as Egypt, Saudi Arabia, Algeria, Sudan, Lebanon, Palestine and Israel.

**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.

**Women in Literature: British & Colonial**

ENGL 2061 3 Credits

**MnTC: Goals 06 & 08**

This college literature course intended for all students will discuss, analyze, and interpret works written in English by women in England and the British Empire.

**Prerequisite:** Completion of ENGL 1021 with a grade of "C" or higher.

**Women in Literature: American**

ENGL 2062 3 Credits

**MnTC: Goals 06 & 09**

This college literature course intended for all students will explore literature written by American women in their own distinct literary tradition, perspectives, and themes. Works are considered as a reflection of their times, including social, ethical, political, and economic conditions.

**Prerequisite:** Completion of ENGL 1021 with a grade of "C" or higher.

**Women in Literature: World Voices**

ENGL 2063 3 Credits

**MnTC: Goals 06 & 08**

This college literature course intended for all students will analyze and explore literary works by contemporary women writers from six major regions of the non-Western

world such as the Caribbean, Latin America, Sub-Saharan Africa, the Middle East, South Asia, and East Asia. 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.

**Prerequisite:** Completion of ENGL 1021 with a grade of "C" or higher.

**Children's Literature**

ENGL 2071 3 Credits

**MnTC: Goal 06**

This college course intended for all students will analyze and explore the literature written for children. Students will explore the history of children's literature, children's poetry, picture books, realistic and fantasy novels as well as criteria for evaluating these works. Selections may include works by E. B. White, J. K. Rowling, Mildred Taylor, and Christopher Paul Curtis.

**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.

**Graphic Narratives:**

**Comics as Literature**

ENGL 2072 3 Credits

**MnTC: Goal 06**

This college literature course intended for all students will analyze and explore selected graphic novels and other comics. Students will study the literary and formal design elements of the works selected and consider the unique features of this medium. Selections may include works by Lynda Barry, Daniel Clowes, Will Eisner, Neil Gaiman, Scott McCloud, Alan Moore, Marjane Satrapi, and Art Spiegelman.

**Prerequisite:** Assessment score placement in RDNG 1000 or higher, or completion of RDNG 0090 with a grade of "C" or higher.

**Recommendation:** Completion of ENGL 1021 with a grade of "C" or higher.

**Short Novel**

ENGL 2073 3 Credits

**MnTC: Goal 06**

This college literature course intended for all students will analyze and explore selected short novels. Authors may include Henry James, Conrad, Chopin, Wharton, James Joyce, or Faulkner.

**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.

**Science Fiction and Fantasy**

ENGL 2075 3 Credits

**MnTC: Goal 06**

This college literature course intended for all students will analyze and explore science fiction and fantasy literature. Authors may

include Mary Shelley, H.G. Wells, Aldous Huxley, Tolkien, and LeGuin.

**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.

**Mystery**

ENGL 2077 3 Credits

**MnTC: Goal 06**

This college literature course intended for all students will explore mystery literature. The mystery story may include works by Poe, Conan Doyle, Sayers, Chandler, and Hillerman.

**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.

**Latin American Literature**

ENGL 2083 3 Credits

**MnTC: Goals 06 & 08**

This college literature course intended for all students will analyze and explore poetry, short stories, and novels by authors such as Marquez, Neruda, Borges, Allende, Lispector, Cortazar, Paz, and others.

**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.

**Bible As Literature**

ENGL 2085 3 Credits

**MnTC: Goal 06**

This college literature course intended for all students will analyze and explore Biblical Literature. It may include Old Testament literature that demonstrates the genres of short story, biography, tragedy, philosophy, and epic narratives. The course does not study theology or doctrine, but rather focuses on events, characters, and literary techniques.

**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.

**Ethics and Environments:**

**The Literature of Place**

ENGL 2095 3 Credits

**MnTC: Goals 06 & 10**

This college literature course intended for all students will analyze writing about the relationships between humans and their environments. The literature will include historical, philosophical, scientific, and literary perspectives in both fiction and nonfiction writing. Authors will be chosen from a variety of traditions and cultures.

**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.

## English for Speakers of Other Languages

**Note:** Enrollment for all ESOL classes is determined by a proficiency test, a writing sample, an on-site interview, and an evaluation of educational background. Students must meet with ESOL staff before registering. Call the Assessment Office at 651-779-3352 for more information about testing.

### Grammar and Writing II ESOL 0021 5 Credits

This course focuses on basic writing skills. You will improve your grammar, writing fluency, editing skills, and ability to write short paragraphs. You will also learn to use the computer to improve your writing and editing skills.

**Prerequisite:** Appropriate scores on the language proficiency test with background information, oral interview, and writing sample. **Recommendation:** Students should take advantage of community based ABE/ESL programs and have some previous English reading, writing and speaking experience, along with some previous formal educational experiences to build basic academic skills.

### Reading II ESOL 0022 5 Credits

This course focuses on increasing your ability to comprehend a variety of written material. You will learn to skim for main ideas and scan for specific information. You will also develop your ability to understand vocabulary through context clues and a dictionary.

**Prerequisite:** Appropriate scores on the language proficiency test with background information, oral interview, and writing sample. **Recommendation:** Students should take advantage of community-based ABE/ESL programs and have some previous English reading, writing and speaking experience, along with some previous formal educational experiences to build basic academic skills.

### Listening and Speaking II ESOL 0023 5 Credits

This course develops your self-expression and listening abilities in English. You will improve the clarity of your speech and learn strategies for interacting in real-life speaking situations. Class activities will include video/audio tapes, lectures, demonstrations, dictations, interviews, group work and oral presentations.

**Prerequisite:** Appropriate scores on the language proficiency test with background information, oral interview, and writing sample.

**Recommendation:** Students should take advantage of community based ABE/ESL programs and have some previous English reading, writing and speaking experience, along with some previous formal educational experiences to build basic academic skills.

### Grammar and Writing III ESOL 0031 5 Credits

This course focuses on practicing and developing basic writing skills by applying them to a variety of situations. You will improve your grammar, writing fluency, self-editing skills, and ability to write short essays. You will also

learn to follow a writing process that will include using the computer to edit and revise your essays.

**Prerequisite:** ESOL 0021 and ESOL 0022 with grades of "C" or higher, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample.

### Reading III ESOL 0032 5 Credits

This course continues to introduce the skills and strategies necessary for understanding a variety of written materials. You will begin to identify main and supporting details in non-fiction, increase your reading rate and comprehension, and analyze features of fiction. You will also learn about resources in the college library. In addition, you will build vocabulary using a variety of strategies.

**Prerequisite:** ESOL 0022 with a grade of "C" or higher, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample. **Recommendation:** ESOL 0021 with a grade of "C" or higher.

### Listening and Speaking III ESOL 0033 5 Credits

This course provides an introduction to the basics of speech sound production for American English. You will learn through classroom and computer-based activities how to produce more precise consonants, consonant clusters and vowels. Intonation and stress patterns of English will also be introduced. You will learn the IPA (International Phonetic Alphabet) to better understand the differences between written and spoken language. You will listen to short lectures, conversations, directions and media segments in order to improve your understanding of oral English.

**Prerequisite:** ESOL 0023 with a grade of "C" or higher, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample.

### Grammar and Writing IV ESOL 0041 4 Credits

This course develops higher level writing skills for a variety of situations. You will improve your grammar, writing fluency, self-editing skills, and ability to write essays of varying lengths and genres. You will also practice and improve your writing skills through extensive writing and word processing, follow a writing process to edit and revise your essays.

**Prerequisite:** ESOL 0031 and ESOL 0032 with grades of "C" or higher, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample.

### Reading IV ESOL 0042 4 Credits

This course develops your ability to understand a variety of written materials. You will learn to identify main ideas and supporting details in non-fiction, increase your reading rate and comprehension, and analyze features of fiction. Summary writing and how to make use of library resources are also

included. In addition, you will increase your vocabulary using a variety of strategies.

**Prerequisite:** ESOL 0032 with a grade of "C" or higher, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample. **Recommendation:** ESOL 0031 with a grade of "C" or higher.

### Listening and Speaking IV ESOL 0043 4 Credits

This course provides the knowledge and practice necessary to further improve your listening, speaking and pronunciation skills in English in order to help you be more successful in future academic courses. You will work on these skills through activities such as listening to lectures, tapes, and videos, taking notes in English, doing dictations, participating in discussions, doing interviews, giving presentations and doing exercises in the language lab.

**Prerequisite:** Successful completion of ESOL 0033, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample.

### English for Speakers of other Languages - Individualized Study ESOL 0790 1 Credit

This course provides an opportunity for students to work in any area of ESOL-for example, grammar, listening, reading, pronunciation, vocabulary-which can improve their basic skills. Programs are designed for the individual student.

**Prerequisite:** Appropriate scores on the language proficiency tests, background information, oral interview and writing sample; or grades of C or higher in other of ESOL classes. **Recommendation:** Concurrent or prior registration in another ESOL course.

### Occupational English for Speakers of Other Languages - Grammar ESOL 0791 1 - 3 Credits

This course provides program support for eligible students who have been accepted into their major programs but still need ESOL support. Goals of the course are content-based and focus on the individual student's needs.

**Prerequisite:** Minimum completion of ESOL 0030s level courses with grades of "C" or higher, or assessment score placement in to ESOL 0040s level or above, or instructor approval.

### Occupational English for Speakers of Other Languages - Writing ESOL 0792 1 - 3 Credits

This course provides program support for eligible students who have been accepted into their major programs but still need ESOL support. Goals of the course are content-based and focus on the individual student's needs.

**Prerequisite:** Minimum completion of ESOL 0030s level courses with grades of "C" or higher, or assessment score placement in to ESOL 0040s level or above, or instructor approval.

### Occupational English for Speakers of Other Languages - Reading ESOL 0793 1 - 3 Credits

This course provides program support for eligible students who have been accepted into their major programs but still need ESOL support. Goals of the course are content-based and focus on the individual student's needs.  
**Prerequisite:** Minimum completion of ESOL 0030s level courses with grades of "C" or higher, or assessment score placement in to ESOL 0040s level or above, or instructor approval.

### Directed Grammar Study ESOL 0796 1 Credit

In this course, students will choose 1-3 grammar points for focused study. Students will develop and implement their own study plans and will learn new strategies for studying grammar. Students will practice using computers and the internet to help with grammar. Typically, this class will meet in the classroom some weeks; other weeks, students will complete their assignments online. At the end of the course, students will demonstrate that their grammar has improved.

**Prerequisite:** ESOL 0031 with a grade of "C" or higher, or a score at the ESOL 0041 level on the language proficiency test (including background information, oral interview, and writing sample).  
*Instructor's signature required for registration.*

**Recommendation:** Readiness for online learning.

### American English: Advanced Listening and Speaking ESOL 1033 3 Credits

This course addresses your need to reduce accent interference, and for effective communication, both speaking and listening, in American English. You will focus on increasing verbal and nonverbal skills, improving listening comprehension, and increasing your ability to participate effectively in small and whole group processes. The skills and strategies learned in this course will serve to help you throughout your educational and professional careers.

**Prerequisite:** Successful completion of ESOL 0043 with a grade of "C" or higher, or oral interview and permission of the instructor.

### ESOL for College ESOL 1035 3 Credits

This course focuses on college reading, writing, and the use of library resources. You will practice the types of writing projects and oral presentations typical of college courses. You will review the grammar of complex sentences and improve your computer skills for research and writing.

**Prerequisite:** Appropriate score on the language proficiency test with background information, oral interview and writing sample, or grades of "C" or higher in developmental levels of ESOL.

## 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; CAPL 1000 or consent of instructor.

## French

### Beginning French I FREN 1011 5 Credits

This course is an introduction to the French language and francophone cultures. It stresses grammar, correct written and oral self-expression, aural comprehension and reading. A two-hour weekly tape or CD listening and laboratory work is required. The course introduces and discusses French-speaking cultures to provide a grounded awareness of the reach and uses of the French language around the world.

### Beginning French II FREN 1012 5 Credits

This course is a continuation of FREN 1011. It continues to develop all four language skills (listening comprehension, speaking, writing and reading). A two-hour weekly tape or CD listening and laboratory work is required. It introduces French-speaking cultures to add more awareness of the reach of the French language around the world.

**Prerequisite:** FREN 1011 or equivalent.  
**Restriction:** If students have completed four years of high school French, consent of instructor is required. A test may be given to determine appropriate level for placement.

### Independent Study FREN 1790 1 - 3 Credits

This course is an opportunity for an additional, in-depth study of an area of the French language.

**Prerequisite:** Consent of instructor and dean. Completion of FREN 1012 or equivalent with a grade of B or above.

### Intermediate French I FREN 2021 5 Credits

#### MnTC: Goal 08

This course is a comprehensive review of oral and written French employing a variety of literary and cultural texts. It strengthens the oral and aural skills developed in beginning French, and puts new emphasis on written composition. It includes a study of historical and contemporary issues facing French-speakers, and engages students in discussing the French-speaking world. A two-hour weekly tape or CDs listening, and laboratory work is required.

**Prerequisite:** FREN 1012 or equivalent.

**Intermediate French II**  
**FREN 2022 5 Credits**

**MnTC: Goal 08**

This course is a continuation of FREN 2021. It focuses on a comprehensive review of oral and written French employing a variety of literary and cultural texts. It puts a strong emphasis on writing, discussion, as well as research on cultural topics pertinent to French-speaking cultures and current issues that they face.

**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 03 & 10**

Students are introduced to the physical and environmental systems of the Earth, the dynamic processes that shape and characterize our planet, and to the geography of the natural world. Processes of and scientific terminology related to the Earth's atmosphere (weather and climate), hydrosphere (water on Earth), biosphere (geography of ecological systems), and lithosphere (materials and processes of the Earth's crust) are studied. This course also examines the powerful influences people and the environment have upon each other (e.g. storms and other natural disasters; human modification of the Earth).

**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 Geography**  
**GEOG 1023 3 Credits**

**MnTC: Goals 05 & 08**

In this course students study and compare characteristics of human populations and societies. The processes underlying and explaining the geographic patterns of human activities are also examined, as are real world examples from many disciplines and diverse world regions. Study areas include human population dynamics (population growth and distribution, migrations, settlement patterns, urbanization), cultural geography (world languages and religions, folk and popular cultures), political and economic geography (political organization of the world, territorial issues, the global economy, and comparing more and less developed world regions), and land use (agriculture and industry).

**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**

This course introduces students to world regions including: U.S. and Canada, Latin America, Europe, Russia and former Soviet states, East and Southeast Asia, the Indian subcontinent, the Middle East and North Africa, Sub-Sahara Africa, and Oceania. Emphasis is on the environmental, cultural, political, and economic characteristics of each region, as well as differences and similarities from one region to another and how each is impacted by globalization.

**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**

In this course students explore the characteristics of Minnesota from a geographic perspective. Study areas include Minnesota's physical environment and natural features, population dynamics, migrations, settlement history and patterns, cultural, political, and economic characteristics, land use (e.g. agriculture and industry), and Minnesota's regions.

**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.

**Fundamentals of Geographic Information Systems**  
**GEOG 1051 3 Credits**

In this course students are introduced to concepts in Geographic Information Systems (GIS) and have opportunities to gain practical experience working with GIS software. GIS is a computer-based set of tools, techniques, and concepts used in spatial analysis. In GIS, geographic information is gathered, organized, analyzed, and produced into maps. GIS is used in many fields such as the environmental and social sciences.

**Recommendation:** Math 0030 with a grade of "C" or higher, or assessment score placement in MATH 0070. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher. Interest in and basic familiarity with computers is important. Completion of CAPL 1000 is recommended for those lacking basic computing skills.

## Global Studies

**Introduction to Global Studies**  
**GST 2010 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.

## 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 progress in the health care field are included. Offered F, S, SS.

**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. Offered F, S.

**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.

**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.

**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. Offered F, S.

**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.

**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.

**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 first-year course is a survey of human experience in the Western world from ancient civilizations to the 18th Century. The focus is on Western Europe and its relation to the rest of the world. Major social, cultural, political, and economic developments, as well as critical factors such as class, gender and race, will be integrated into the course.

**Recommendation:** 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.

### **Western Civilization: From the 18th Century to the Present** **HIST 1022 3 Credits** **MnTC: Goals 05 & 08**

This first-year course is a survey of human experience in the Western world from the 18th Century to the present. The focus is on Western Europe and its relation to the rest of the world. Major social, cultural, political, and economic developments, as well as critical factors such as class, gender and race, will be integrated into the course.

**Recommendation:** 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.

### **United States to 1877** **HIST 1031 3 Credits** **MnTC: Goals 05 & 07**

This first-year course is a survey of American economic, political, and social history from pre-European contact through the aftermath of the Civil War. Topics include Colonial America and the Revolution, the creation of an American national identity, and the Civil War and Reconstruction. Students will focus on the contributions of men and women from different ethnic and racial backgrounds.

**Recommendation:** 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.

### **United States Since 1877** **HIST 1032 3 Credits** **MnTC: Goals 05 & 07**

This first-year course is a survey of American economic, political, and social history since the end of the Civil War era. Topics include the consequences of industrialization, the rise of the United States as a world power, and the changing nature of the American people and their relationship with their government. Students will focus on the contributions of men and women from different ethnic and racial backgrounds.

### **Minnesota History** **HIST 1035 3 Credits** **MnTC: Goals 05 & 09**

This first-year course is a survey of the social, political and economic history of Minnesota from its origins to the present. Minnesotans like to think their home is unique among the fifty states, and this course will examine the validity of that. Topics to be studied include the role of Native Americans, European immigration, economic and political development, the growth of the Twin Cities, and the changing nature of the state's diverse people and environment.

**Recommendation:** 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.

### **East Asia Since 1600** **HIST 1051 3 Credits** **MnTC: Goals 05 & 08**

This first-year course is a survey of the human history of one of the world's most important geographical regions. Focusing on China, Japan, Korea, and their neighbors, students will have the opportunity to learn their social, political, economic, and intellectual history since 1600.

**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 first-year course explores global connections and disconnections, studying both global themes and regional variations. It will stress issues of diversity, power imbalances, and interactive factors such as race, ethnicity, class, and gender. In addition, students will explore intended and unexpected consequences as regions and peoples confronted connection and change.

**Recommendation:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 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.

### **Myths in American History** **HIST 2041 3 Credits** **MnTC: Goals 05 & 09**

This second-year course is a survey of American history from the alternative perspective of popular myths (the stories that we tell about ourselves). Students will explore the symbols, stereotypes, and distortions which contribute to their sense of American history. Myths to be examined will vary, but may include such broad topics as race and gender, war and peace, common ideals or American heroes.

**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.

### **United States Since 1945** **HIST 2043 3 Credits** **MnTC: Goals 05 & 09**

This second-year course is an in-depth study of the social, political, and economic history of the United States since the end of World War II. Focusing on the immediate origins of the world they live in, students will investigate a range of topics including American involvement in international affairs, attitudes towards national institutions, civil rights and multiculturalism, and the development of a modern consumer society.

**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.

### **The American West: An Environmental History** **HIST 2045 3 Credits** **MnTC: Goals 05 & 10**

This second-year course is an in-depth study of the American West since 1500. Students will examine the historical intersection between human history and the western environment, focusing on the region's dependence on the exploitation of natural resources, its ethnic and cultural diversity, and the ways the modern environmental movement affects the modern West.

**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.

### **20th Century Global Conflicts and Crises** **HIST 2051 3 Credits** **MnTC: Goals 05 & 09**

This second-year course is an in-depth study of the major conflicts of the 20th century. It investigates international social, political, economic, and intellectual tensions from an historical and ethical perspective. Emphasis will vary, but topics may include the effects of colonial imperialism, world war, human rights, genocide and disease. Students will explore the complex causes of the century's conflicts and analyze the success or failure of attempted resolutions.

**Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a score 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**

This second-year course is an in-depth study of Southeast Asia history with an emphasis on the period of the Vietnam War between 1945 and 1975. Emphasizing the different perspectives of the peoples involved in the war, students will examine the colonial period, independence movements, the conflict between the Southeast Asians and

Americans, and Southeast Asia today.

**Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 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.

### U.S. Women’s History

#### HIST 2061 3 Credits

#### MnTC: Goals 05 & 07

This second-year course is an in-depth study of the diversity of women’s history in the United States since the early colonial period. It explores both the changes and continuity in women’s roles over the last three centuries, covering topics such as Family Life, Legal and Political Rights, War and Consumerism, Sexuality and Work. Students will analyze how race, class, age, and belief systems influence women’s experiences and the ways in which historical events often affect women and men differently.

**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 second-year course is an in-depth study of women’s health and medical issues since the 18th century. It investigates the intersection of Western medical practice and cultural norms. Students will analyze and discuss the gendered nature of medical theory and medical practice. 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.

### Organic and Environmentally Friendly Horticulture

#### HORT 1027 3 Credits

This course focuses on ways to effectively practice smaller-scale domestic gardening as well as commercial production based on environmentally-friendly methods. Students will apply organic best practices in plant and crop production in the campus greenhouses. They will also investigate current guidelines to become a United States Department of Agriculture (USDA) certified organic grower.

### 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 equip-

ment 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.

### **Computer Assisted Landscape Design**

#### **HORT 2057 3 Credits**

This course covers the three major areas of

computer-assisted landscape design: editing images of existing landscapes, designing landscapes in the plan view, and preparing proposals from those images and plans. It is intended for students planning careers in landscape design and construction as well as current employees in the landscape industry. **Prerequisite:** HORT 2047 or instructor consent. **Recommendation:** CAPL 1010, CSCI 1020 or equivalent computer competency.

### **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 3 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

**Introduction to the Humanities:  
Europe and the U.S.****HUM 1021 4 Credits  
MnTC: Goals 06 & 08**

This course concentrates on the creative works from the areas of Europe and the United States. Topics covered include visual art, music, theatre, film, literature, mythology, philosophy and religion. This broad survey focuses on the value of the arts in understanding human experience and popular culture. The artistic contributions from other cultural areas are considered as points of contrast.

**Note:** *Attendance at an art gallery, play and/or concert outside of class time may be required.*

**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.*

**Introduction to the Humanities:  
A World View****HUM 1025 4 Credits  
MnTC: Goals 06 & 08**

This course concentrates on creative works from the areas of Africa, the Americas, Asia and the Middle East. Topics covered include visual art, music, theatre, film, literature, mythology, philosophy and religion. This broad survey focuses on the value of the arts in understanding human experience and popular culture. The artistic contributions from Europe and the United States are considered as points of contrast.

**Note:** *Attendance at an art gallery, play and/or concert outside of class time may be required.*

**Culture and Civilization of Spanish  
Speaking Peoples****HUM 1030 3 Credits  
MnTC: Goals 06 & 08**

Taught in English, this course introduces students to the culture and civilization of Spain and Spanish-speaking peoples of the Americas. Students study geography, history, politics, economics, arts, and literature to develop an awareness of the cultural, religious and social values of other cultures. Students will also examine interconnections with Spanish-speaking peoples and nations to develop an understanding of the responsibility world citizens share for our common global future.

**Culture and Civilization of  
French Speaking Peoples****HUM 1035 3 Credits  
MnTC: Goals 06 & 08**

This course is an introduction to the cultures of France and the French-speaking regions of the world: Europe, North America, the Caribbean, North Africa, Sub-Saharan Africa, parts of Asia, and various islands. The study of geography, history, arts, and literature will help students develop awareness of the cultural, religious, and social values of other peoples. Students will also explore the responsibility that world citizens share for their common global future, by comparing and contrasting their own culture with that of French-speaking cultures. The course is taught in English.

**Culture and Civilization of  
Chinese Speaking Peoples****HUM 1040 3 Credits  
MnTC: Goals 06 & 08**

This course serves as an introduction to the various cultures of Chinese-speaking people around the world. The study of geography, history, literature, and arts will foster interest in the traditional, religious and social values of other cultures. Students will explore the responsibility world citizens share for our common global future by examining interconnections with Chinese-speaking peoples.

**The Art of Film**  
**HUM 1041 3 Credits**  
**MnTC: Goals 06 & 08**

This course is an introduction to film as an art form. This course presents the study of film as a medium for portraying ideas, myths, human concerns, and aesthetic principles. Included in the course are an examination of film techniques, film theories, and artistic styles of film such as formalism, surrealism, expressionism, and neorealism.

**International Film**  
**HUM 1043 3 Credits**  
**MnTC: Goals 06 & 08**

This course presents 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 think about film in a critical way, as well as to broaden understanding of film and cultures in a global context. Each semester a variety of national cinematic traditions are examined, including film works from Russia, Eastern Europe, Germany, France, Scandinavia, the United Kingdom, Italy, the Middle East, Asia, and Latin and South America.

**American Film**  
**HUM 1045 3 Credits**  
**MnTC: Goals 06 & 07**

Film is not only for entertainment, it is also an art form, a technology, an industry, and a medium of communication and expression. This course presents a survey of the history of film in the United States, and is intended to improve visual literacy so that students will understand and think about film in an intelligent and critical way. The entire history of American films is studied, from the early moving-picture inventions up to the digital revolution. Included in this American film-makers, film genres, film theories, film techniques, and the historical and cultural events that were related to production, exhibition, styles, and the content of films in the United States from 1895 to the present.

**African American Cultural Perspectives**  
**HUM 1051 3 Credits**  
**MnTC: Goals 06 & 07**

This course surveys broad elements of humanities that comprise the culture of African Americans from slavery to present day. Its aim is to show how elements such as literature, science, politics, history, religion, music, theater, language, art, television, and motion pictures have contributed to the formation and some current appreciations and interpretations of African American culture. These elements are studied in the context of how white culture, though the institution of slavery, sharply influenced these elements, and therefore, African American culture itself. The course also focuses on how African American, European American, and other non-African Americans respond to overall characteristics of African American culture, and how African American culture has influenced the dominant American culture.

**Independent Study**  
**HUM 1790 1 - 3 Credits**

This course offers students an opportunity for a further in-depth exploration of (an) aspect(s) of culture. This may include art, literature, film, music, theater, philosophy, etc.

**Prerequisite:** Approval of instructor and dean, and completion of a HUM course, with a grade of B or above.

**Women in the Arts**  
**HUM 2061 3 Credits**  
**MnTC: Goals 06 & 07**

This course is an introduction to the history of women's involvement in the visual and musical arts. It 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 as well as musical performance by women will be evaluated from a feminist perspective. The course explores the cultural assumptions about gender that have influenced artistic choice and interpretation.

**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.

**Network Infrastructures and Data Center Design****ITT 1033 3 Credits**

This course focuses on structured cabling and design issues related to data, voice, video connections, and provides an understanding of the networking industry and its worldwide standards. Types of media and cabling, physical and logical networks, as well as signal transmission will be examined. This course stresses documentation, design, and installation, laboratory safety, on-the-job safety, and working effectively within groups. This course prepares students to take the Level 1-Installer Building Industry Consulting Service International (BICSI) certification.

**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.

**Advanced Routing and Scaleable****Networking (CCNP-1)****ITT 2041 3 Credits**

This course prepares students in scaling IP networks and creates the foundation for the converged networking environment. Students will develop proficiency in Variable Length Subnet Masking (VLSM), private addressing, and Network Address Translation (NAT) to optimize IP address utilization. Discussions on techniques to implement the routing protocols: RIPv2, EIGRP, OSPF, IS-IS, and BGP. This course prepares students to take the Cisco Certified Networking Professional (CCNP) advanced routing exam, an industry certification.

**Prerequisite:** ITT 2032 or current CCNA certification or instructor approval.

**Remote Access Systems (CCNP-2)****ITT 2042 3 Credits**

Remote Access (CCNP-2) is the second of four courses leading to the Cisco Certified Network Professional (CCNP) designation. The course focuses on the selection and implementation of the appropriate services required to build intranet remote access links. Students will develop proficiency with specific WAN technologies of analog dialup, ISDN BRI and PRI, Frame Relay, broadband, and VPN. This course prepares students to take the Cisco Certified Networking Professional (CCNP) Remote Access exam, an industry certification.

**Prerequisite:** ITT 2041 or instructor approval.

**Advanced Multi-Layer Switching****(CCNP-3)****ITT 2043 3 Credits**

This course focuses on the selection and implementation of the appropriate services to build reliable scalable multilayer-switched LANs. Students will develop proficiency in VLANs, VTP, STP, inter-VLAN routing, multilayer switching, redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services. In addition, Advanced Multilayer Switching (CCNP-3) is one of a series of courses preparing students to take the Cisco Certified Network Professional (CCNP) exam.

**Prerequisite:** ITT 2041 or instructor approval.

**Networking Troubleshooting****(CCNP-4)****ITT 2044 3 Credits**

Network Troubleshooting (CCNP-4) is the last of four courses leading to the Cisco Certified Network Professional (CCNP) certification. CCNP 4 teaches students about the troubleshooting network problems. This course focuses on troubleshooting network problems, documenting, baselining a network, troubleshooting methodologies and tools. This course prepares students to take the Cisco Certified Networking Professional (CCNP) Troubleshooting exam, an industry certification.

**Prerequisite:** ITT 2041 and ITT 2042 and ITT 2043 or instructor approval.

**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 equip-

ment. 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 2010 or proof of Certified Wireless Network Administrator industry certification.

### **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**

**Note:** New students must attend a SOAR session and an Interior Design orientation.

### **Drafting for Interior Design INTD 1020 3 Credits**

This introductory course focuses on hand drafting (architectural drawing) skills necessary to design any given space. It covers reading and drawing a set of floor plans, using drafting tools and drafting appropriate architectural symbols, dimensioning, lettering, elevations, sections, and detailing. This course provides the foundation for all other Interior Design courses.

### **Design and Color INTD 1030 3 Credits**

This course identifies the fundamental elements and principles of design and demonstrates how they relate to home and commercial interiors. Students explore applied color theory, light theory, color harmonies, and color relationships as well as color psychology through extensive experiential projects.

### **Elements of Interior Design INTD 1040 3 Credits**

This course focuses on "sourcing" - locating and using professional design resources that demonstrate a systematic approach for specifying fabrics, furniture, finishes, and fixtures in students' own design work. This course requires off campus site visits to a variety of "trade only" showrooms during regular business hours.

**Prerequisite:** Assessment score placement in MATH 0030 or completion of MATH 10 with a grade of "C" or higher and assessment score placement in ENGL 1021 or completion of ENGL 90 with a grade of "C" or higher.

**Recommendation:** ENGL 1021

### **Lighting Fundamentals INTD 1050 3 Credits**

This course focuses on lighting fundamentals for residential and commercial interiors. It covers the four functions of light: task, accent, decorative, and ambient. Students apply problem-solving techniques to a variety of lighting scenarios. This course requires field trips to the "trade only" vendors during regular business hours.

**Prerequisite:** INTD 1020 with a grade of "C" or higher.

### **Furniture Styles and Periods INTD 1060 3 Credits**

This course focuses on the historical aspects of architecture, interiors, and furniture. It explores historic styles of the home and its furnishings as a reflection of peoples' needs and values. It provides a foundation of knowledge useful for subsequent studio courses.

### **Textile Applications INTD 1080 3 credits**

This introductory course examines textile fibers, yarns, fabric construction, dyeing, printing, and finishing used in residential and commercial interior design applications. It covers safety and wear testing codes as well as recommended care for textiles, carpeting, and leather products. Students focus on selection of appropriate materials to meet client specifications.

### **Sustainable Design INTD 1090 3 Credits**

This course introduces students to the principles and practices of sustainable design. They will be introduced to environmental concerns, challenges, and processes associated with employing sustainable materials for design. This class requires field trips to "trade only" vendors during regular business hours.

### **Independent Study INTD 1790 1 - 3 Credits**

This variable-credit elective course emphasizes the student's independent search for advanced knowledge as well as additional hands-on skills beyond current Interior Design course offerings. The student and instructor will devise a formal plan of study to satisfy credit workload requirements within the semester timeline.

**Prerequisite:** Consent of instructor and Dean.  
**Recommendation:** INTD 1020, INTD 1030 and INTD 1040 with a grade of "C" or higher.

### **Residential Studio I INTD 2001 3 Credits**

This course builds on INTD 1020 Drafting for Interior Design. Students prepare a full set of working drawings to design a residential space and incorporates order processing, client invoicing, writing purchase orders, and reviewing vendor acknowledgements. This more advanced course is designed to enhance students' estimating and drafting skills and refine their written, verbal, and visual communication skills when working with clients and contractors.

**Prerequisite:** INTD 1020 and INTD 1040 with a grade of "C" or higher.

**Recommendation:** INTD 1030.

### **Residential Studio II INTD 2002 3 Credits**

This course builds on Residential Studio I. It focuses on planning a space that meets programming requirements, residential code requirements and Americans with Disabilities Act (ADA) guidelines. This course is modeled after the National Council for Interior Design Qualification (NCIDQ) practicum exam.

**Prerequisite:** INTD 2001 with a grade of "C" or higher. **Recommendation:** ECAD 1070 and INTD 1020.

**Professional Practice  
for Interior Design  
INTD 2020 3 Credits**

This course covers the basic principles of operating an Interior Design business, planning for profit and growth, writing contracts, marketing, selling, and project management. These principles are applied through interactive role plays of increasing complexity.

**Prerequisite:** INTD 1020 and INTD 1040 with a grade of “C” or higher.

**Design Sales  
INTD 2030 3 Credits**

This course explores specific relationship selling skills and techniques to assure success in this highly competitive industry. Coursework includes business etiquette, entrepreneurship, self marketing strategies, effective written and oral communication, and customer service skills.

**Prerequisite:** INTD 1020 with a grade of “C” or higher.

**Dimensional Drawing  
INTD 2040 3 Credits**

This course focuses on dimensional design drawings of interior spaces. Students will render floor plans, elevations, and draft one and two point perspectives of interior spaces. This course builds upon all interior design studio classes.

**Prerequisite:** INTD 2001 with a grade of “C” or higher. **Recommendation:** Concurrent enrollment in INTD 2002.

**Commercial Design Studio  
INTD 2050 3 Credits**

This course concentrates on designing a commercial space that meets programming requirements, commercial building codes, and the American with Disabilities Act (ADA) Design Guidelines. It entails creating a full set of working drawings as well as sourcing furniture and finishes to meet commercial expectations.

**Prerequisite:** INTD 2001 with a grade of “C” or higher. **Recommendation:** ECAD 1070.

**Internship in Interior Design  
INTD 2780 2 Credits**

This course engages students in 160 hours of learning experience at the business/industry site that compliments and reinforces the program’s academic work. With employer’s input, students are evaluated on a variety of skills. This course involves analyzing one’s own work style and skills, then matching personal traits and needs to the workplace. Students use this experience to gain a competitive edge in the industry.

**Kitchen & 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 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 it’s 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.

## **Linguistics**

### **Introduction to Socio-Linguistics LING 2030 4 Credits**

#### **MnTC: Goal 05**

This course looks at the interrelationship of language and society. It looks at the social aspects of language, including usage, attitudes towards usage of various varieties of language, and issues of language planning and policy. Students will examine factors that affect their choice of language and how language affects the hearer's perception of the speaker.

**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.

## **Marketing**

### **Visual Merchandising and Store Planning MKTG 1020 3 Credits**

This course emphasizes merchandise presentation as a seller's tool for getting customers and clients "in touch" with branded products and services in conventional retail settings as well as non-traditional venues like grocery stores, special events, and trade shows. Students analyze branding and visual image in existing stores and devise ways to physically present products/services to targeted markets. They can expect to apply art principles and elements of design to create store fronts, floor plans, wall elevations, fixture layouts, lighting plans, and select site-appropriate props, mannequins and fixtures. The course stresses creativity and innovation in class projects as well as outside assignments related to student interests or current employment.

**Prerequisite:** MKTG 2050.

**Recommendation:** VCT 1013, or ARTS 1020, or ARTS 1041.

### **Professional Development MKTG 1025 3 Credits**

This course alerts students to the importance of accurately identifying and assessing elements of the workplace culture - values, norms, behaviors, and ethics that can support employee wellness and satisfaction on the job. Students are encouraged to analyze their current workplace climates relative to their own positions within those organizations. Projects and case studies focus on leadership traits, motivational theory, and teamwork development as well as time-management and stress-management strategies in workplace and classroom settings.

**Recommendation:** 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.

### **Fashion Marketing Essentials MKTG 1043 3 Credits**

This course focuses on the history and traditions of the global fashion industry - from haute couture design to budget-priced mass market apparel. It offers basic information about fabrication and production processes, and provides selling tools like textile basics, fashion terminology, apparel design elements, and color trends that increase sales and profitability at retail. Students also explore the psychological, sociological, and ethical factors that influence both producer and consumer behavior while guiding contemporary marketing strategy at the retail level.

**Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

### **Event Production and Marketing MKTG 1066 3 Credits**

This course provides necessary background for the execution of special events for commercial businesses and not-for-profit community organizations. Effective planning is a dynamic process that begins well in advance of actual production. It includes organizational mission and goal setting, audience targeting, branding, effective marketing communications, sponsorship development, program planning, logistics, risk management, crisis planning, and a variety of other elements that ensure safety, service, entertainment, and satisfaction for all event stakeholders and participants.

**Recommendation:** MKTG 2050 and MKTG 2063.

### **Marketing Independent Study MKTG 1790 1 - 3 Credits**

This variable-credit elective course emphasizes the student's independent search for advanced knowledge as well as additional hands-on skills beyond current Marketing course offerings. The student and instructor will devise a formal plan of study to satisfy credit workload requirements within the semester timeline.

**Prerequisite:** Consent of instructor and dean. MKTG 2050 or its equivalent with a grade of "B" or higher.

### **Customer Service Strategies MKTG 2000 3 Credits**

This course investigates marketing trends and changing practices in the customer service sector. It focuses on developing and managing cost-effective, value-adding service strategies, policies, and procedures to enhance consumers' experiences with business organizations. The course stresses effective face-to-face and/or electronic communication strategies with both external and internal customers in a variety of business settings. It also covers recent advances in customer relationship management (CRM) strategies, data mining,

and Website customer service activities.

**Recommendation:** *MKTG 2050 (or concurrent registration). 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.*

### **Entrepreneurship Fundamentals MKTG 2005 3 Credits**

This course emphasizes basic elements that potential entrepreneurs must consider in preparation for launching a new business venture. It focuses on the tasks involved with the launch of a business, product, and /or service – financial planning, market planning and research, advertising, and project management. Students will also investigate ethics, succession planning, and other essentials needed to create a unique business plan. It stresses innovation in class projects and assignments related to the student's knowledge and expertise in a particular interest area with business potential. Students present their completed projects to the class at semester's end.

**Recommendation:** *MKTG 2050 and MKTG 2080 (or BMGT 1020).*

### **Workplace Leadership MKTG 2010 3 Credits**

This course explores the responsibilities and scope of frontline leadership from two perspectives - as an internal first step toward a management position in a business and also as an employee. Topics include hiring practices, orientation and training, goal-setting and productivity, scheduling and personnel budgets. The course also covers a variety of important legal issues relative to employers and their employees as well as best practices in team-building, communication, motivation, delegation, morale (climate and culture-building), and employee retention.

**Recommendation:** *Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.*

### **Negotiation Strategies MKTG 2020 3 Credits**

Negotiating is a fundamental skill that can be learned. This course introduces students to the techniques and tactics employed by sales professionals in a variety of business transactions. The skill of principled negotiation is used regularly by people engaged in business but is often overlooked by the same people in the conduct of their daily lives where it can influence and facilitate a number of important human activities.

