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## CenturyCollege

## CenturyCollege

## 2006-2007 College Catalog

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

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

## Affirmative Action/Equal Opportunity Minnesota Manifesto

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

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

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


## NOTICE:

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

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## I General Information

- Century College is located in White Bear Lake, Minnesota, on a 170-acre campus that includes a wildlife refuge and walking trail.
- For the past four years, Century has been the largest two-year college and the sixth largest higher education institution in Minnesota, serving over 12,000 students per year.
- With the sole exception of the $U$ of $M$, Twin Cities, more graduates of the St. Paul public schools attend Century than any other college or university.
- Century College's students are from diverse racial and ethnic backgrounds. With 2,363 diverse students, Century has the third highest number among Minnesota State Colleges and Universities.
- Century's mathematics team won the top award the past three years in the 12-state Central Region. Students take a national test given by the American Mathematics Association of Two Year Colleges. Over 10,000 students from 180 colleges competed.
- In 2005-2006, Century's debate team is the number two-ranked community college debate team in the U.S.A.
- The Phi Theta Kappa (national honors society) chapter at Century was recognized in 2006 as one of the two top chapters in the Midwest Region among 56 chapters.


## 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) 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. Certain programs have additional application requirements, please contact the Admissions Office for further information.
2. Take the College Assessment Test (at least two weeks prior to SOAR)
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 SOAR (Student Orientation, Advising and Registration) session
SOAR 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 SOAR information will give you step-by-step instructions to make a reservation on-line.

## 4. Attend SOAR

SOAR includes large and small group activities and course registration. The entire session will last approximately three hours and is required for all new students. The large group session provides new students helpful information about the college, resources available and student activities. The small group provides an opportunity for students to meet with a counselor or advisor for assistance with course selection and registration. Please note: Before attending SOAR 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 Postsecondary Enrollment Options program criteria or supplemental enrollment criteria may apply for admission to Century College. Students will be charged a $\$ 20.00$ nonrefundable application fee.
All applicants must submit an application for admission, available from the Admissions Office. Immunization doc-
umentation 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, Postsecondary Enrollment Options and Supplemental Enrollment programs each have their own applications and admissions requirements. These programs may require students to take the Century College assessment tests, regardless of previous college credits earned.

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

## Degree-Seeking Applicants

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

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

## Transfer Student Applicants

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

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

## Transfer Standards

1. Transfer credit from institutions accredited by regional associations (North Central, Middle States, etc.) will normally be accepted by Century College subject to limitations in this catalog.
2. Treatment of grades: Grades earned prior to transfer are evaluated according to the following standards:
a) All college courses in which students have received a grade of $\mathrm{A}, \mathrm{B}, \mathrm{C}$, 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 $2.0 \mathrm{GPA}, \mathrm{D}$ 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 transcripted by an accredited college as "Credit by Examination."
d) Credit achieved through experiential learning processes shall be evaluated, following students' petitions, according to published national standard guidelines established by the American Council on Education (ACE), the Council for Adult and Experiential Learning (CAEL), or other similar national organizations, as approved by MnSCU.
e) Competency Based Education (CBE) credits will transfer as general electives unless approved for other distribution requirements.
f) Regionally accredited technical colleges: Sixteen credits will be accepted and additional credits may be accepted for those courses which are judged to be comparable or equivalent to courses offered at Century College. Comparable and equivalent courses that are not MnTC goal area fulfilling must be reviewed by academic petition.
3. Comparability: Courses approved for transfer must be comparable in nature, content, and level and match at least $75 \%$ of the content and goals of the course syllabus for which students are seeking equivalent credit.
4. Time limit: General education and elective credits shall have no transfer time limit.
5. Timeliness: The timeliness of credits applied to career programs will be considered when evaluating transfer credits. Technical career courses must have been taken within the past five years to qualify for transfer and to fulfill technical program requirements.
6. Equivalency: The number of transfer credits granted per course shall not exceed the number granted by the originating institution.
7. Conversion: The conversion of quarter hours to semester hours is 0.667 for each quarter hour.
8. Repeated courses: When students transfer courses and later successfully repeat a course at Century College, only credit from Century College will be granted.
9. Applicability: Coursework accepted in transfer may not always be applicable toward a specific program.
10. Appeals: Students have the right to appeal transfer
evaluations. Call (651) 779-3908 for a Transfer Course Evaluation Appeal Form.
Non-Degree Seeking Applicants (not planning to earn a Century College degree, diploma or certificate)

Indicate "Enrichment" as your major on the application. Please note that Enrichment is not a financial aid eligible major.
Students who have completed other college work and want to use the credits to improve their registration priority must have official transcripts sent directly from the college(s) to the Records Office before the deadlines.
For deadlines, see section: Transfer Student Applicants.