**Recommendation:** *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.*

### **Trend Analysis MKTG 2035 3 Credits**

This course focuses on trends - the directions

in which marketing concepts, production, and outputs seem to be moving. Sometimes quickly and sometimes slowly, trends traverse the marketplace in response to demand and consumer acceptance. Trend analysis mostly learns from the past but always looks to the future - what consumers will want - because timely anticipation and response to demand is critical to competitiveness and profitability.

**Recommendation:** *MKTG 2050. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.*

### **Principles of Marketing MKTG 2050 3 Credits**

This course introduces current marketing theories and practices that bring ideas, products, and services to targeted consumers. In a consumer-driven marketplace, the successful conception, pricing, promotion and distribution of products and services depends on scanning the competitive environment; analyzing the constraints affecting marketing decision making; and identifying profitable, effective marketing strategies and tactics. This course provides the foundation for more specialized courses in business and marketing.

**Recommendation:** *CAPL 1010 and BMGT 1020. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.*

### **Electronic Marketing Concepts MKTG 2055 3 Credits**

This introductory course exposes students to the basic tools for marketing electronically in the business-to-business (B2B) or business-to-consumer (B2C) marketplace. It covers basic e-commerce processes, translating marketing strategies into accessible, attractive, and profitable options for consumers. Students will plan and develop e-commerce components, payment processes, security procedures and customer service delivery plans for online business.

**Prerequisite:** *MKTG 2050.*  
**Recommendation:** *CAPL 1050 and CAPL 1053. 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.*

### **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 presentations will be developed then presented and evaluated in the classroom.

**Recommendation:** *MKTG 2050 or BMGT 1020. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.*

### **Advertising and Sales Promotion MKTG 2063 3 Credits**

This course introduces the basics of sales promotion and advertising as elements of effective sales campaigns that stimulate consumer demand and increase sales of products and services. Under the umbrella of the promotional mix, students will create, discuss and analyze advertisements and promotional pieces. In addition, they will select media as they devise coordinated promotional campaigns employing several promotional tools.

**Prerequisite:** *MKTG 2050.*  
**Recommendation:** *Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.*

### **Creativity, Innovation and Integrated Marketing Communications (IMC) MKTG 2066 3 Credits**

This course provides students with multiple opportunities for developing and implementing creative marketing strategies in Integrated Marketing Communications (IMC) campaigns. With emphasis on innovation and creativity, students will plan tactical marketing campaigns for ideas, goods, and services using print advertising, broadcast advertising, and direct marketing among other promotional tools.

**Prerequisite:** *MKTG 2050 (or BMGT 1020) and MKTG 2063.* **Recommendation:** *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.*

### **Retailing Principles and Practices MKTG 2080 3 Credits**

This course introduces students to retailing strategies that include an examination of various types of retailing options available to consumers today. It addresses "brick-and-mortar" retail stores in conventional shopping areas as well as "bricks-and-clicks" where store retailers also maintain an online presence. Topics include: consumer behavior, store organization, store and non-store retailing trends, technological advances for logistics, inventory control, and customer service delivery.

**Recommendation:** *Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.*

### **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 select areas of interest to pursue in the internship setting -- sales, advertising, sales promotion, visual merchandising, special events, customer service, and sales force supervision. Students often intern with their current employers but may also work as unpaid interns or volunteers for organiza-

tions that they wish to explore.

**Prerequisite:** Completion of at least 20 Marketing credits and instructor/advisor approval.

## Mathematics

See Mathematics Course Schematic on page 163.

**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 credits 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 may be taken concurrently with MATH 1061. 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 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; parental 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, 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). Offered F, S.

**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.

### 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.

### College Algebra I MATH 1061 4 Credits MnTC: Goal 04

College Algebra I is a college-level algebra course and serves as the prerequisite for Survey of Calculus or Calculus I. Topics include: linear, quadratic, absolute value equations and inequalities; solving radical and rational equations; graphing linear, absolute value, and radical equations; functions and graphs; polynomial, rational, exponential, and logarithmic functions; systems of equations and inequalities; data analysis, regression, and modeling. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84

calculator. Offered F, S, SS.

**Note:** *College Algebra I is the prerequisite for Survey of Calculus. College Algebra I is also one of the prerequisites for College Algebra II with Trigonometry which is the prerequisite for Calculus I.*  
**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.

### College Algebra II with Trigonometry 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. Offered F, S, SS.  
**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. Offered S.  
**Prerequisite:** 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, elementary differential equations, parametric curves, and polar curves. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator.  
**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.

### Probability and Statistics MATH 2025 4 Credits

This calculus-based course is intended for students majoring in statistics, mathematics, computer science, and some engineering programs. Topics include descriptive statistics, probability, probability distributions for discrete and continuous random variables, joint probability distributions, point estimation, and inferences based on one and two samples. Analysis and interpretation of data using a statistical software package and/or the TI-83/84 series calculator is required.  
**Prerequisite:** MATH 1082 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. Offered F, S.

**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. Offered S.

**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

**Note:** Prior to registering for any MEDA course students must attend a SOAR session.

### 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 300 hour externship is unpaid.  
**Prerequisite:** All program requirements must be completed prior to externship. Instructor's signature required. CPR certification required either through American Heart Association- (Healthcare provider), or American Red Cross- (Professional Rescuer).  
**Recommendation:** The student should obtain their Limited Radiographer X-ray Operators License through the State of Minnesota.

## **Microcomputer Support Technology**

### **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, trouble-

shooting, 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 and 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 2003 Server MCST 2013 3 Credits**

This course is designed to provide students with the opportunity to learn the administration of Microsoft Windows 2003 Server.  
**Prerequisite:** MCST 2011 or consent of instructor.

### **Administering the Active Directory MCST 2015 3 Credits**

Designed to provide students with the knowledge and skills necessary to implement and support Microsoft Windows 2003 Server in Wide Area Network (WAN) environment.  
**Prerequisite:** MCST 2013.

### **Microsoft Windows Server 2003 Network Infrastructure MCST 2017 3 Credits**

This course is designed to provide students with the skills and knowledge necessary to configure, manage and troubleshoot Windows Server 2003 network infrastructure.  
**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.

### **Linux/UNIX System Administration MCST 2035 3 Credits**

This course presents intermediate and advanced UNIX operating system concepts and commands from a user and system administrator viewpoint. Traditional system management topics covered include: security, software product installation, startup and shutdown, backups, performance and disk management.  
**Prerequisite:** MCST 1030 or consent of instructor.

**Implementing and Supporting  
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 Century Chamber Orchestra rehearses

and performs a wide variety of orchestral music in a series of concerts during the academic year. The primary object of the ensemble is to develop the musicians' ensemble playing ability and their understanding of orchestral technique and literature. The ensemble is open to musicians with previous performing experience.

**Note:** Registration for orchestra may be done as an activity for academic credit or through Continuing Education. Additional rehearsal time will be scheduled for the week of each performance.

**Prerequisite:** An interview and audition with the conductor is required. **Restriction:** Students may take this course for academic credit up to four times.

**Century Concert Band**

**MUSC 1015 1 Credit**

The Century Concert Band is a musical ensemble dedicated to 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**

Fundamentals of Music is an introduction to basic music theory. The course covers concepts such as tonality, rhythm, scales and harmony, as well as a general survey of significant genres of Western classical music. This course satisfies some music education requirements and serves as an introduction to basic music theory for general students or those considering a career in music.

### **Enjoyment of Classical Music MUSC 1035 3 Credits**

#### **MnTC: Goal 06**

Enjoyment of Classical Music is a survey of Western classical music from the Middle Ages in Europe to the present in Europe and North America. 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 understand and appreciate music. **Note:** Attendance at a classical concert outside of class time may be required.

### **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**

This course is designed to help the music student develop the analytical and compositional skills necessary for a more complete understanding of music. The course focuses on melody, harmony, rhythm and musical structure. Topics include notation, scales and modes, keys, intervals and transposition, chords, cadences, non-chord tones and melodic structure. Students will apply music theory concepts by analyzing music examples and by writing short music compositions.

**Prerequisite:** Concurrent enrollment in MUSC 1071 or consent of instructor. **Recommendation:** Students should be able to read music at a basic level.

### **Music Theory II MUSC 1062 3 Credits**

This course is the continuation of Music Theory I (MUSC 1061). The course focuses on music texture, two- and four-part voice leading, harmonic progressions, a variety of seventh chords, and modulation. Students will apply music theory concepts by analyzing music examples and by writing music compositions. **Prerequisite:** MUSC 1061; concurrent enrollment in MUSC 1072, or consent of instructor.

### **Ear Training I MUSC 1071 2 Credits**

This course is designed to help the music student strengthen their musical abilities through focused listening and sight singing. It is intended for all students who desire a deeper understanding of music. Topics include ear training and sight singing on basic melodies in major and minor keys, and learning to recognize, write and sing basic melodic and rhythmic examples and harmonic progressions. This course applies many of the concepts learned concurrently in Music Theory I (MUSC 1061).

**Prerequisite:** Concurrent enrollment in MUSC 1061 or consent of instructor.

### **Ear Training II MUSC 1072 2 Credits**

This course is the continuation of Ear Training I (MUSC 1071). The course is designed to further help the music student strengthen their musical abilities through focused listening and sight singing. Topics include ear training and sight singing on advanced melodies in major and minor keys, and learning to recognize, write and sing advanced melodic and rhythmic examples and harmonic progressions. This course applies many of the concepts learned concurrently in Music Theory II (MUSC 1062).

**Prerequisite:** Concurrent enrollment in MUSC 1062 or consent of instructor.

### **Private Instrumental MUSC 2011 1 Credit**

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 1 Credit**

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.

**Restriction:** Consent of instructor.

### **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 1 Credit**

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 1 Credit**

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.

**Restriction:** Consent of instructor.

### **Private Piano MUSC 2031 1 Credit**

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 1 Credit**

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 1 Credit**

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 1 Credit**

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.

**Advanced Music Theory I  
MUSC 2061 3 Credits**

This course is the continuation of Music Theory II (MUSC 1062). It is an advanced study of chromatic harmony including borrowed chords, Neapolitan 6th chords, augmented 6th chords, extended chords, altered dominants, and chromatic mediant. Students will apply advanced music theory concepts by analyzing music examples and by writing music compositions.

**Prerequisite:** *MUSC 1062; concurrent enrollment in MUSC 2071, or consent of instructor.*

**Advanced Music Theory II  
MUSC 2062 3 Credits**

This course is the continuation of Advanced Music Theory I (MUSC 2061). It is an advanced study of form in music including binary and ternary form, two-voice 18th Century counterpoint, the fugue, variation technique, sonata form, and rondo form. Students will apply advanced music theory concepts by analyzing music examples and by writing music compositions.

**Prerequisite:** *MUSC 2061; concurrent enrollment in MUSC 2072, or consent of instructor.*

**Advanced Ear Training I  
MUSC 2071 2 Credits**

This course is a continuation of Ear Training II (MUSC 1072). It is designed to help the music student strengthen their advanced musical abilities through focused listening and sight singing. Topics include advanced melodies (chromaticism, non-harmonic tones), advanced rhythms (syncopation, asymmetrical rhythms, dotted rhythms) and advanced chord progressions (7th chords, applied dominants, modulation). This course applies many of the concepts learned concurrently in Advanced Music Theory I (MUSC 2061).

**Prerequisite:** *Concurrent enrollment in MUSC 2061 or consent of instructor.*

**Advanced Ear Training II  
MUSC 2072 2 Credits**

This course is the continuation of Advanced Ear Training I (MUSC 2071). It is a continuation of the advanced study of focused listening and sight singing. Topics include advanced melodies (suspensions), advanced rhythms (double dotting, polyrhythms, meter shifts), advanced chord progressions (diminished 7th chords, Neapolitan 6th chords, augmented 6th chords) and extended harmony. This course further applies concepts learned in Advanced Music Theory I (MUSC 2061), and learned concurrently in Advanced Music Theory II (MUSC 2062).

**Prerequisite:** *Concurrent enrollment in MUSC 2062 or consent of instructor.*

**Music History I: Antiquity through  
1800****MUSC 2081 3 Credits**

This course explores the development of Western classical music from antiquity through 1800. Students will examine the lives and works of notable composers, the changing role of music in Western civilization, the advancement of music theory, and the development of music styles and genres.

**Prerequisite:** *Completion of (or concurrent enrollment in) MUSC 1061 and MUSC 1071, or consent of instructor.*

**Restriction:** *Open only to students who are able to read music.*

**Music History II: 1800 Through  
Present****MUSC 2082 3 Credits**

This course will study the development of Western classical music from 1800 to the Present. Students will examine the lives and works of notable composers, the changing role of music in Western civilization, the advancement of music theory, and the development of music styles and genres.

**Prerequisite:** *Completion of MUSC 2081 with a grade of "C" or higher, or consent of instructor.*

**Restriction:** *Open only to students who are able to read music.*

**Note:** *Natural Science has been changed to Earth Science. See page 116.*

**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 a minimum of 16 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 ESOL 0032. Liability insurance fee required at time of registration. Criminal background clearance.*

**Restriction:** *Minnesota State Registry of Nursing Assistants requirement is 16 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 Wellness****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 2031 unless previously successfully completed. Recommendation: Computer skills are essential.*

**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.*

**Recommendation:** *Computer skills are essential.*

### **Nursing Intervention I: Health, Healing and Holism and 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 2031, concurrent enrollment in BIOL 2032 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, background clearance, current healthcare provider CPR certification, and required immunizations.*

### **Health, Healing and Holism and Role Transition from LPN to RN**

#### **NURS 1160 4 Credits**

This course introduces the Licensed Practical Nurse to the Registered Nurse role in health-care. Content includes communication, teaching-learning theory, caring theory, levels of prevention, critical thinking and collaborative process. An emphasis of holism throughout the life span provides the basis for nursing assessment and diagnosis of patients and families. The beginning concepts of nursing interventions and their relationship to health

and wellness are presented, as well as evaluation of nursing care. Professional boundaries, leadership concepts, and current health-care trends are also included.

**Prerequisite:** *Admission to the Accelerated Nursing Program, BIOL 2031 and BIOL 2032.*

**Recommendation:** *Computer skills are essential.*

### **Clinical Application for NURS 1160**

#### **NURS 1165 2 Credits**

This course applies theoretical concepts to professional registered nursing practice in individual, small group, and large group settings. Application of the nursing process, critical thinking, holistic nursing care, and health promotion are included. Demonstrations and validations of professional nursing skills are performed in the Nursing Learning Resource Center and clinical setting. Practicum experiences include interactions with patients across the lifespan in a variety of healthcare settings.

**Prerequisite:** *Admission to the Accelerated Nursing Program, healthcare provider CPR (current certification), background clearance, required immunizations, and concurrent enrollment in NURS 1160.*

**Recommendation:** *Computer skills are essential.*

### **Nursing Interventions I: Health, Healing and Holism and the Role of the RN**

#### **NURS 1230 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. This course includes exploration of patterns of health and wellness for patients within their environment. 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 are emphasized.

**Prerequisite:** *NURS 1260, NURS 1265, and concurrent enrollment in NURS 2235.*

### **Health, Healing, and Holism and Role Transition from Paramedic to RN**

#### **NURS 1260 4 Credits**

This course introduces the Nationally Registered Emergency Medical Technician-Paramedic (EMT-P) to the Registered Nurse role in health care. This course builds upon the competencies of the Paramedic in addition to expanding their knowledge in content that includes communication, teaching-learning theory, caring theory, levels of prevention, critical thinking and group process. An emphasis on holism throughout the lifespan provides the basis for assessment of patients and families. The beginning concepts of therapeutic nursing interventions and their relationship to health and wellness, professional boundaries, and leadership concepts are presented.

**Prerequisite:** *Admission to the Accelerated Paramedic to RN Program, BIOL 2031 and BIOL 2032 (or equivalent), concurrent enrollment in NURS 1265.*

### **Clinical Application for NURS 1260**

#### **NURS 1265 2 Credits**

This is a transition course for Nationally Registered Emergency Medical Technician-Paramedics (EMT-P) that includes an introduction to the role of the Registered Nurse in health care settings. This course builds upon the clinical competencies of the Paramedic in addition to expanding their knowledge and psychomotor skills in clinical settings. An emphasis on holism throughout the lifespan provides the basis for assessment and nursing care of patients and families. The beginning practice of therapeutic nursing interventions and their relationship to health and wellness, professional boundaries, and leadership practice are applied.

**Prerequisite:** *Concurrent enrollment in NURS 1260, current immunizations, current healthcare provider CPR certification, background clearance.*

### **Nursing Interventions II: Health, Healing and Holism and 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.*

**Recommendation:** *NURS 2222 or concurrent enrollment.*

### **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 (Fall 2008)**  
**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.*

**Synthesis and Transition to the Registered Nurse Role (Spring 2009)**  
**NURS 2050 3 Credits**

This course uses a case study modality to synthesize concepts taught previously such as health, healing, and holism. It emphasizes evidence based practice, leadership, ethics, group dynamics/ processes, and economic, social, political, and current trends in health care. The case studies allow students to plan and evaluate holistic, individualized nursing interventions for patients with complex health care needs.

**Prerequisite:** *NURS 1230, NURS 2235, NURS 2222, and concurrent enrollment in NURS 2255.*

**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, background clearance, Healthcare Provider CPR certificate and required immunizations.*

**Nursing Interventions II: Health, Healing and 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 1160, NURS 1165, and concurrent enrollment in NURS 2135.*

**Recommendation:** *NURS 2222 or concurrent enrollment.*

**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 (Fall 2008)**  
**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 NURS 2220, unless NURS 2220 previously completed.*

**Synthesis and Transition to the Registered Nurse Role (Spring 2009)**  
**NURS 2150 3 Credits**

This course uses a case study modality to synthesize concepts taught previously such as health, healing, and holism. It emphasizes

evidence-based practice, leadership, ethics, group dynamics/ processes, and economic, social, political, and current trends in health care. The case studies allow students to plan and evaluate holistic, individualized nursing interventions for patients with complex health care needs.

**Prerequisite:** *NURS 2130, NURS 2135, NURS 2222, and concurrent enrollment in NURS 2155.*

**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, background clearance, Healthcare Provider CPR certificate and required immunizations.*

**A Pathophysiological Approach to Health Problems and Pharmacologic Therapy**  
**NURS 2222 3 Credits**

This course analyzes the progressive changes that take place in the human organism when normal adaptive processes are influenced by chemical, microbial, genetic and/or psychological stress. The course focuses on the pathophysiology of major health problems that lead to mortality and morbidity. This course connects the interrelationship between pathophysiology and pharmacology, emphasizing the importance of pharmacology to these major health problems. This knowledge is applied to the planning of holistic nursing care and pharmacologic interventions of patients with these health problems. **Prerequisite:** *BIOL 2031 and BIOL 2032, NURS 1020, NURS 1025, and completion or concurrent enrollment in NURS 1030 and 1035 or admission to the Accelerated Track (LPN to RN or Paramedic to RN).*

**Clinical Application for Nursing 1230**  
**NURS 2235 4 Credits**

This course applies theoretical concepts of 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, community agencies, and the nursing learning resource center, provides the student with opportunities to provide intermediate level nursing interventions. Course emphasis includes holism and the nursing process with emphasis on assessment and interventions, prioritization, communication, and health teaching in both acute care and community service learning.

**Prerequisite:** *NURS 1260, NURS 1265, current healthcare provider CPR certification, background clearance, and current immunizations. Concurrent enrollment in NURS 1230.*

### **Synthesis and Transition to the Registered Nurse Role NURS 2250 3 Credits**

This course uses a case study modality to synthesize concepts taught previously such as health, healing, and holism. It emphasizes evidence based practice, leadership, ethics, group dynamics/ processes, and economic, social, political, and current trends in health care. The case studies allow students to plan and evaluate holistic, individualized nursing interventions for patients with complex health care needs.

**Prerequisite:** *NURS 1230, NURS 2235, NURS 2222, and concurrent enrollment in NURS 2255.*

### **Clinical Application for NURS 2250 NURS 2255 3 credits**

This course applies and synthesizes concepts represented in NURS 2250. 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 role transition to the role of registered nurse. Other applications will involve exploration of career opportunities, preparing and presenting teaching projects, working collaboratively with health care professionals, working collaboratively with peers in developing a patient discharge/referral plan, and service learning within the community.

**Prerequisite:** *NURS 1230, NURS 2235, concurrent enrollment in NURS 2250, concurrent healthcare provider CPR certification, current immunizations, and background clearance.*

### **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 the individual. This will include specific assignments that are customized/ designed for the student. **Prerequisite:** *Consent of instructor and dean.*

### **Records Classification Systems OFFT 2000 3 Credits**

This course presents techniques for the control of records and information with emphasis on the four basic methods of filing—alphabetic, numeric, geographic, and subject. Students will investigate and practice how to implement, maintain, and justify a records management system—storing, retrieving, and

transferring records. Legal and ethical issues regarding records management (hard copy and electronic) will be covered. Current database software is used in this course.

**Prerequisite:** *CAPL 1010 or CSCI 1020 or consent of instructor.*

### **Medical Office Fundamentals OFFT 2006 3 Credits**

This course introduces students to the health-care office environment in which paper medical records are utilized. Topics covered in the course include professional organization guidelines, organization of healthcare facilities, and the role of healthcare office personnel. Students will be exposed 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 medicolegal ethics. Students will focus on preparing patient records, billing, telephone procedures, appointments, professional reports, medical meetings, and travel arrangements.

**Prerequisite:** *BIOL 1024, CAPL 1023, and ENGL 1021. Concurrent enrollment in OFFT 2010, OFFT 2012, OFFT 2013, and OFFT 2041, or instructor consent.*

### **Medical Office Terminology OFFT 2010 3 Credits**

This course is intended for students interested in medical office careers. The focus is on medical terminology as it relates to healthcare documentation with an emphasis on word-building techniques, usage, and spelling.

**Prerequisite:** *Concurrent enrollment in OFFT 2006, OFFT 2012, OFFT 2013, and OFFT 2041, or instructor consent.*

### **Medical Office: Disease Concepts OFFT 2012 2 Credits**

This course is intended for students interested in medical office careers. It is an overview of the language and nature of disease and its treatment. Students will study disease conditions organized by body systems.

**Prerequisite:** *Concurrent enrollment in OFFT 2006, OFFT 2010, OFFT 2013, and OFFT 2041, or instructor consent.*

### **Medical Office: Pharmacology and Lab Medicine OFFT 2013 2 Credits**

This course is intended for students interested in medical office careers. It is a system-by-system overview of the principles and language of pharmacology and laboratory medicine, including drugs and drug classes, diagnostic tests, indications, techniques, expressions of values, and significance of findings.

**Prerequisite:** *Concurrent enrollment in OFFT 2006, OFFT 2010, OFFT 2012, OFFT 2041 or instructor consent.*

**Electronic Health Records  
OFFT 2021 3 Credits**

This course is intended for students interested in medical office careers. Students will focus on practical applications and hands-on exercises using an electronic health record (EHR) that will be transferable to many prominent EHR systems currently in use in medical clinics.

*Prerequisite:* OFFT 2006, OFFT 2010, or instructor consent.

**Medical Office: Insurance and Coding  
OFFT 2030 3 Credits**

This course introduces the student to insurance and coding procedures for the medical office.

*Prerequisite:* OFFT 2006 and OFFT 2010, or instructor consent.

**Beginning Medical Transcription  
OFFT 2041 3 Credits**

This course introduces transcription of basic healthcare dictation. It incorporates skills in English language, technology, medical knowledge, proofreading, editing, and research.

*Prerequisite:* Concurrent enrollment in OFFT 2006, OFFT 2010, OFFT 2012, OFFT 2013, or instructor consent.

**Intermediate Medical Transcription  
OFFT 2042 3 Credits**

This course is a continuation of OFFT 2041. Students will transcribe intermediate level physician-dictated reports, organized by medical specialty. Emphasis will be placed on the development of accuracy, speed, proofreading, editing, and knowledge of a variety of medical documents.

*Prerequisite:* OFFT 2041.

**Medical Transcription Capstone  
OFFT 2044 3 Credits**

In this course, students will be transcribing original healthcare dictation using advanced proofreading, editing, and research skills, while meeting progressively demanding accuracy and productivity standards. Emphasis will be on the current professional style guidelines and medical editing practice. This course assists in preparing the student for the registered medical transcription (RMT) exam.

*Prerequisite:* OFFT 2042 or instructor consent.

**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 1 - 3 Credits**

This course is designed to provide students

with the opportunity to apply knowledge and skills learned in the Office Technology area. Students will learn to work in a professional environment while applying a variety of communication, business, and technical skills.

*Prerequisite:* Consent of faculty member.

**Medical Office Practicum  
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 administrative assistant or medical transcriptionist.

*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**

**Note:** Prior to registering for any ORTE course students must attend a SOAR session. Instructor signature required prior to registration.

### **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 inter-relate 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.

## Philosophy

### Introduction to Western Philosophy

#### PHIL 1021 3 Credits

#### MnTC: Goal 06

For over 2500 years philosophy has been concerned with an understanding of one's self, one's world, one's relationship with others, and one's place in the world. Philosophy integrates the findings of other disciplines and examines them in broader philosophical perspectives. Students will be introduced to the concerns and questions of philosophy through a variety of readings, both historical and contemporary and mainly from a Western perspective. The areas of philosophy that this course may cover: general introduction to philosophy, philosophical argumentation, epistemology, metaphysics, ethics and the historical development of the discipline of philosophy.

**Prerequisite:** An 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.

### Introduction to Eastern Philosophy

#### PHIL 1025 3 Credits

#### MnTC: Goals 06 & 08

"Who am I?" "How should I live?" "What is real?" "What can I know?" These are the perennial questions that philosophy has asked and answered for thousands of years and will be the basis of this course. Students will be introduced to these concerns and questions of Eastern philosophy (East India - Hinduism and Buddhism, China - Confucianism and Daoism, and perhaps Japan) through a variety of readings both historical and contemporary. The areas of philosophy that this course may cover are general introduction to philosophy, philosophical argumentation, epistemology, metaphysics, ethics, and the historical development of the discipline of Eastern philosophy.

**Prerequisite:** An assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

**Recommendation:** An assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

### Ethics

#### PHIL 1031 3 Credits

#### MnTC: Goals 06 & 09

This course will examine questions of what is morally right and wrong. Theoretical questions such as "what makes an action morally right or wrong?", "what type of moral character should a person have?" and "are there correct answers to moral questions?" will be studied. Included in the course will be the study of ethical theory and the application of ethical theory to modern moral problems.

**Prerequisite:** An 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.

### Biomedical Ethics

#### PHIL 1035 3 Credits

#### MnTC: Goals 06 & 09

This course, intended for all students, provides background material in basic ethical theories, principles, and decision-making guidelines used in health care ethics. It examines moral issues confronting health care consumers, practitioners, and patients. 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.

**Prerequisite:** An assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of "C" or higher. **Recommendation:** An assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

### Introduction to Logic

#### PHIL 1041 3 Credits

#### MnTC: Goal 04

This course introduces students to the formal study of reasoning using the concepts and techniques of symbolic logic. Topics covered include representing the underlying logical structure of English sentences and arguments, testing whether arguments have good form, identifying valid and invalid argument forms, and recognizing common examples of bad reasoning. While it can be abstract and challenging, learning symbolic logic does have its practical side: it may lead to a deeper appreciation of the uses and abuses of language, more careful and critical reading skills, and a better understanding of how to craft well-reasoned writing.

### World Religions

#### PHIL 1051 3 Credits

#### MnTC: Goals 06 & 08

This course is an introduction to the major world religions. The course will focus on the

historical formation of the religions and those who founded them. It will also focus on their scriptures, practices and the ways each religion answers the fundamental questions concerning the nature of reality, purpose in life, ethics and death.

**Recommendation:** An 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.

## Physical Education

**Mission Statement:** To provide contemporary and applicable healthy lifestyle information and skills that students can adopt and utilize throughout their lifespan. Students are encouraged to take both a fitness course and a lifetime sports activity class that provides a new experience. Please note that some classes are held off campus and may involve additional fees.

### 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.

### 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.

### 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. Students are responsible for green fees. Offered F, S.

### 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.

### **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: Students must have bike, helmet, and eyewear.*

### **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 is a critical examination of the history, events, programs and philosophical positions that have led to the current status of physical education, fitness, and the sports entertainment industry in the United States. Students will be provided with up-to-date information about physical education and its diverse subfields as well as introduction to career roles in preparation for professional service in all areas of physical education, exercise science, sport management and sports facility management. Students will develop a professional philosophy of physical education.

### **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 Management**

#### **PE 2080 3 Credits**

This course will help the prospective sport management and/or sports facility management student discover specialized training, and the various career opportunities in the rapidly growing sports management industry. Focus will be on the duties and tasks performed and the competencies needed for a career in sports management. Students

will conduct formal interviews, job shadows, and may do service learning with professionals to further discuss the duties, tasks, and competencies needed for that professional field of work.

### **Intercollegiate Golf** **PE 2090 1 Credit**

This course is designed for students who participate on the intercollegiate golf team giving advanced skill instruction and techniques for mental preparation. This course is graded A - F and does not meet the PE/H graduation requirement. This course may be repeated two times for credit.

**Prerequisite:** Member of intercollegiate golf team and consent of instructor or athletic director.

**Restriction:** Student must be eligible based on Minnesota Community College Conference (MCCC) and National Junior College Athletic Association (NJCAA) rules.

### **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 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 written consent of program coordinator.

## Physics

### **Physics Concepts** **PHYS 1020 4 Credits** **MnTC: Goal 03**

This course serves as an introduction to the basic concepts of physics: motion, force, energy, momentum, and rotations. Additional topics in physics may be included at the discretion of the instructor including (for example) fluid dynamics or the modern study of matter. The course is a problem-solving course, but the focus is on the concepts of physics rather than on detailed quantitative analysis. This course is intended for students who have not had a recent course in physics at the high school or college level. The laboratory associated with this course emphasizes measurement, interpretation of data, and synthesis of results.

**Prerequisite:** Assessment score placement in

*MATH 0070 or above, or completion of MATH 0030 with a grade of "C" or higher.*

### **General Physics I** **PHYS 1041 5 Credits** **MnTC: Goal 03**

This is the first course in a sequence that introduces the topics of mechanics using the mathematical techniques of algebra and trigonometry. Students will investigate kinematics, forces, momentum, circular motion, work/energy, and rotational dynamics. The course is problem-based, focusing on quantitative analysis of physics problems. It includes a computer-based laboratory component in which students will collect, analyze, and interpret data.

**Prerequisite:** Assessment score placement in MATH 1061 or above, or completion of MATH 0090 or MATH 1015 with a grade of "C" or higher, or concurrent enrollment in MATH 0090 or MATH 1015.

### **General Physics II** **PHYS 1042 5 Credits** **MnTC: Goal 03**

This course is a continuation of PHYS 1041, introducing many of the remaining topics in classical physics. This course in general physics introduces the topics of thermodynamics, optics, waves, and electricity. It includes a computer-based laboratory component where students collect, analyze, and interpret data.

**Prerequisite:** Completion of PHYS 1041 with a grade of "C" or higher.

### **Descriptive Astronomy** **PHYS 1070 3 Credits** **MnTC: Goal 03**

Descriptive Astronomy is an introductory course intended for students with an interest in the stars and planets. This course introduces the motion of the stars and planets, the properties of the solar system and its development, and the lives of stars. These ideas will be taught in such a way as to emphasize how astronomers know the properties of the universe and then use their observations to construct scientific models about how the universe works.

### **Descriptive Astronomy Laboratory** **PHYS 1075 1 Credit** **MnTC: Goal 03**

This is a laboratory course in which students will gain an understanding of how to use the tools and methods of the astronomer. Students will make measurements and observations and will be asked to draw conclusions based on these observations in order to explain astronomical phenomena. Calculations done in this laboratory course will require no more than basic arithmetic skills.

**Prerequisite:** Successful completion of PHYS 1070 or concurrent enrollment. Assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of "C" or higher.

### **Introductory Physics I** **PHYS 1081 5 Credits**

#### **MnTC: Goal 03**

This course is the first of a comprehensive two-semester sequence in introductory physics. The topics of kinematics, vectors, rotational motion, gravity, energy, and oscillatory motion are introduced at the level of calculus. The course presents these topics as a foundation for further studies in science while at the same time developing problem-solving skills that will be useful for students in practically any endeavor they choose to undertake.

**Prerequisite:** MATH 1081 or concurrent enrollment. **Recommendation:** High school physics or PHYS 1020.

### **Introductory Physics II** **PHYS 1082 5 Credits** **MnTC: Goal 03**

This course is the second course in a comprehensive two-semester sequence in introductory physics. The topics of wave motion, geometric optics, and electricity and magnetism are introduced at the level of calculus. The course presents these topics as a foundation for further studies in science while at the same time developing problem-solving skills that will be useful in practically any endeavor students choose to undertake.

**Prerequisite:** Successful completion of PHYS 1081. MATH 1082 or concurrent enrollment.

### **Modern Physics** **PHYS 2081 4 Credits**

Modern physics is the study of physics since the turn of the twentieth century. The two great theories of twentieth century physics are Einstein's Theory of Relativity and the Quantum Theory. The emphasis of this course will be on giving students a thorough understanding of these two complex topics as well as helping students gain an understanding of how these two theories apply to atomic and molecular structure and to condensed matter physics. Other topics such as nuclear physics, elementary particles physics, or astrophysics may also be covered.

**Prerequisite:** PHYS 1082, MATH 1082.

## Political Science

### **Introduction to Political Science** **POLS 1020 3 Credits** **MnTC: Goals 05 & 09**

This course introduces the discipline of political science. It will survey the political science subfields of political behavior, comparative government, international relations and political theory. Key concepts such as power, the state, conflict, ideology, nationalism, and political violence are examined. Structure and change in democratic and non-democratic governments are emphasized.



## **International Relations**

### **POLS 1023 3 Credits**

#### **MnTC: Goals 05 & 08**

This course introduces students to the central concepts that frame thinking about global trends and the major theories in the study of international relations. It identifies the actors in the global arena and discusses the processes by which those actors make decisions. It looks at issues of global welfare and trends reshaping global conditions. This course also reviews the globalization of trade, population demographics, the ecological environment, armed conflict and its management.

## **American Government**

### **POLS 1031 3 Credits**

#### **MnTC: Goals 05 & 09**

The course examines the political process in the United States of America. It pays special attention to patterns of citizen participation, political parties and interest groups, and the cultural and constitutional basis of the American political system. It also reviews the major governmental institutions involved in the making of public policy in the United States. These institutions include the presidency, congress, and the federal courts.

## **State and Local Government**

### **POLS 1033 3 Credits**

#### **MnTC: Goals 05 & 09**

This course introduces students to the dynamic world of state and local politics. It's primary focus is on state constitutions, political parties and interest groups, voting and elections, state legislatures, governors and mayors, and state courts. This course also gives special attention to Minnesota state politics, history, and culture.

## **Constitutional Law**

### **POLS 1035 3 Credits**

#### **MnTC: Goals 05 & 09**

This course will introduce students to how historians and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. This knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

## **Internship: Political Science**

### **POLS 1780 1 - 3 Credits**

This course provides an opportunity for students to intern with a state legislator, government agency, political organization, or nonprofit agency. The course is designed to enhance learning by putting to use the knowledge students have already attained and also building on that knowledge and skill-set. The individual competencies will vary from internship to internship depending upon the agency site.

*Prerequisite:* Permission of faculty coordinator and completion of or concurrent enrollment in POLS 1031 or POLS 1033.

## **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**

**Note:** Prior to registering to any PRTE course students must attend a SOAR session. Instructor signature required prior to registration.

**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 Prosthesis  
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

### **Introduction to the Social and Behavioral Sciences: ANTH, PSYC and SOC** **PSYC 1000 3 Credits**

This course serves as a broad introduction to three of the social and behavioral sciences: Anthropology, Psychology, and Sociology. The course provides an overview of the history, theories, research methods, and research publications of each discipline. The course is designed to help students to acquire the knowledge and skills that will enable them to succeed in the introductory courses in these three disciplines.

**Prerequisite:** Assessment score placement in RDNG 0090, or completion of RDNG 0080 with a grade of "C" or higher or consent of the instructor

### **General Psychology** **PSYC 1020 4 Credits** **MnTC: Goal 05**

Psychology is the science of behavior and mental processes. Scientific psychologists do re-search on human and animal behavior, and on mental activities such as cognition and intelligence. This course is a survey of the fundamental principles, research findings, and theories in psychology. This course does not train students in the practice or application of psychology, but introduces the core ideas and findings in the scientific study of behavior and the mind. Psychology is a very broad discipline that includes many topics including brain anatomy and function, learning, development, perception, memory, emotions, motivation, personality, social psychology, sleep and dreaming, and psychological disorders and their treatments.

**Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

### **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.

### **Developmental Psychology** **PSYC 1041 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. Emphasis will be placed on the

application of research and theory to current issues.

**Prerequisite:** Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher.

**Recommendation:** PSYC 1020. For non-native English speakers, completion of ESOL 1035 with a grade of "C" or higher, or English language proficiency equivalent to ESOL 1035.

### **Abnormal Psychology** **PSYC 2021 3 Credits** **MnTC: Goals 05 & 07**

This course is an introduction to the diagnosis, classification, causes, and treatments of psychological disorders. This course covers the Diagnostic and Statistical Manual of Mental Disorders (DSM), the book universally used to diagnosis mental illnesses, as well as theories about disorders, descriptions and statistics of major mental illnesses, and medical and psychological therapies. Some of the disorders that will be studied in detail include schizophrenia, mood disorders, anxiety disorders, and developmental, cognitive and personality disorders.

**Prerequisite:** PSYC 1020.

### **Child Development** **PSYC 2043 3 Credits** **MnTC: Goals 05 & 09**

Child Development is a field, within Developmental Psychology, concerned with the facts and principles that influence the health, well-being and future of the child. The course includes an in-depth study of the physical, cognitive, and psychosocial changes that occur from birth to adolescence. The course includes research methods, and theories of child development, as well as, an exploration of genetic and environmental factors that influence the child's development.

**Prerequisite:** Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher.

**Recommendation:** PSYC 1020.

### **Adolescent Development** **PSYC 2044 3 Credits** **MnTC: Goals 05 & 09**

Adolescent psychology is a field within Developmental Psychology, concerned with the psychological principles that apply to the study of adolescent development. The course includes an in-depth study of the physical, cognitive, and psychosocial changes that occur during the adolescent years. This course will familiarize students with the fundamental psychological concepts, research findings, and theories in adolescent psychology. It also may include the study of scientific psychological principles, related to the development of emotions, identity, gender, sexuality, ethical and moral development, families, peers, schools, achievement, culture, and adolescent problems.

**Prerequisite:** Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher.

**Recommendation:** PSYC 1020.

### **Adulthood, Aging and Death** **PSYC 2045 3 Credits** **MnTC: Goals 05 & 09**

Adulthood, Aging, and Death present an overview of the developmental tasks of adulthood, with particular reference to aging and death. It includes the study of the physical, cognitive, and psychosocial aspects of the aging process. Normal aspects of aging are contrasted with aging related to various diseases. Ethical, moral and other contemporary issues associated with adulthood, aging and death will be examined.