## Applicants Currently Enrolled in High School: 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 or programs for secondary school credit. PSEO is NOT an open enrollment program. Students must meet specific minimum requirements to qualify for PSEO. The specific purposes of this program are to promote rigorous educational pursuits and provide a wider variety of options for students.

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

## Supplemental Enrollment

Students may qualify for supplemental enrollment but must meet the same entrance requirements as 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.
2. Official transcripts from each secondary school/ high school, college, university, and English as a Second Language program attended. Transcripts must be sent directly from the institution to Century College. If students intend to transfer international education credits to Century, they
must request an evaluation through World Education Services (WES). Refer to WES website at www.wes.org to request transcript evaluations. (NOTE: Students who have entered the United States to attend a college or university other than Century College must successfully complete one quarter/semester of academic work prior to transferring to Century College.)
3. Proof of English proficiency in the form of an official TOEFL score, MELAB score, or Century College English as a Second Language assessment. Scores must be sent directly to Century College from the testing organization; no photocopies are allowed.
a) Scores of 550 or above on the paper version or 213 on the computer version of the TOEFL and 80 or above on the MELAB will permit students to enter Century College and register for a normal credit load.
b) Scores from 500-549 on the paper version or 173-210 on the computer version of the TOEFL or 72-90 on the MELAB will require students to take some or all of their first semester's coursework in English as a Second Language.
c) English proficiency for prospective international students living in the Twin Cities metropolitan region may be determined by sufficient placement on the Century College English as a Second Language assessment test. The minimum placement for admission is ESL 080 or higher.
4. A Financial Guarantee along with supporting bank documents or proof of support. Students must demonstrate they have sufficient financial resources available to pay for tuition, fees, books, room and board, transportation, and all incidental expenses before they can be admitted to Century College.
Once admitted to Century College, international students are required to purchase the Minnesota State Colleges and Universities (MnSCU) International Student Health Insurance in addition to providing proof of immunization for diphtheria, tetanus, measles, mumps, and rubella. International students will be required to take a Mantoux/TB test to determine exposure to tuberculosis prior to being allowed to register for classes.

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

## 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 Agriculture, Forestry, Human Ecology, and Liberal Arts on the Twin Cities Campus of the University
of Minnesota.
Joint admission allows students who meet admission requirements to enter a community college and have the same opportunity to enter upper division university programs as students who enter the University of Minnesota as freshmen. Students must complete designated courses and maintain requisite grade point averages.
Students who begin their studies at Century College have four years in which to transfer to the University of Minnesota. For more information, contact any Century College counselor.

## Determination of <br> Minnesota Residency

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

## Definition of Domicile

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

## Part I Minnesota Residency Qualifications

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

1. Reside in Minnesota for at least one calendar year prior to applying for admission, or dependent students whose parent or legal guardian resides in Minnesota at the time students apply. Students must have an eligible immigration status for residency.
2. Demonstrate temporary absence from the state without establishing residency elsewhere.
3. Residents of other states or provinces who are attending a Minnesota institution under a tuition reciprocity agreement. Please note that it is the students' responsibility to file the necessary paperwork with the home state in order to qualify for reciprocity. Each state will post its own deadline.
4. Persons who: (i) were employed full time and were relocated to the state by the person's current employer, or (ii) moved to the state for employment purposes and, before moving and before applying for admission to a public post secondary
institution, accepted a job in the state, or students who are spouses or dependents of such persons. $A$ letter from the employer substantiating employment must be submitted at the time of application.
5. Students who have been in Minnesota as migrant farm workers, as defined in Code of Federal Regulations, Title 20, section 633.104, over a period of at least two years immediately before admission or readmission to a Minnesota public post secondary institution, or students who are dependents of such migrant farm workers.
6. Nonimmigrant Japanese students who have completed a program of study of at least one academic year at Akita campus and have been recommended by the provost for transfer to a Minnesota state college or university and who retain their legal visa status.
7. Students who are recognized as refugees by the Office of Refugee Resettlement of the U.S. Department of Health and Human Services. (source: Minnesota Statute 135A.031, subd. 2)
8. U.S. Military personnel serving on active duty assigned in Minnesota and their spouses and dependent children. Documentation must be provided at the time of application.
9. Nonimmigrant students on K visas married to military personnel will be granted in-state tuition. Documentation must be provided at the same time of application.