**Prerequisite:** Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of "C" or higher.

### **Special Topics in Psychology** **PSYC 2790 1 - 3 Credits**

A course in which one of a variety of contemporary topics of interest would be selected as the focus for study. The specific topic will be announced in advance, and published at the time of registration.

**Prerequisite:** PSYC 1020 or consent of instructor; assessment score placement in RDNG 1000 or above, or the completion of RDNG 0090 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.

## Public Safety

### **Foundations of Public Safety** **PSAF 1020 3 Credits**

This survey course is an introduction to the multidisciplinary field of public safety as it applies to the disciplines of emergency medical services (EMS), the fire service, law enforcement, communications/dispatch, and emergency management. Students will not only study an overview of each discipline/occupation, but interact with peers from their own profession as well as others from across the public safety spectrum.

**Prerequisite:** Consent of instructor.

**Recommendation:** Computer literacy and word processing skills.

### **Public Safety Technology** **PSAF 1031 3 Credits**

This course focuses on integrating new and emerging technology in managing the allocation and utilization of resources needed during large scale gatherings, special events, natural, human-made, and terrorist disasters.

**Prerequisite:** PSAF 1020 or instructor consent.

**Recommendation:** Computer literacy and word processing skills.

### **Principles of Public Safety Leadership** **PSAF 1032 3 Credits**

This course will examine decision-making models, team development techniques, and leadership skills necessary to contribute to the success of a public safety organization.

This course will also assess how organizational behavior, laws, and culture influence the delivery of public safety.

**Prerequisite:** PSAF 1031 or instructor consent.  
**Recommendation:** Computer literacy and word processing skills.

### Community Service Principles PSAF 1035 3 Credits

This course will explore the perceptions and expectations of governmental organizations, the media, and culturally diverse communities. The course provides a focus on customer service, public relations, crisis communications, recruitment and retention, and education as it relates to public safety.

**Recommendation:** Computer literacy and word processing skills.

### Independent Study PSAF 1790 1 - 4 Credits

This course provides the opportunity for students to enhance their learning experiences or explore a specialty area beyond the scope of the basic Public Safety coursework through an independent study projects. Projects will be developed cooperatively between the students and the instructor with the approval of the dean in order to help the student pursue specific areas of interest relative to public safety. Projects may apply to the students discipline within public safety or may be interdisciplinary in scope.

**Prerequisite:** Consent of instructor and dean. Completion of PSAF 1020 or equivalent with a grade of "B" or above. **Recommendation:** Computer literacy, word processing skills, and basic PowerPoint skills.

### Incident Command Strategies PSAF 2040 4 Credits

This course is a comprehensive and in-depth examination of the incident command system used to manage small to large scale natural, human-made and terrorist incidents using the guidelines set forth by the National Incident Management System (NIMS) per Homeland Security Presidential Directive-5. Basic through advanced principles of the incident command system and NIMS will be discussed, examined, and applied in simulations utilizing various media all revolving around a multidisciplinary approach.

**Recommendation:** Computer literacy and word processing skills.

### Project Management in Public Safety PSAF 2045 3 Credits

This course is intended to prepare the student to manage projects of varying sizes and difficulty that they may encounter in the public safety discipline. This course will provide activities to simulate selecting or analyzing an organization for an issue, procedure, process, problem, or service that can be improved or developed. Then the student will be provided resources concerning how to design, develop, implement, evaluate, and make necessary

improvements or modifications to the project. This course will also focus on presenting all the project stages and final project results in written, multi-media, and verbal formats.

**Prerequisite:** Consent of instructor.

**Recommendation:** Computer literacy and word processing skills.

### Public Safety Capstone PSAF 2050 3 Credits

The Public Safety Capstone course is intended to provide the public safety student with the opportunity to research, analyze, and present a multidisciplinary approach to current issues or events within the public safety arena. Using a team approach, the student will demonstrate their skills in writing, critical thinking, and knowledge of public safety.

**Prerequisite:** Completion of all coursework required for the program: PSAF 1020, PSAF 1031, PSAF 1032, PSAF 1035, PSAF 2040, and PSAF 2045. Knowledge and proficiency in Microsoft applications.

*The following Firefighter courses are only offered off site.*

### Firefighter I FRTA 1091 5 Credits

Firefighter I is an introduction to fire science. It is intended to provide the skills and knowledge necessary to take the Minnesota Firefighter I certification test and function in an entry level position on a fire department or service. The course will emphasize Self Contained Breathing Apparatus (SCBA) use and care, forcible entry, search and rescue in a structure, ladder use and care, fire hose and appliance use and care, fire streams, ventilation, fire prevention and public education, fire extinguishers, salvage and overhaul, fire control, safety, ropes and knots, and communications.

**Prerequisite:** Medical clearance by a physician verifying that the student is fit to perform the sometimes physically demanding tasks of firefighter training and is approved for respirator use. **Restriction:** This course is limited to individuals affiliated with fire services that are able to procure fire gear to use in training. This includes complete turnout gear, helmet, and self contained breathing apparatus (SCBA) with a mask.

### Firefighter II FRTA 1092 2 Credits

Firefighter II is a continuation to Firefighter I, and along with EMS 1095 (Hazardous Materials Operations), is intended to provide the skills and knowledge necessary to take the Minnesota Firefighter II certification test and function in a more advanced capacity on a fire department or service. The course will emphasize Incident report writing, fire suppression-flammable liquids, fire suppression-flammable gases, fire ground command, evidence preservation, vehicle extrication, assisting the rescue team, pre-incident survey, equipment maintenance, fire hose testing, and fire hydrant testing.

**Prerequisite:** FRTA 1091 (Firefighter I). Medical clearance by a physician verifying that the student is fit to perform the sometimes physically demanding tasks of firefighter training and is approved for respirator use. **Restriction:** This course is limited to individuals affiliated with fire services that are able to procure fire gear to use in training. This includes complete turnout gear, helmet, and self contained breathing apparatus (SCBA) with a mask.

## 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.

**Restriction:** RADT 1051 or permission of instructor.

### **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 exami-

nations 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.

### **Special Modalities in Clinical Radiography RADT 2790 6 Credits**

Special Modalities in Clinical Radiography is an advanced course for qualified 2nd Year RADT students who have an established record of academic achievement in the Radiologic Technology (Rad Tech) Program. The 6-credit course is a clinical-based course and offers the student an innovative learning experience in Computed Tomography (CT), mammography or other specialized modalities. It is intended to be an intensive clinical experience designed to broaden the student's professional perspectives and provide an opportunity for integration of previous courses in the program's curriculum. The course is designed to be integral to the goal and mission of the Rad Tech Program's core curriculum. Qualified students will go through a selection process conducted by a RADT Program affiliate.

**Prerequisite:** RADT 2100, RADT 2784; concurrent enrollment in RADT 2060; specific modalities placement may require related theory courses.

**Restriction:** Students must meet the criteria for this course as outlined in the current RADT Student Handbook and program brochure, along with the following restrictions: complete all clinical competencies as required by the American Registry of Radiologic Technologist (ARRT) and accreditation guidelines, consent of program faculty, and space availability.

### **Cross Sectional Anatomy I RADT 2800 2 Credits**

This course is designed to introduce the student to the radiology related imaging modality of Computed Tomography (CT). Introduction of the basic CT unit and operational components will be reviewed. Emphasis will be placed on the cross sectional anatomy of the brain, skull, thorax, spine, abdomen and pelvis. Clinical indications relative to the appropriate CT exam will be discussed.

**Prerequisite:** Acceptance to program by showing evidence of being a current radiography student or ARRT certified radiographer.

### **Cross Sectional Anatomy II RADT 2804 2 Credits**

This is an advanced cross sectional anatomy course designed to review images obtained in Computed Tomography. Topics of discussion will include musculo-skeletal imaging, post myelography, radiation therapy procedures, vascular structures, intervention procedures such as drainage, biopsies and aspiration.

### **Patient Assessment in Computed Tomography RADT 2808 2 Credits**

This course is designed to introduce the student to patient care and assessment of the CT patient. Items of discussion include

methods of evaluating patients with various health conditions, collecting vital signs, drugs and routes of administration, infection control and emergency situations.

**Recommendation:** CPR Certification but not required.

### **Computed Tomography Physics and Instrumentation I RADT 2812 2 Credits**

This course is designed to provide the student with an introductory presentation of the physical principles and instrumentation involved in computed tomography. The historical development of CT is reviewed. Physics topics include x-radiation, CT beam attenuation, linear attenuation coefficients, tissue characteristics and Hounsfield numbers application. The course will include a discussion of types of CT scanners, CT hardware, basic image formatting and software functions.

### **Computed Tomography Physics and Instrumentation II RADT 2816 2 Credits**

The second physics course will explore the processing of CT images from data acquisition. The technique for post processing, archiving and assessing patient factors related to imaging quality will be reviewed. Methods of improving image quality and reducing artifact production will be presented. The benefits of spiral, helical and multi-detectors are covered in the course.

**Prerequisite:** RADT 2012, or permission of the instructor.

### **Computed Tomography Radiation Safety and Quality Control RADT 2820 2 Credits**

The purpose of this course to review all possible methods of reducing patient exposure to the patient, personnel and the public. A discussion of the radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are included. The second portion of the course will deal with establishing and implementing a quality management program in CT departments.

### **Computed Tomography Pathology RADT 2824 2 Credits**

This entire course is devoted to the study of common diseases/disorders that are best visualized by obtaining CT images. A discussion of supportive diagnostic exams is included. Case studies in CT will be used in the discussion of pathological findings.  
**Prerequisite:** RADT 2800, RADT 2804, or permission of the instructor.

### **Computed Tomography Imaging and Application RADT 2828 2 Credits**

During the course students will study the procedure protocols for computed tomog-

raphy. The protocols include orientation and positioning, contrast media usage, scout imaging, selectable scan parameters, filming and archiving of the images. Students will have the opportunity to view numerous CT images and critique them for quality, anatomy and pathology.

**Prerequisite:** RADT 2804, RADT 2816, RADT 2824, or permission of the instructor.

## 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 the Social and Behavioral Sciences: ANTH, PSYC and SOC SOC 1000 3 Credits

This course serves as a broad introduction to three of the social and behavioral sciences: Anthropology, Psychology, and Sociology. The course provides an overview of the history, theories, research methods, and research publications of each discipline. The course is designed to help students to acquire the knowledge and skills that will enable them to succeed in the introductory courses in these three disciplines.

**Prerequisite:** Assessment score placement in RDNG 0090, or completion of RDNG 0080 with a grade of "C" or higher or consent of the instructor.

### 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 Families in Crisis SOC 1033 3 Credits MnTC: Goals 05 & 07

How are individual family problems connected to broader social systems? This course explores the social forces that influence family crises. It covers a variety of issues, such as poverty, family violence, and contemporary social problems that affect families. Relevant social policy debates are also discussed.

**Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

### Sociology of Social Problems SOC 1041 3 Credits MnTC: Goals 05 & 09

This course is a survey of the sociology of a selected set of social problems in the U.S. and globally, e.g. crime and violence, poverty, unemployment, war and terrorism, environmental degradation, and population growth. The social-structural and cultural sources of these problems are critically analyzed, and structural and cultural solutions following from such analyses are examined.

**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.

### Introduction to the Criminal Justice System SOC 1080 3 Credits MnTC: Goals 05 & 09

This course provides an overview of the criminal justice system in US society, including the role of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice.

**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 the Family SOC 2031 3 Credits MnTC: Goals 05 & 07

This course examines the family as a social institution, focusing on how family life both shapes and is shaped by larger social forces, including the economy and public policy. The diversity of family forms and experiences, and how these change over time, will be examined along the lines of gender, race, class, and sexual orientation. The course will also address the gendered nature of family roles and experience, i.e. the way that individuals' actions may conform to, or challenge, dominant cultural expectations of women and men in families.

**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. Prior completion of SOC 1020 or WST 1061 with a grade of "C" or higher.

### Sociology of Race and Ethnicity SOC 2051 3 Credits MnTC: Goals 05 & 07

This course introduces students to the complexity of diverse racial/ethnic groups in the United States. It focuses on the historical development of the concept of race, con-

temporary issues of racial formation, white privilege, individual prejudice and discrimination, institutional racism and discrimination, racial/ethnic identity and collective resistance.

**Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade “C” or higher.

**Recommendation:** Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade “C” or higher.

### Sociology of Disability

#### SOC 2053 3 Credits

##### MnTC: Goals 05 & 07

Disability activists reject society’s “pity for the handicapped,” demanding acceptance and the same opportunities nondisabled people take for granted to be out and about in the world. Starting with a brief history of disability in the United States, this course will examine how disability is socially constructed and forms an axis of inequality in society. Topics include disability culture and identity, disability policy, the intersection of disability and gender, portrayals of disability in the media, and disability rights movements in the US and abroad.

**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. Prior completion of SOC 1020 with a grade of “C” or higher.

### Sociology of Gender and Work

#### SOC 2061 3 Credits

##### MnTC: Goals 05 & 07

How does gender influence your occupational choices and opportunities? This course explores the changing relationship between gender and the institution of work. Topics include individual level issues of identity and relationships as well as structural issues of inequality and public policy.

**Prerequisite:** Assessment score placement in ENGL 1021.

### Social Psychology

#### SOC 2071 3 Credits

##### MnTC: Goals 05 & 07

Why do people behave as they do? How do society, social groups, and other people impact individuals’ choices, beliefs, and identities? This sociology course will attempt to answer these questions through the examination of key social psychological theories and concepts, including socialization, the self, symbolic communication, self-presentation, group cohesion and conformity, deviant behavior, and collective behavior and social movements.

**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; SOC 1020 with a grade of “C” or higher.

### Criminology and Criminal Behavior

#### SOC 2087 3 Credits

##### MnTC: Goals 05 & 08

This course is designed to develop an understanding of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study crime theories, trends in criminal behavior, and methods of criminological investigation. Public policy implications and considerations from the local to national levels will be examined in the US and other countries. The global focus of this course will draw from cross-cultural, transnational, and international examples, such as the drug trade, human trafficking, or terrorism.

**Prerequisite:** Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of “C” or higher.

**Recommendation:** SOC 1020 or SOC 1080.

### Data Analysis for the Social Sciences

#### SOC 2991 4 Credits

This course is one of two courses intended to prepare students to gather and analyze social and behavioral science data. It will introduce students to the methods of data analysis social scientists use to understand social relationships and interactions, social structure, and culture, with a particular focus on opinion polls and surveys. Students will be introduced to the Statistical Package for the Social Sciences (SPSS) software.

**Prerequisite:** Completion of ENGL 1021 with a grade of “C” or higher; assessment score placement in MATH 1025 or above, or completion of MATH 0070 with a grade of “C” or higher; or consent of instructor.

### Research Methods for the

#### Social Sciences

#### SOC 2993 4 Credits

This sociology course is one of two intended to prepare students to gather and analyze social and behavioral science data. It will introduce the methods social scientists use to gain knowledge about social relationships, settings, organizations, institutions, and the larger society. The course will cover the role of theory, forms of causal reasoning, modes of observation (surveys, experiments, field research, and unobtrusive research), units of analysis, operationalization, ethical questions in social research, and the analysis of narrative data.

**Prerequisite:** 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.

**Recommendation:** Prior completion of SOC 2991 with a grade of “C” or higher. Prior completion of SOC 1020 or another social or behavioral science course with a grade of “C” or higher.

## Spanish

### Spanish for Healthcare

#### Professionals I

#### SPAN 1001 3 Credits

This is a basic practical Spanish course for health professionals. No previous Spanish is required. This course will place emphasis on oral communication skills to help health professionals who work with Spanish-speaking patients obtain basic information before an interpreter is available.

### Spanish for Healthcare

#### Professionals II

#### SPAN 1002 3 Credits

This course is a continuation of SPAN 1001. Students will further develop their ability to understand and speak, and will work with a larger health-related vocabulary and language structures, which will allow them to give appropriate commands. Students will not be qualified interpreters upon completion of this course.

**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 places 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

This course is an introduction to the Spanish language as well as a survey of Spanish-speaking civilizations and cultures. It stresses basic grammar, correct self-expression, aural comprehension, and reading. Students are required to listen to the text audio program and practice their conversation skills in the language laboratory for two hours each week.

**Restriction:** If students have completed three



years of high school Spanish, consent of instructor is required.

### **Beginning Spanish II** **SPAN 1012 5 Credits**

This course is a continuation of SPAN 1011. It stresses continued development of speaking, listening comprehension, writing, and reading. Students will analyze and compare patterns of behavior and increase their ability to understand the perspectives of the people in the Spanish-speaking world. Students are required to listen to the text audio program and practice their conversation skills in the language laboratory for two hours each week.

**Prerequisite:** SPAN 1011 or equivalent.  
**Restriction:** If student have completed four year 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: Goal 08**  
This course will begin with a comprehensive review of concepts covered in first-year college Spanish. It entails further development of oral proficiency, reading comprehension and composition, cultural knowledge and critical thinking. Students will study a variety of texts related to the arts, literature, and cultural and social issues. Two hours per week in the Language Laboratory (or one in the Language Lab and one in Service Learning) are required.

**Prerequisite:** SPAN 1011 and SPAN 1012 or equivalent. **Recommendation:** Contact instructor or Spanish department if unsure of level.

### **Intermediate Spanish II** **SPAN 2022 5 Credits**

**MnTC: Goal 08**  
This course is a continuation of Span 2021: Intermediate Spanish I, and involves further development of oral proficiency, reading comprehension and composition, cultural knowledge and critical thinking. Students will study a variety of texts related to the arts, literature, and cultural and social issues. Two hours per week in the Language Laboratory (or one in the Language Lab and one in Service Learning) are required.

**Prerequisite:** SPAN 2021 or equivalent.  
**Recommendation:** Contact instructor of Spanish department if unsure of level.

### **Special Topics** **SPAN 2790 1 - 3 Credits**

Topics of special interest which may vary.  
**Prerequisite:** Consent of instructor and dean.

**Note: Speech-Communication has been changed to Communication. See page 107.**

## **Study Skills**

### **Beyond Google: Research Skills and Information Literacy** **STSK 1001 2 Credits**

Information literacy is the ability to find, retrieve, analyze and use information effectively. This course provides instruction in the use of various online library catalogs, print and electronic reference sources, the Internet, and review of basic computer skills. Terminology and evaluation techniques relating to information retrieval and use are also covered.

**Recommendation:** Keyboarding skills, OFFT 0091 or equivalent.

### **The Effective Learner** **STSK 1006 2 Credits**

This course is designed to promote academic success for all students through the application of effective study strategies based on an understanding of underlying theoretical models. Course topics include organization, time management, concentration and memory improvement, listening and note taking, textbook processing content specific reading, vocabulary development, test-taking, test anxiety management, library research and learning styles.

**Prerequisite:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher.

**Recommendation:** Concurrent enrollment in other college coursework to facilitate the application of study strategies and skills.

### **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 students develop strategies for learning words independently.

**Recommendation:** RDNG 0090 or higher, or appropriate assessment score.

### **How to Learn Online** **STSK 1020 2 Credits**

This course emphasizes the learning styles and approaches to learning most likely to lead to success in online learning situations. Topics include: 1) learning how to use and practicing with online learning technology; 2) investigating students' preferences for learning and how they fit with the demands of online learning; 3) exploring the time management and thinking skills needed to be successful; and 4) learning to apply strategies for online learning success.

### **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 introduces the student to the art and craft of theatre. An overview of many aspects of theatre including: design, acting, directing, backstage work, history and plays will be provided. A study of the process by which the play moves from printed page to stage is included. This course serves students who are interested in pursuing performing arts, and those who would just like to know more about this unique field. Students may explore practical aspects of theatre by working backstage or in the theatre shops.

### **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

In this course, students explore how plays “come to life” on stage through scenery, costumes, lighting and sound. Students explore basic theory and practice of production, tools and building methods, design principles, traditions of theatre design, and creating designs which enhance the meaning of plays in performance. Problem-solving in designing and running shows helps students experience “real world” issues in technical theatre. Students have opportunities to gain skills and insight in many technical and backstage areas through hands on experience with Century Theatre productions.

### Creative Dramatics

#### THTR 1051 3 Credits

This course teaches techniques of creative play through unscripted (improvisational) exercises. Improvisational techniques are used to inspire the imagination and guide students to create both collaboratively and spontaneously. Students learn to use objects, visual art, music, and folktales in creative exercises. Students learn how to plan and lead improvisational teambuilding activities using small or large groups. This course serves students interested in teaching, acting, directing group activities, or 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.

## Translation and Interpreting

### Orientation to Interpreting

#### TRIN 1000 1 Credit

This course introduces students to basic concepts in legal, medical, and educational interpreting. Students will practice basic interpreting skills, review interpreter codes of ethics and standards of practice. Completing a basic self-assessment will help students evaluate their preparation for undertaking a course of study in interpreting.

### Introduction to Translation and Related Skills

#### TRIN 1021 3 Credits

This course prepares students for further training in both translation and interpreting. It focuses on issues of accuracy and naturalness. Students will practice translating texts from one language to another and they will evaluate the quality of translations based on their ability to preserve meaning, while being natural and understandable to readers.

**Prerequisite:** Students must have a language proficiency level equivalent to the American College Teachers of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI) advanced high or superior rating in both English and the second language. 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.

### Standards of Practice and Skills of Interpreting

#### TRIN 1031 3 Credits

In this course students will compare and contrast interpreting codes of ethics in the legal, medical, and educational fields. Students are introduced to the professional standards of practice, and role play and practice techniques to help them implement the standards of practice. Students also begin practicing and developing cognitive capacities required for consecutive and simultaneous interpreting.

**Prerequisite:** TRIN 1021 or concurrent enrollment. 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 “C” or better.

## Visual Communications Technology

### Introduction to Visual Communications Technologies

#### 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.

### 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.

### 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.

### Digital Imaging

#### VCT 1018 3 Credits

In this course students will use a design process to create portfolio quality imagery

using Adobe Photoshop and Adobe Illustrator for the creation and manipulation of both raster and vector images. Topics will include: file formats, resolution, illustration and color systems.

**Prerequisite:** VCT 1012.

### **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 1010, VCT 1012 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 1012.

### **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 1012, 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 1010, VCT 1012 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 CYMK conversions as needed for four color process print-

ing. Additional necessary color correction along with color management, color proofing, out-put 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 instruction.

### **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: news-letters, 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 prepress 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 and Gender Studies**

### **Foundations in Women's Studies WGST 1061 3 Credits**

#### **MnTC: Goals 05 & 09**

Foundations of Women's Studies is an interdisciplinary course in which we examine the diversity of women's experiences throughout history and across cultures, races, ethnic groups and religions. The course introduces the theories and methodologies of the field 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 and Gender Studies Certificate.

**Recommendation:** Assessment score placement into ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher. Assessment score placement into Reading 1000, or completion of Reading 0090 with a grade of "C" or higher.

### **Introduction to GLBT Studies WGST 1071 3 Credits**

#### **MnTC: Goals 05 & 07**

This course familiarizes students with the debates and history surrounding sexual orientation, identity, and experience, particularly recent court decisions on the GLBT (gay, lesbian, bisexual, and transgender) community. Students will learn the factors that frame social, cultural, and political discourses on GLBT topics and develop a deeper understanding of how the GLBT community is portrayed in the popular media. Students of all genders and sexual orientations are welcome.

**Recommendation:** Assessment score placement into 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.

**Women in Global Perspective**

**WGST 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 and Gender Studies**

**WGST 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

### **Mission**

*Learning that Works; Personal Professional and Workforce Development*

### **Vision**

*To become nationally recognized for quality, innovative and responsive programming that transforms lives, develops the workforce and serves the 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

Training can be delivered in a variety of formats:

- Our site
- Your site
- Intranet or Internet
- Portable media (VHS, CD, DVD, handheld)
- Interactive TV

## CECT At-A-Glance

Individuals Enrolled	15,000+
Number of Classes	1,427
Number of Instructors	362
Corporate Clients	117
Number of Staff	25
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)
- Minnesota Council for Quality
- Society for Human Resource Management (SHRM)
- National Council on Continuing Education and Customized Training
- American Payroll Association (APA)
- Federal Bureau of Prisons

## Customized Services to Business and Industry

### **Customized/Contract Training Services**

Anytime, anywhere training, both credit and noncredit, that upgrades skills, improves productivity, and provides professional development for workers at all levels. Current corporate clients include: Medtronic, 3M, Metro Transit, Land O'Lakes, Guidant, and Fairview Health Services. Clients have given Century a 99% satisfaction rating.

### **eLearning**

It makes good business sense to work with Century College. Century College provides customized eLearning services:

- Instructional design
- Script development
- Graphic design
- Design, development and production for multiple delivery media (Internet, DVD, CD)
- eLearning project management
- Integration with your LMS or ours

### **Training Grants**

Century has partnered with more than 20 companies in the development and implementation of grant proposals 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**

Century College offers a comprehensive program of Quality training, certificate and certification preparation to meet the needs of business and industry, including:

- Blue Print Reading
- ASQ Certified Quality Improvement Associate
- ASQ Certified Quality Engineer
- ASQ Certified Quality Auditor
- ASQ Certified Manager of Quality/Organization Excellence
- Lean Manufacturing
- Lean Office
- Lean Process
- Change Management
- ISO 9000 2001 Auditing and Implementation and more.



### **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 nonnative 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.

### **Media Production Services**

The experienced staff in Century’s Media Production Services (MPS) will begin by listening to your needs, then develop a story line and customize your message in a format that’s right for you – one that’s high-impact, repeatable, flexible and affordable.

- Skills training
- Safety training
- Procedural and process training
- Employee orientation
- Special events
- Business and product information
- Corporate image promotion
- Documentation
- Educational programs
- and more.

Your message can be produced in the following formats: multi-media, video, CD-ROM, DVD, videocassette, even streaming video on the Web.

Bring your message to life—using motion, sound and imagination! Century’s team of multimedia specialists will pull together all the elements:

- Full concept development
- Production coordination
- Music and sound effects
- Graphics and animation capability
- Digital recording
- Language translation
- Encoding for the Web
- Scriptwriting
- Shooting in-studio or on-location
- Union talent and voice-over
- Narration services
- Editing
- Captioning
- Duplication

State-of-the-art digital recording and editing capability allows for consistency and attention to detail, and MPS will deliver a broadcast-quality production that you can be proud to show your most sophisticated targeted audience.

## **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 CEUs 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 Professionals
- 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

### 21st Century Career Services

Career Services provides:

- The Career Exploration Workshop is designed to assist participants, in an instructor-led small group setting, explore career options. The workshop utilizes structured exercises, the Strong Interest Inventory and the Myers-Briggs Type Indicator along with resources to research occupational and industry information. The workshop intends to provide a systematic process to exploring career options.
- The Career Clinic Job Search Workshop is designed to assist participants, in an instructor-led small group, prepare for a job search. Three areas are covered: development of a resume, preparing a job search strategy, and preparing for the job interview.
- Career Services also offers stand-alone classes on career topics of interest such as: Starting Your Own Medical Transcription Business, Small Business 101, Preparing a Career Portfolio, How to Buy a Franchise Business, etc.

### 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.
- American Society of Quality (ASQ) certification preparation is available for CQIA, CQA, CQM and CQM/OE.
- 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 sales, Real Estate Appraisal and Real Estate Closer. 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

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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

### **Commercial Driver's License (CDL)**

Century College offers Commercial Truck Driver training in preparation for the Class A and Class B license exams. Upon successful completion, students have the opportunity to take the skills portion of the respective exam. Century also offers individual/small group instruction to continue to build driving skills which can benefit experienced drivers.

### **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.

### **PrimeTime Program – Learning for Life**

PrimeTime Century is a new initiative launched in the Fall of 2006 for adults 55 and better. It is geared to provide high-quality programs, activities and volunteer opportunities to enable life-long learners to be intellectually, physically, and socially enriched. There are courses to help develop or expand hobbies, learn new skills, or examine your future direction. Examples include the arts, languages, photography, technology, and sailing.

### **Online Learning**

For many people, online learning is a good way to make time for learning, whether for professional development or personal enrichment. The number of people who choose to go online rather than attend a classroom increases each year, and convenience is far and away the deciding factor. You can learn at your own pace, on your own schedule, from your own location.

Online courses vary in the technology required and the technology skills you need to be successful. But unless the topic of the course is highly technical, most online courses do not require that you be especially technology-savvy or have top-of-the-line equipment. In most cases, you simply need to know your way around a keyboard and be familiar with the use of the Internet and email. You will need an Internet browser or an email address. It does help to have a high-speed Internet connection, but it is not required.

Continuing Education & Customized Training provides these online learning opportunities for you:

- Century College entry-level healthcare careers
- Instructor-led 6-week courses offered in partnership with online learning pioneer Ed2Go
- Instructor-led career track courses offered in partnership with professional development and training partner Gatlin Education Services
- Customized e-Training for your organization.

**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, and Carpentry.

**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 Rider Course" teaches the basic skills needed to successfully ride a motorcycle. Also offered is the "Experienced Rider Course" which teaches advanced motorcycle riding skills. Upon successful completion of the "Basic Rider Course" 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

### **Ron Anderson**

*Vice President of Finance and Administration*

B.A. St. Olaf College  
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

### **Mary McKee**

*Vice President and Dean of Continuing Education and Customized Training*

B.S. College of St. Catherine  
M.Ed. University of Minnesota

### **John O'Brien**

*Vice President of Academic Affairs*

B.A. Augustana College  
M.Phil. University of Dublin  
Ph.D. University of Minnesota

### **Kathleen Bell**

*Academic Dean*

A.D. Anoka-Ramsey Community College  
B.A. University of Minnesota  
M.S. University of Minnesota

### **Chris Caulkins**

*Academic Dean*

A.A.S. Century College  
B.S. American College of Pre-Hospital Medicine  
Certificate: University of St. Thomas

### **Susan Ehlers**

*Academic Dean*

A.B. University of Missouri-Columbia  
M.A.T. University of Missouri-St. Louis  
Ph.D. St. Louis University

### **Mark Felsheim**

*Academic Dean*

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**

*Academic Dean*

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

### **Jane Nicholson**

*Dean of Continuing Education/Customized Training and Director of Employee Development*

B.A. University of Minnesota  
M.Ed. University of Minnesota  
License: Social Worker

### **Andrea Roberge**

*Dean of Student Support Services*

A.A. Golden Valley Lutheran College  
B.A. St. Cloud State University  
M.S. St. Cloud State University

### **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**

*Dean of Student Life*

B.A. University of St. Thomas  
M.A. University of St. Thomas  
License: Technical College Counselor

### **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

### **Jo Matson**

*Director of Institutional Effectiveness*

B.A. University of Minnesota  
M.Ed. 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

### **Bonnie Meyers**

*Director of Finance*

B.A. Augsburg College

## Faculty

### **Al-Ghalith, Asad**

#### **English**

A.B. University of Missouri  
M.A. University of Missouri  
Ph.D. West Virginia University

### **Aladebjebi, Israel**

#### **Computer Forensics**

A.S. Ogun State Polytechnic  
Advanced Diploma:  
The Polytechnic Ibadam

Post Graduate Diploma:

Federal University of  
Technology

B.S.C. Federal University of  
Technology

Certificate: Microsoft

### **Anderson, Linda (Sandra)**

#### **Interior Design**

B.S. University of Minnesota  
License: Home Furnishing Sales/  
Merchandising/ Management  
License: Interior Design

### **Andreson, Luke**

#### **Information and**

#### **Telecommunications**

A.A.S. St. Cloud Technical College

### **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  
M.A. 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

### **Baughman, Linda**

#### **Counseling**

B.A. Western Michigan University  
M.A. University of St. Thomas  
M.S. University of Wisconsin

### **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

### **Blesi, Michele**

#### **Medical Assisting**

A.A. Anoka Ramsey Community  
College  
B.A. Metropolitan State University  
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

### **Bordenave, Melissa**

#### **Nursing**

B.S.N. College of St. Benedict

### **Borrett, David**

#### **EMS/Paramedic**

B.A. Metropolitan State University  
License: Paramedic  
Nationally Registered Emergency Medical  
Technician-Paramedic

### **Brennan, Jean-Marie**

#### **Counseling**

B.S. Idaho State University  
M.A. Idaho State University

### **Brueggemann, Gary**

#### **History**

B.S. University of Wisconsin  
M.A. University of Wisconsin

### **Buker, Mary**

#### **Cosmetology**

License: Cosmetology

### **Burns, Cullen Bailey**

#### **English**

B.A. Western Michigan University  
M.A. Western Michigan University  
MFA Western Michigan University

### **Cadwell, Jill**

#### **English**

B.A. St. Cloud State University  
M.A. St. Cloud State University

### **Campbell, Rebecca**

#### **Mathematics**

B.A. Mankato State University  
M.S. St. Cloud State University

### **Canavan, Amelia**

#### **Mathematics**

B.S. Metro State College  
B.A. Metro State College  
M.S. University of Washington

### **Carter, Erin**

#### **Biology**

B.S. Minnesota State University-  
Mankato  
M.A. Minnesota State University-  
Mankato

### **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

### **Chung, Carl**

#### **Philosophy**

A.B. Occidental College  
Ph.D. University of Minnesota

### **Coffey, Andrea**

#### **Education**

B.S. Appalachian State University  
M.A. East Tennessee State University  
Ed.D. East Tennessee State University

**Colona/Mitchell, Carrie**  
**Dental Assisting**

Diploma: Northeast Metro Technical College  
 A.A.S. Century College  
 B.A. Metropolitan State University  
 Certified: Dental Assistant  
 Registered: Dental Assistant Restorative Functions  
 Registered: Dental Hygienist

**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  
 A.B. Occidental College  
 Ph.D. University of Minnesota

**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

**Dinehart, Bonnie**  
**Horticulture**

B.S. 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

**Downs, Brian**  
**Computer Science**

B.A. Millikin University  
 M.S. University of Illinois  
 M.S. University of Rhode Island

**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

**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

**Floy, Anne**  
**Trio Student Support Services**

B.A. Marycrest College  
 M.A. Truman State University  
 License: College Counselor, LMSW  
 Licensed Master Social Worker

**Freese, Michael**  
**Speech-Communication**

B.A. University of Minnesota  
 M.A. University of Wisconsin  
 Certificate: Post Secondary Teaching

**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

**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  
 Certificate: Public Health Nursing  
 Certificate: Holistic Nursing

**Gu, Xue Min**  
**Physics/Engineering**

B.S. East China Normal University  
 M.S. University of Minnesota  
 Ph.D. University of Minnesota

**Gwizdala, Joyce**  
**Mathematics**

B.A. College of St. Catherine  
 M.A. Central Michigan University

**Haddon, Edward**  
**Orthotics 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, Mary**  
**Science/Biology**

B.S. University of Wisconsin  
Ph.D. University of Minnesota

**Harmon, Eric**  
**English**

B.A. Fisk University  
M.A. Vanderbilt University

**Hathaway, Robert**  
**English**

B.A. Concordia Senior College  
M.A. Mankato State College

**Hays, Jackie**  
**Reading/Study Skills**

A.A. South Plains Junior College  
B.S. Texas Technological University  
M.E. Eastern New Mexico University

**Heim, Mary**  
**Business Management**

A.A. Lakewood Community College  
B.A. Winona State University  
M.B.A. Mankato State University

**Heim, Michael**  
**Business Management**

A.A. Lakewood Community College  
B.A. Winona State University  
M.B.A. Mankato State University

**Hentges, Elizabeth**  
**Mathematics**

B.A. College of St. Benedict  
M.S. Michigan State University

**Hill, Brenda**  
**Counseling**

B.S. North Carolina A&T State University  
M.S. Mankato State University  
License: Technical College Counselor

**Hinrichs, Bruce**  
**Psychology**

B.A. University of Minnesota  
M.A. University of Minnesota

**Hipp, Susan**  
**Reading/Study Skills**

B.S. University of Minnesota  
M.S. University of Wisconsin-LaCrosse

**Hunt, Stewart**  
**Mathematics**

B.S. Bemidji State University  
M.S. Florida State University  
M.S. Purdue University

**Hurd, Patricia**  
**Cosmetology**

Diploma: Lake Area Vo-Tech  
Diploma: 916 Vo-Tech  
License: Cosmetology

**Jacobson, Carol**  
**English**

B.S. Bemidji State University  
M.A. University of North Dakota

**Jahnke, Jeffrey**  
**Engineering CAD Technology**

A.A.S. Milwaukee Area Technical College  
License: Mechanical Drafting

**Jenson, Brian**  
**Mathematics**

B.S. University of North Dakota  
M.S. University of North Dakota

**Jersak, Michele**  
**Counseling**

A.A. North Hennepin Community College  
B.A. University of Minnesota  
M.A. University of Minnesota

**Johnston, Neil**  
**Art**

B.F.A. College of Visual Arts  
M.F.A. Minneapolis College of Art & Design

**Jorgenson, Linda**  
**Dental Hygiene**

B.S. University of Wisconsin  
G.D.H. University of Minnesota  
License: Dental Hygiene

**Keapproth, Janice**  
**Cosmetology**

Diploma: 916 Vo-Tech  
Certificate: MN Department of Education  
License: Cosmetology

**Keenan, Kerry**  
**Nursing**

A.A.D. Century College  
L.P.N. Anoka-Hennepin Technical College  
R.N./A.S.D. Anoka Ramsey Community College  
B.S.N. College of St. Catherine  
M.A. Bethel University  
Certificate: Hospice & Palliative Care Nurses

**Kennedy, Barbara**  
**Spanish**

B.A. Macalester College  
M.A. University of Minnesota

**Kerschner, Dennis**  
**Heating/Air Conditioning Technology**

License: Heating, Air Conditioning & Refrigeration

**Kessen, Ann**  
**Biology**

B.A. University of Daytona  
Ph.D. University of Minnesota

**Klemz, Aaron**

Speech Communication  
B.S. Southern Illinois University  
M.S. Southern Illinois University

**Klindworth, Robert**  
**Physics**

B.A. Gustavus Adolphus College  
Ph.D. New Mexico State University

**Knapton, Mel**  
**Horticulture**

B.S. University of Minnesota  
License: Horticulture  
License: Landscaping

**Kostroski, Caroline**  
**Counseling**

B.S. University of Wisconsin-Stevens Point  
M.Ed. University of Illinois

**Kotasek, Richard**  
**Chemical Dependency**

B.A. University of St. Thomas  
M.A. University of St. Thomas

**Kothera, John**  
**Visual Communications Technology**

B.A. Cleveland State University  
M.F.A. Tyler School of Art  
License: Graphic Arts

**Krohn, Margaret**  
**Interior Design**

B.S. Mankato State University  
Certificate: Architectural Drafting Technician  
Certified: Association of Interior Design  
Certified: Kitchen Designer  
Certified: National Council for Interior Design Qualification  
License: Interior Design

**Kuenzli, Fred**  
**Facility Systems Technology**

Degree: Occupational Professional, 916 Vocational Technical Institute  
License: Heating, Air Conditioning & Refrigeration

**Kuss, Richard**  
**English**

B.A. University of Wisconsin  
M.A.T. University of Wisconsin

**Langevin, Cheryl**  
**Librarian**

B.A. University of Minnesota  
M.S. Mankato State University  
License: Instructional Resources/Media Specialist

**Lanning, Elizabeth**  
**Psychology**

B.A. Bowling Green State University  
M.E.D. Bowling Green State University

**Latham, Kenyon**  
**Chemistry**

B.A. Westminster College  
Ph.D. University of Kansas

**Le, Thanh**  
**Economics**

B.S. University of Minnesota  
Ph.D. University of Minnesota

**LeBeau, Michelle**  
**Biology**

B.A. University of Minnesota  
Ph.D. University of Minnesota

**Lewis, Brian****English**

B.A. Wayne State University  
 M.A. Wayne State University  
 Ph.D. Michigan State University

**Libson, Carol****Office Technology**

B.S. Bemidji State University  
 M.S. Mankato State University  
 License: Administrative Support

**Loomis, Kim****Chemistry**

B.A. University of Denver  
 M.S. Colorado State University

**Lyons, David****Geography**

B.A. University of Minnesota  
 M.S. University of Wisconsin

**Machlica, Karen****Counseling**

B.S. College of St. Teresa  
 M.Ed. University of Maryland

**Macklin, Dennis****Psychology**

B.A. University of Wisconsin  
 M.S. University of Nebraska  
 Ed.D. University of Minnesota

**Madisen, Randi****Library**

B.A. Carleton College  
 M.I.L.S. University of Michigan

**Maeckelbergh, Kenneth****Art**

B.S. University of Minnesota  
 M.A. California State University

**Mamer, Ellen****English as a Second Language**

B.A. University of Illinois  
 M.A. Southern Illinois University

**Matel, Kathleen****Reading/Study Skills/****English as a Second Language**

B.S. College of St. Teresa  
 M.S. University of Wisconsin-River Falls

**Mathews, Carol****Sociology**

B.A. College of Saint Catherine  
 M.A. University of Minnesota  
 Ph.D. University of Minnesota

**McDonald, Richard****Prosthetics**

License: Prosthetics Technician

**Micko, Timothy****Auto Mechanics**

Diploma: Northeast Metro Technical College  
 License: Auto Mechanics

**Milner, Janice****Sociology**

B.A. University of Minnesota  
 M.A. University of Montana  
 Ph.D. University of Montana

**Mulcahy, Gregory****English**

B.A. University of Minnesota  
 M.A. University of Southern Mississippi

**Mulcahy, Lynn (Abigail)****English**

B.A. McNeese State University  
 M.A. McNeese State University  
 Ph.D. University of Southern Mississippi

**Naughton, Gerry****Mathematics**

B.S. University of North Texas  
 M.A. University of North Texas  
 Ph.D. University of Minnesota

**Neaton, Michele****Speech-Communication**

B.S. Slippery Rock State College  
 M.A. Memphis State University

**Nelson, Rick****Physical Education**

A.A. Northland Community College  
 B.S. Bemidji State University  
 M.S. Bemidji State University

**Nesset, Andrew****English**

B.A. Luther College  
 M.A. Idaho State University

**Nesset, Michael****English**

B.A. Luther College  
 M.A. Washington University  
 Ph.D. University of Minnesota

**Niemann, Robert****Computer Science**

B.S. University of Arizona  
 M.S. University of Minnesota

**Nieuwboer, David****Truck/Diesel Technology**

License: Truck/Diesel Mechanics  
 License: Welding Occupations

**Nordstrom, Charlotte****Counseling**

B.A. Gustavus Adolphus College  
 M.S. Moorhead State University

**O'Connor, Pauline****Microcomputer Support Technology**

A.A.S. Northeast Metro Technical College  
 License: Microcomputer Specialist

**O'Connor, Stanley****Prosthetics**

A.A. Minneapolis Community College  
 B.S. Crown College  
 M.Ed. Bethel College  
 License: Prosthetics Technician  
 License: Prosthetics Practitioner

**Odemark, Steve****Philosophy**

B.A. University of Utah  
 M.A. Biola University  
 M.A. University of Nebraska  
 Ph.D. University of Nebraska

**Ohmann, GingerBell****Nursing (RN)**

B.S. Bemidji State University  
 M.S. Metropolitan State University

**Oldre, Bonnie****Librarian**

A.A. Metro Community College  
 B.A. University of Minnesota  
 M.L.I.S. Dominican University

**Olson, Bob****Automotive Service Technology**

Diploma: Northeast Metro Technical College  
 License: Auto Mechanics

**Olson, Roger****Mathematics**

A.A. Normandale Community College  
 B.S. St. Cloud State University  
 M.Ed. University of Minnesota  
 License: Developmental Math  
 License: Applied Math

**Palmer, Karen****Radiologic Technology**

B.A. Metropolitan State University  
 License: Radiologic Technology

**Pearson, Pam****Nursing**

A.A. Lakewood Community College  
 B.A. Metropolitan State University  
 M.A. Bethel University

**Pehoski, Tony****Orthotics**

A.A. University of Minnesota  
 License: Orthotics Technican  
 License: Orthotics Practitioner

**Peleg, Kristine****English**

B.A. Hebrew University  
 M.A. Hebrew University  
 Ph.D. University of Arizona

**Peterman, Brian****Mathematics**

B.A. Wheaton College  
 M.A. University of Minnesota

**Peterson, Glen****Health/Physical Education**

B.A. Augsburg College  
M.S. Chadron State College  
Ph.D. University of Minnesota

**Pfeiffer, Joann****Chemistry**

B.A. St. Benedict College  
Ph.D. University of Wisconsin

**Poferl, Connie****Office Technology**

B.S. Mankato State University  
M.Ed. University of Minnesota  
License: Administrative Support

**Purcell, Carol****Mathematics**

B.A. St. Louis University  
M.A. Catholic University

**Ramsey, Steven****Business Management**

B.S. University of Minnesota-  
Duluth  
J.D. William Mitchell College of  
Law

**Randall, Carol****German/Spanish**

B.A. St. Olaf College  
M.A.T. University of St. Thomas

**Reedich, Kurt****Mathematics**

B.S. University of Wisconsin  
M.S. University of Wisconsin

**Retzer, Arlene****Dental Assisting**

Certified: Dental Assistant  
Registered: Dental Assistant  
License: Dental Assisting

**Roach, Paul****Anthropology**

B.S. California Polytechnic State  
University  
M.S. University of Oregon

**Robey, Jennifer****Reading/Study Skills**

B.A. University of Nebraska  
Ph.D. University of Minnesota  
Certificate: Advanced Literary

**Rosik, Greg****Mathematics**

B.S. University of Wisconsin  
M.S. Marquette University

**Roy, Judith****History**

B.A. University of Colorado  
M.A. University of Colorado

**Ruggles, Gary****Visual Communications Technology**

B.F.A. Lamar University  
M.A. California State University  
License: Commercial Art  
License: Media Production

**Rynders, Beth****Dental Assisting**

B.S. University of Minnesota  
M.Ed. University of Minnesota  
Certified: Industrial Relations  
Certified: Expanded Functions in Dental  
Assisting Program  
Certificate: Dental Assistant  
Registered: Dental Assistant  
Restorative Functions Dental Assistant

**Saks, Dawn****Art**

B.F.A. Colorado State University  
M.F.A. University of Illinois

**Saylor, Katherine****English**

B.A. South Dakota State University  
M.A. South Dakota State University

**Schmitzer, Kimberly****Paramedics**

A.S. Inver Hills Community College  
A.A.S. Century College  
B.A. Bethel College  
License: Paramedic  
Registered: Paramedic

**Schultz, Frank****Quality Technology**

B.S. University of Minnesota  
M.Ed. University of Minnesota  
M.Ed. University of Wisconsin  
License: Quality Control Technician

**Seay, Steven****Marketing**

B.S. University of San Francisco  
M.B.A. City-Stanford University  
Ph.D. Walden University

**Shannon, Maureen****Human Services**

B.A. Hamline University  
M.S. St. Mary's University

**Simenson, Scott****Information & Telecommunication**

B.S. University of Wisconsin

**Simmelink, Kathy****Nursing**

B.S. University of Minnesota  
M.A. University of St. Mary's  
Certified: Assault Nurse Clinician  
Certified: English as a Foreign Language  
License: Registered Nursing

**Simons, Angela****Mathematics**

B.A. Macalester College  
M.Ed. University of Minnesota

**Sklaney, Lawrence****English**

B.A. Bucknell University  
M.A. University of Illinois  
A.B.D. University of Illinois

**Skogstrom-Rodriguez, Sarah****Interior Design**

B.A. University of Wisconsin

**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

**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

**Van Wormer, Diana****Emergency Medical Services/  
Paramedic****Registered Nurse**

License: Emergency Medical Technician  
License: Paramedic  
License: Related CPR/Health Occupations

**Vang, Pakou****Speech-Communication**

B.A. University of Minnesota  
B.A.S. University of Minnesota  
M.A. University of Wisconsin

**Vimont, Judith**

**English**

B.S. University of Minnesota  
 B.A. University of Minnesota  
 M.A. University of Minnesota  
 License: Vocational Education –  
 Bemidji State University

**Voss, Catherine**

**Orthotics**

Certificate: 916 Vo-Tech  
 A.A.S. Anoka-Ramsey Community  
 College  
 B.A. Metropolitan State University

**Walker, Kathleen**

**Counseling**

A.A./A.S. Hibbing Community College  
 B.S. University of Wisconsin  
 M.S.E. University of Wisconsin  
 Certificate: Professional Development in  
 Distance Education

**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

**Wiggins, Stacey**

Dental Assisting  
 Dental Assisting Century College

**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.

**Wood, LuAnn**

**Reading/Study Skills**

B.A. College of St. Benedict/St.  
 John's University  
 M.S. University of Wisconsin  
 Certificate: Reading

**Wlodyga, Linda**

**Nursing (RN)**

B.S.N. Rush University  
 M.S.N. University of Phoenix

**Wolf, Arlynne**

**Interior Design**

B.A. University of Minnesota  
 M.S. Cardinal Stritch University

**Wu, Xuwei**

**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.S. Ohio University



# 10 Minnesota State Colleges and Universities

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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](http://www.alextech.edu)

**Anoka Technical College**  
[www.anokatech.edu](http://www.anokatech.edu)

**Anoka-Ramsey Community College**  
[www.anokaramsey.edu](http://www.anokaramsey.edu)

**Bemidji State University**  
[www.bemidjistate.edu](http://www.bemidjistate.edu)

**Central Lakes College**  
[www.clcmn.edu](http://www.clcmn.edu)

**Century College**  
[www.century.edu](http://www.century.edu)

**Dakota County Technical College**  
[www.dctc.edu](http://www.dctc.edu)

**Fond du Lac Tribal & Community College**  
[www.fdlctc.edu](http://www.fdlctc.edu)

**Hennepin Technical College**  
[www.hennepintech.edu](http://www.hennepintech.edu)

**Inver Hills Community College**  
[www.inverhills.edu](http://www.inverhills.edu)

**Lake Superior College**  
[www.lsc.edu](http://www.lsc.edu)

**Metropolitan State University**  
[www.metrostate.edu](http://www.metrostate.edu)

**Minneapolis Community & Technical College**  
[www.minneapolis.edu](http://www.minneapolis.edu)

**Minnesota State College – SE Technical**  
[www.southeastmn.edu](http://www.southeastmn.edu)

**Minnesota State Community & Technical College**  
[www.minnesota.edu](http://www.minnesota.edu)

**Minnesota State University, Mankato**  
[www.mnsu.edu](http://www.mnsu.edu)

**Minnesota State University Moorhead**  
[www.mnstate.edu](http://www.mnstate.edu)

**Minnesota West Community & Technical College**  
[www.mnwest.edu](http://www.mnwest.edu)

**Normandale Community College**  
[www.normandale.edu](http://www.normandale.edu)

**North Hennepin Community College**  
[www.nhcc.edu](http://www.nhcc.edu)

**NE-Hibbing Community College**  
[www.hibbing.edu](http://www.hibbing.edu)

**NE-Itasca Community College**  
[www.itascacc.edu](http://www.itascacc.edu)

**NE-Mesabi Range Community and Technical College**  
[www.mr.mnscu.edu](http://www.mr.mnscu.edu)

**NE-Rainy River Community College**  
[www.rrcc.mnscu.edu](http://www.rrcc.mnscu.edu)

**NE-Vermilion Community College**  
[www.vcc.edu](http://www.vcc.edu)

**Northland Community & Technical College**  
[www.northlandcollege.edu](http://www.northlandcollege.edu)

**Northwest Technical College**  
[www.ntcmn.edu](http://www.ntcmn.edu)

**Pine Technical College**  
[www.pinetech.edu](http://www.pinetech.edu)

**Ridgewater College**  
[www.ridgewater.edu](http://www.ridgewater.edu)

**Riverland Community College**  
[www.riverland.edu](http://www.riverland.edu)

**Rochester Community & Technical College**  
[www.rctc.edu](http://www.rctc.edu)

**St. Cloud State University**  
[www.stcloudstate.edu](http://www.stcloudstate.edu)

**St. Cloud Technical College**  
[www.sctc.edu](http://www.sctc.edu)

**Saint Paul College**  
[www.saintpaul.edu](http://www.saintpaul.edu)

**South Central College**  
[www.southcentral.edu](http://www.southcentral.edu)

**Southwest Minnesota State University**  
[www.southwestmsu.edu](http://www.southwestmsu.edu)

**Winona State University**  
[www.winona.edu](http://www.winona.edu)



# 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 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' extra-curricular 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. Table tennis, air hockey and foosball 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.

## Student Clubs and 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 Director of Campus Activities, 651-747-4015, 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 (Partial List)

**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 Information Technology

**Association** – explore the exciting world of information technology (Scott Simenson, office 1207E, 779-3236)

**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)



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**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)

**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)

**Education Club** – open to all, explore the field of education. (Andrea Coffey, 747-4093)

**Engineering Club** – open to all, explore the field, have fun with robotics (Tim Grebner, office 1373E, 779-3332)

**Intercultural Club** – share other cultures and do activities with people who are from different cultures. (Ellen Mamer, 779-3448)

**Law Enforcement Club** – explores the field by attending conferences, and sponsors Law Enforcement Week. (Carol Mathews, office 3464W, 779-3455)

**Math Club** – math exploration, competitions and fun events (Christina Sonnek, Mary LeClair, office 3315W, 779-3375)

**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** – 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. (Kristy Modrow, office 1520W, 747-4015)

**Q & S (The Queer and the Straight)** – come together to discuss and explore GLBT issues (Julie Daniels, office 3357W, 779-3364)

**Rad Tech Club** – explore the field, plan events (Laura Chaffe, office 3678W, 779-3350)

**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 New Student Orientation (SOAR) and other special events. Must apply, is a paid position. (Katie Svoboda, office 2351W, 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.

## 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. A fee is assessed for duplicate cards.

## Student Newsletter

### *The Wood Duck Times*

*The Wood Duck Times* covers the events and issues affecting the Century community.

*The Wood Duck Times* is published weekly and is an active, vital part of Century College. Copies are available in newsstands throughout the campus, at the Century College website and through the student portal.

## The Connection

The Connection, room 1520W, houses the outdoor rental center. In addition it offers discount tickets, resource information, snacks, board games, 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)

## Intercollegiate Athletics

Century College is a member of the Minnesota College Conference (MCC) and the NJCAA National Junior College Athletic Association. Century College offers intercollegiate men's and women's soccer and men's and women's golf. For information contact Kathy Gates (office 2534W, 779-3327)

## 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 fitness workshops. (Room 1790W, 747-4054.)

**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.

### 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)
- Ice skates

### Gymnasium

The gymnasium is available for a variety of activities (i.e. basketball, volleyball, and badminton).

### Outdoor Volleyball, Basketball Courts, and Golf Practice Green

The courts and golf green are available for all to use. They are located behind West Campus. Balls are available through The Connection.

### Wood Duck Walking Trail

Enjoy a beautiful walk through nature on this paved trail located behind West Campus.

### 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 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.

### Wood Duck Celebration

The Wood Duck 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.

## New Student Orientation (SOAR)

Orientation 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. Orientation is required for all new students and lasts approximately 3 hours.

## College Policies

### Students' Right To Know

#### Compliance and Campus Security Report

Century College is committed to providing students with a quality educational experience. The faculty, administration and staff are partners with students in this effort. There are many services, resources, and information available to assist you.

The Compliance and Campus Security Report is made available to employees and registered students annually in compliance with several federal and state laws including the Drug-Free Schools and Community Act, the Equity in Athletics Disclosure Act and Drug-Free Workplace Act, and the Family Educational Rights and Privacy Act,

and is available to prospective students and employees upon request. All students and employees are encouraged to familiarize themselves with these compliance reports. In addition, other important information on topics that contribute to a positive campus environment is presented. Additional information appears in the Century College Catalog.

The Compliance and Campus Security Report is available in the Counseling Center, room 2410 west campus, in brochure displays at the main entrances of the east and west campus buildings, by calling 651-779-3929 and at <http://www.century.edu/employees/publicsafety/default.aspx>. It will also be made available in alternate format upon request (contact the Access Center at 651-779-3354, voice, or 651-773-1715 TTY).

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 and the Minnesota State Colleges and Universities system is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Century College and the Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Century College and the Minnesota State Colleges and Universities system, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

A copy of this policy is available in the Counseling Center, in the Right To Know publication and on-line at <http://www.mnscu.edu/board/policy/1b01.html>.

## **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 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 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. They may use an informal situation resolution form or follow the grievance process below.

#### **Student Grievance Process** (Policy Violation)

To initiate a grievance (formal written claim), 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 **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 with the exception of disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, support staff position (including law enforcement unit personnel); students serving on official College committees or assisting another school official in performing his or her tasks assisting qualified officials; a person or company with whom the college has contracted, such as an attorney, auditor, or collection agent; a person serving on the MnSCU Board of Trustees, or the Century Foundation. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*

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. 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. School and system office officials who have a legitimate educational interest. School official is defined as any person employed by the college in an administrative, supervisory, academic or research, support staff position (including law enforcement unit personnel); students serving on official College committees or assisting another school official in performing his or her tasks assisting qualified officials; a person or company with whom the college has contracted, such as an attorney, auditor, or collection agent; a person serving on the MnSCU Board of Trustees, or the Century Foundation. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
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 [www.mntransfer.org](http://www.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.”

# Index

- A**
- Academic Calendar . . . . . 29
  - Academic Certificates . . . . . 50
  - Academic Honesty . . . . . 187
  - Academic Petitions . . . . . 34
  - Academic Policies/Information . . . . . 29-37
  - Academic Probation . . . . . 35
  - Academic Progress . . . . . 35
  - Academic Readmit . . . . . 36
  - Academic Renewal . . . . . 29
  - Academic Records . . . . . 21
  - Academic Standards . . . . . 35
  - Academic Suspension . . . . . 35
  - Access Center . . . . . 21
  - Accounting Courses . . . . . 99
  - Accounting Programs . . . . . 53
  - Accreditation . . . . . 5
  - Activities Fair . . . . . 186
  - Activity Participation Credit . . . . . 29
  - Adding Courses . . . . . 13
  - Address or Name, change of . . . . . 30
  - Administration . . . . . 173
  - Admission and Registration . . . . . 7-15
  - Admission Policies and Procedures . . . . . 7
    - applicants whose native language is not English . . . . . 10
    - application procedure . . . . . 7
    - assessments . . . . . 10-12
    - costs . . . . . 14
    - degree seeking applicants . . . . . 7
    - high school, currently
      - enrolled in . . . . . 8
      - international students . . . . . 8
      - new student registration . . . . . 12
      - non-degree seeking applicants . . . . . 8
      - supplemental enrollment . . . . . 8
    - transfer student applications . . . . . 7
  - Admission Services . . . . . 17
  - Adult Enrichment Program . . . . . 170
  - Advanced Placement (AP) . . . . . 30
  - Advising . . . . . 17
  - Affirmative Action . . . . . 2
  - Alliss Foundation Grant . . . . . 20
  - Americans with Disabilities Act, see Services for Students with Disabilities
  - Anthropology Courses . . . . . 100
  - AP (Advanced Placement) . . . . . 30
  - Application Fee . . . . . 7
  - Application Procedure . . . . . 7
  - Armed Service Training Credit . . . . . 34
    - refunds for joining . . . . . 15
  - Art Courses . . . . . 100
  - Art Gallery . . . . . 185
  - Art History Courses . . . . . 100
  - Art Studio Courses . . . . . 100
  - Articulation Agreements . . . . . 29, 45, 46-47
  - Assessment/Placement Test . . . . . 10-12
  - Associate in Applied Science (AAS)
    - programs . . . . . 49
    - requirements . . . . . 50
  - Associate in Arts (AA) Degree,
    - requirements . . . . . 47-48
  - Associate in Fine Arts (AFA) Degree,
    - requirements . . . . . 48
  - Associate in Science (AS) Degree,
    - programs . . . . . 48
    - requirements . . . . . 49
  - Attendance and Absences . . . . . 30
  - Auditing . . . . . 30
  - Auto Body Technology Courses . . . . . 102
  - Auto Body Technology Program . . . . . 54
  - Automotive Service Technology Courses . . . . . 102
  - Automotive Service Technology Program . . . . . 56
- B**
- Bachelor's Degree Preparation . . . . . 45
  - Biology Courses . . . . . 103
  - Blizzard Blast . . . . . 186
  - Board of Trustees . . . . . 14
  - Books and Supplies . . . . . 14
  - Bookstore . . . . . 23
  - Building Maintenance, see Facility System Technology
  - Bulletin Boards . . . . . 17
  - Bus Service . . . . . 23
  - Business Administration Program . . . . . 57
  - Business Management Courses . . . . . 105
  - Business Management Program . . . . . 57
  - Busy Bees Daycare . . . . . 23
- C**
- Calendar, Academic . . . . . 29
  - Campus News . . . . . 17
    - newsletter for students . . . . . 17
    - students' notices . . . . . 17
  - Canceled Classes . . . . . 15, 17
  - Career Center . . . . . 18, 39
  - Career Planning . . . . . 39
  - Career Programs, see Programs of Study
  - Career Services . . . . . 17
  - Career Studies Courses . . . . . 105
  - Career Training Opportunities . . . . . 169-170
  - CAS (Course Applicability System) . . . . . 18
  - CBE see Competency-Based Education
  - Century Chamber Orchestra . . . . . 185
  - Century College Choir . . . . . 185
  - Century College Concert Band . . . . . 186
  - Century Foundation . . . . . 23
    - Scholarships . . . . . 20, 23
  - Certificate Graduation Requirements . . . . . 32
  - Certificate Programs . . . . . 50-51
  - Certified Professional Secretary (CPS) . . . . . 31, 169
  - Certified Quality Manager, Auditor, Engineer . . . . . 167
  - CEU (Continuing Education Unit) . . . . . 168
  - Change of Address or Name . . . . . 30
  - Change of Registration . . . . . 13
  - Chemical Dependency Courses . . . . . 106
  - Chemical Dependency Program . . . . . 58
  - Chemistry Courses . . . . . 107
  - Child Care . . . . . 23
  - Children's Programming . . . . . 171
  - Chinese Courses . . . . . 107
  - Cisco Training . . . . . 169
  - Class, see Course/Class
  - Classification of Students . . . . . 30
  - CLEP (College Level Examination Program) . . . . . 30
  - Clubs, Student . . . . . 183-184
  - College Fair . . . . . 17
  - College Level Examination Program (CLEP) . . . . . 30
  - College Work-Study . . . . . 20
  - Commencement . . . . . 33
  - Communication Courses . . . . . 107
  - Competency-Based Education (CBE) Courses . . . . . 132
  - Competency-Based Education (CBE) Program . . . . . 30
  - Complaint/Grievance Policy . . . . . 187
  - Compliance & Campus Security Report . . . . . 186
  - Computer Application Technology . . . . . 108
  - Computer Labs, see Information Technology Division
  - Computer Forensics and Investigative Technology . . . . . 109
  - Computer Forensics Program . . . . . 59
  - Computer Science Courses . . . . . 109
  - Computer Science Program . . . . . 59
  - Computers, see also Microcomputer Support Technology and Computer Science
  - The Connection . . . . . 184
  - Continuing Education and Workforce Training . . . . . 167-171
    - adult enrichment . . . . . 170
    - business and industry, services . . . . . 167
    - commercial driver's licensure . . . . . 170
    - distance learning . . . . . 169
    - enrichment programs . . . . . 170
    - Information Technology . . . . . 169
    - Kaleidoscope . . . . . 171
    - mission . . . . . 167
    - PrimeTime Program . . . . . 170
    - professional con't. education . . . . . 168-170
    - trades and industry . . . . . 169-170
  - Continuing Education Units (CEU's) . . . . . 168
  - Cosmetology Courses . . . . . 111
  - Cosmetology Program . . . . . 61
  - Costs . . . . . 14, 15
    - deferred payment . . . . . 14
  - Counseling and Advising Services . . . . . 17
    - advising . . . . . 17
    - Career Center . . . . . 18, 39
    - counseling . . . . . 17-18
    - guide sheets . . . . . 17
    - New Student Registration, see SOAR
      - preparation for transfer . . . . . 17
      - Transfer Information Days . . . . . 17
  - Course Applicability System (MNCAS) . . . . . 18
  - Courses/Classes
    - activity participation . . . . . 29
    - absences . . . . . 29
    - adding courses . . . . . 13
    - attendance . . . . . 30
    - auditing . . . . . 30
    - canceled classes . . . . . 15, 17

descriptions	99-165
dropping courses	13
identification	99
prerequisite	99
recommendation	99
repeat courses	34
requirement	99
restricted course waiver	34
restriction	99
scheduling	99
senior citizens	14
transferability	7-9, 17, 32, 39-47, 99
tuition	14-15
withdrawing from	13
CPS (Certified Professional Secretary)	31, 169
Credit	
by discipline examination	31
for non-collegiate experience	30
for technical college coursework	31
life of	8, 33
load	13, 31
Credit Transfer/Articulation	
Agreements	29, 36-37
Criminal Justice Courses	112
Criminal Justice Program	62
<b>D</b>	
Daycare, see Childcare	
DANTES	31
DARS (Degree Audit Reporting System)	18
Data Privacy, student	188-189
Deans' List	31
Deferred Payment	14
Degree/Program	
requirements	39-51
<i>see also Programs of Study</i>	
Academic Certificates	50
Associate in Applied Science (AAS)	49
Associate in Arts (AA)	47
Associate in Fine Arts (AFA)	48
Associate in Science (AS)	48
Occupational diplomas and certificates	50
residency requirements	9-10
Dental Assisting Courses	114
Dental Assistant Program	63
Dental Hygiene Courses	114
Dental Hygiene Program	64
Diploma/Certificate Programs	50
Diplomas	36, 50
Directory	25-27
Disabilities, services	11, 21
Discrimination, see Harassment and Discrimination Policy	
Distance Learning	169
Drafting, see Engineering CAD Technology	
Dropping Courses	13, 14, 15
Drugs and Alcohol	31, 186

<b>E</b>	
E-learning	167, 170
Earth Science Courses	116
Economics Courses	116
Education Courses	117
Education Program	65
Educational Programs	39-51
Educational Talent Search	22
Electronic Publishing, see Visual Communications Technologies	
Emergency Calls	24
Emergency Medical Services Courses	118
Emergency Medical Services Program	67
Employment, student	20
Engineering Courses	120
Engineering Program	69
Engineering CAD Technology Courses	120
Engineering CAD Technology Program	69
English Courses	121
English for Speakers of Other Languages Advocate	18
English for Speakers of Other Languages Center, see Resource Center	22
English for Speakers of Other Languages Courses	124
Events, college-wide	186
Extra-curricular Activities, see Student Handbook	
<b>F</b>	
Facility Systems Technology Courses	125
Facility Systems Technology Program	70
Faculty	174-179
Faculty Office Hours	32
Fees	14-15
Financial Aid for Students	19-20
Alliss Foundation Grant	20
Century Foundation scholarships	20
Federal Supplemental Educational Opportunity Grant (SEOG)	20
Minnesota State Grant Program	20
PELL Grant	19
scholarships and grants	20
SELF	20
Stafford Federal Student Loan Program	20
summer financial aid	19
work-study (employment)	20
Fine Arts on Campus	185
Firefighter Courses	155
Fitness Program/Center	185
Food Service	24
Foreign Language Courses, see French and Spanish	
Forgiven Grades, see Academic Renewal	
Foundation, see Century Foundation	
French Courses	125

<b>G</b>	
Game Room	183
Geography Courses	126
Global Studies Certificate Program	71
Global Studies Courses	126
GPS LifePlan	20
Grade Point Average (GPA)	32, 190
Grades	
academic progress	35
academic renewal	29
Deans' List	31
Grade Point Average (GPA)	32, 190
grading system	32
repeat courses	34
transfer in of "D" credits	36
Graduation	32-33
application	33
attendance at	33
degree residency	33
honors	33
requirements	32-34
Associate Degree	32
Certificate	32
Diploma	32
MnTC	32
time limit, degree	33
time limit, technical/ occupational	33
Grants, see Financial Aid	
Graphic Communications, see Visual Communications Technologies	
Grievance Policy	187
Guide Sheets	17
Gymnasium	185

<b>H</b>	
Harassment and Discrimination Policy	187
Hazardous Materials see Chemistry Courses	
Health Courses	126
Health Services	21
College Health Service	21
Student Health Insurance	21
Heating, Ventilation, and Air Conditioning Technology Courses	127
Heating, Ventilation, and Air Conditioning Technology Program	72
High School Options Program, see Post-secondary Enrollment Options	
History Courses	128
History of the College	5
Honor Society (Phi Theta Kappa)	184
Honors Program	33
Horticulture Courses	129
Horticulture Programs	73
Housing	24
Hubbs, Ronald, Center	24
Human Resource Management- Certificate Program	169
Human Services Courses	130
Human Services Program	76
Humanities Courses	131

<b>I</b>	
IB (International Baccalaureate) . . . . .	31
I.D.'s . . . . .	184
Immunization . . . . .	21
Individual Competency-Based Education Courses . . . . .	132
Information Directory . . . . .	25-27
Information and Telecommunications Technology Courses . . . . .	132
Information and Telecommunications Technology Program . . . . .	77
Information Technology Division / Computer Centers . . . . .	22
Insurance, student health . . . . .	21
Intercollegiate Athletics . . . . .	185
Interior Design Courses . . . . .	134
Interior Design Program . . . . .	78
International Baccalaureate (IB) . . . . .	31
International Student Applicants . . . . .	8
Intramural Sports . . . . .	185

<b>J-K</b>	
Kaleidoscope Program . . . . .	171
Kitchen and Bathroom Design Courses . . . . .	135
(see also Interior Design)	

<b>L</b>	
Lakewood Community College . . . . .	5
Language Laboratory . . . . .	22
Language Proficiency . . . . .	10, 11
Late Payment Fee . . . . .	14
Law Enforcement Program . . . . .	80
Library . . . . .	22
Linguistics Courses . . . . .	136
Loans, see Financial Aid	
Lockers . . . . .	24
Locker Rooms . . . . .	185
Lost and Found . . . . .	24

<b>M</b>	
Manicurist, see Cosmetology	
Marketing Courses . . . . .	136
Marketing Program . . . . .	82
Mathematics Courses . . . . .	138
Mathematics Schematic . . . . .	163
Mathematics Resource Center . . . . .	22
Mechanical Drafting, see Engineering CAD Technology	
Media Production Services . . . . .	168
Medical Assistant Courses . . . . .	139
Medical Assistant Program . . . . .	83
Medical Imaging Radiology, see Radiologic Technology	
Microcomputer Support Technology Courses . . . . .	140
Microcomputer Support Technology Program . . . . .	84
Midterm Warning Procedure . . . . .	34
Military, see Armed Services	
Minnesota General Education Transfer Curriculum, see MnTC	

Minnesota State Colleges and Universities (MnSCU) . . . . .	5, 181
Minnesota State College Student Association (MSCSA) . . . . .	14
Minnesota State Grant Program . . . . .	20
Mission Statement . . . . .	5
MNCAP (MN Cooperative Admissions Program) . . . . .	9
MnSCU (Minnesota State Colleges & Universities) . . . . .	5, 181
MnTC (Minnesota General Education Transfer Curriculum) . . . . .	29, 32-33, 39-45
goals . . . . .	40-41
course list . . . . .	41-45
notation, transcript . . . . .	32
Motorcycle Safety . . . . .	171
MSCSA (Minnesota State College Student Association) . . . . .	14
Multicultural Student Center . . . . .	22
Multimedia, see Visual Communications Technologies	
Music Courses . . . . .	141
Music Programs . . . . .	85, 185

<b>N</b>	
Natural Science Courses, see Earth Science	
New Student Orientation (SOAR) . . . . .	7, 12, 13, 186
Newsletter for Students . . . . .	184
Noncollegiate Experience, credit for (see also CBE) . . . . .	30-31
Noncredit Courses, see Continuing Education	
Northeast Metro Technical College . . . . .	5
Novell Administrator Training . . . . .	169
Nursing Courses . . . . .	143
Nursing Program . . . . .	86

<b>O</b>	
Occupational Diplomas and Certificates . . . . .	50
Office Technology Courses . . . . .	146
Office Technology Program . . . . .	87
Online Learning . . . . .	170
Online Services . . . . .	24
Orientation, see Student Orientation/SOAR	
Orthotics Practitioner Courses . . . . .	147
Orthotics Practitioner Program . . . . .	89
Orthotic Technology Courses . . . . .	148
Orthotic Technology Program . . . . .	90
Outdoor Rental Center . . . . .	185

<b>P</b>	
Paramedic Technology, see Emergency Medical Services Program	
Parking . . . . .	14, 23
Parking and Security Fee . . . . .	14
Payroll Professional Certification Learning Series . . . . .	169
PELL Grant . . . . .	20
Performing Arts on Campus . . . . .	185

Personal & Professional Enrichment Courses . . . . .	170
Petitions . . . . .	36
Phi Theta Kappa . . . . .	184
Philosophy Courses . . . . .	149
Photo I.D.s . . . . .	184
Photography, see Visual Communications Technologies and Art Studio Courses	
Physical Education Courses . . . . .	149
Physics Courses . . . . .	151
Policies, College . . . . .	29-37, 186-189
Political Science Courses . . . . .	157
Postsecondary Enrollment Options Act . . . . .	8
PrimeTime Program . . . . .	170
Probation, Academic . . . . .	35
Professional Continuing Education . . . . .	168-169
Programs of Study . . . . .	53-97
Prosthetic Practitioner Courses . . . . .	152
Prosthetic Practitioner Program . . . . .	91
Prosthetic Technology Courses . . . . .	153
Prosthetic Technology Program . . . . .	92
PSEO (Post Secondary Enrollment Options) . . . . .	8
Psychology Courses . . . . .	154
Public Safety Courses . . . . .	154
Public Safety Programs . . . . .	93
Publications, see Campus News	

<b>Q</b>	
Quality & Continuous Improvement Programs . . . . .	167

<b>R</b>	
Radiologic Technology Courses . . . . .	155
Radiologic Technology Program . . . . .	94
Reading Courses . . . . .	158
Reading/Study Skills/ESL Center . . . . .	22
Readmittance (Academic Progress) . . . . .	35
Real Estate Prelicensure . . . . .	170
Reciprocity . . . . .	14
Records/Registration Office . . . . .	21
Recreation Programs . . . . .	185
Refunds . . . . .	15
canceled classes . . . . .	15
refund policy . . . . .	15
students joining Armed Services . . . . .	15
Registration . . . . .	12
on-campus . . . . .	12
on-line . . . . .	12
Registration, change of . . . . .	13
adding courses . . . . .	13
dropping courses . . . . .	13
withdrawals . . . . .	13
from College . . . . .	13
from courses . . . . .	13
instructor initiated . . . . .	13
student initiated . . . . .	13
Rental Center . . . . .	185
Repeat Courses . . . . .	8, 34
Residency (Minnesota) . . . . .	9

Resource Centers	
Academic Support Center	22
Access Center	21
Career Center	18
Career Services	18
Computer Labs/Information	
Technology Division	22
Counseling	17
Language Laboratory	22
Library Services	22
Mathematics Resource Center	22
Multicultural Student Center	22
Reading/Study Skills Center	22
Tutor Program	23
Writing Center	23
Restricted Course Waiver	34
Retail Merchandising	see Marketing
Right To Know	186
ROTC-Air Force/Army	34

## S

Sales, see Marketing	
Scholarships and Grants, see	
Financial Aid	
Secretary, see Administrative	
Assistant and Office Technology	
Security Report	186
Senior Citizens	14
Service Learning	35
Services for Students with	
Disabilities	21
Smoking	187
SOAR, see New Student Orientation	
Sociology Courses	158
Software Technologies, see	
Computer Science	
Spanish Courses	158
Speech-Communication Courses, see	
Communication Courses	
Sports Facilities Management	
Program	94
Stafford Student Loan Program	20
Standards of Academic Progress	35
Student	
classifications	30
clubs & organizations	183-185
complaints	187
conduct	187
data privacy	188-189
employment	20

newsletter ( <i>The Wood Duck Times</i> )	184
records	21
Student Activities Fair	186
Student Activities Program	183
Student Center	183
Student Conduct	187
Student Handbook	183-191
Student Life Committee	184
Student Life Fee	14
Student Orientation, Advising and	
Registration (SOAR)	7, 12, 13, 186
Student Services	17-27
Student Senate	184
Student Support Services	22
Students' Right to Know	186
Students with Disabilities,	
services/accommodations	21
Study Skills Center	22
Study Skills Courses	160
Supervisory Management	170
Supplemental Educational	
Opportunity Grant (SEOG)	20
Supplemental Enrollment, high	
school	8
Suspension, academic	35-36

## T

Tech Prep (Northeast Metro 916)	29
Technology Fee	14
Telephone Numbers	26-27
Television Production, see Visual	
Communications Technologies	
Terminology	190-191
Testing Services	10-12
assessments	10
Accuplacer ESL tests	10-11
students with disabilities,	
accommodations	11
Theatre Courses	160
Theatre Productions	185
Trades & Apprenticeship	
Certification Courses	169-170
Training Grants	167
Transcript, request for	14, 21, 36
Transcripts and Diplomas	36
Transfer Agreements, see	
Articulation Agreements	
Transfer Articulation Agreement	
List	46-47
Transfer Guide	193-194

transfer responsibilities	193
transfer resources	194
Transfer Guides	37, 45
Transfer of Credits	
deadline for evaluation	7
from Century to another	
institution	29, 37, 45
to Century from another	
institution	7, 29, 36
Transfer Preparations	17, 39, 203-204
Transfer Students/Standards	7-8
Translation and Interpreting Courses	161
Transportation	23
bus service	23
parking	23
TRIO Programs	21-22
TTY	21
Tuition and Fees	14-15
Tutor Program	23

## U

University of Minnesota Joint	
Admissions Program	9
Upward Bound	22

## V

Veterans	24
Visual Communications	
Technologies Courses	161
Visual Communications	
Technologies Program	95

## W-Z

Warning Procedure, midterm	34
Welding Courses	164
Withdrawal from College	13
Withdrawals from Courses	13
Workforce Training	167-170
<i>The Wood Duck Times</i>	184
Women's and Gender Studies Courses	164
Women's and Gender Studies Program	97
Wood Duck Celebration	166
Wood Duck Walking Trail	185
Work-Study (Employment)	20
Writing Center	23



**CenturyCollege**

3300 Century Avenue North  
White Bear Lake, MN 55110  
651-779-3300  
1-800-228-1978

[century.edu](http://century.edu)