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

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

## Part III. Petitioning for Residency

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

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

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

## Assessment Services

## Assessment Testing

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

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

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

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

## Preparation for Assessments

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

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

## Assessment Scores

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

## Retesting

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

## Accommodations for Students with a Disability

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

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

## College Language Proficiency Testing

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

## Assessments for Transfer Students

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

1. Students who are transferring credits in college composition equivalent to English 1021 with a grade of "C" or better do not need to take the writing assessment.
2. Students who are transferring credits in college-level mathematics (Math 1025 or higher) with a grade of "C" or better do not need to take the mathematics assessment. If a student is planning to take any more mathematics classes, however, the mathematics assessment is required. (Mathematics assessment is required for advising purposes. Research shows students who have not taken a mathematics course recently may not perform well academically in their chosen mathematics course at Century. Students may consult with a counselor or mathematics instructor for appropriate advising, if needed. Regardless of assessment score, students transferring collegelevel mathematics credits that meet the prerequisite(s) may register for the appropriate mathematics course accordingly.)
3. Students who are transferring credits in college reading equivalent to Reading 1000 with a grade of "C" or better do not need to take the reading assessment.
4. Students who have international education credentials must take the College Language Proficiency Test (see College Language Proficiency Test) and/or reading, writing, and mathematics assessments. If students
intend to transfer international education credits to Century, they must request an evaluation through World Education Services (WES) for credits earned outside the United States.
5. Students who have assessment scores from other MnSCU institutions and/or institutions that use the Accuplacer, Descriptive Tests of Language and Mathematical Skills (DTL/MS) or Computerized Placement Test (CPT) assessment test system will be considered and will be valid for two (2) years from the test date.

## Exemptions from the Reading Assessment Only:

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

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

## Assessment Appeal Process

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

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

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

## SOAR (Student Orientation, Advising and Registration)

SOAR provides new students with an opportunity to get acquainted with Century College. Representatives will give information about the college, its policies, financial assistance, various services, organizations, and activities. Students will receive information and advising to help them plan their class schedules. SOAR is required for all new students.
In the large group session, Student Services representatives cover all services, programs, and activities that are available to students. It is our attempt to inform students about everything that is available to them at Century. Critically important college policies are also discussed. Students are responsible for knowing College policies.

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

## Registration

Students should register carefully. Students are liable for tuition/fees for any registered courses. Students must cancel/drop their registration at the Records Office, on-line or in person if they do not plan to attend.
For registration information regarding auditing, repeating courses and credit loads, please see Chapter 4, Academic Policies and Information. For specific course descriptions, course prerequisites and course restrictions, see Chapter 7, Course Descriptions.

## On-Line Registration

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

## On-Campus Registration

Returning students register in order of the number of credits earned. The returning students' priority registration schedule is published prior to each semester in the course schedule.
Counselors or program advisors are available by appointment and walk-in to help students plan a program prior to registration and on a walk-in basis during registration. Call the Counseling Center or contact the program advisor for more information.

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

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

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

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

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

## Change of Registration

## Adding Courses

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

## Late adds will be processed only with the approval of the instructor and the vice president of Academic Affairs.

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

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

## Dropping Courses

Courses may be dropped through the first 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. No withdrawals will be permitted during the last three weeks of any semester. The instructor will be notified of the withdrawal.
(Exception: A withdrawal can be processed after the deadline 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 Student Services and provide a doctor's statement.)
Students who do not process a withdrawal (W) shall receive the grade assigned by the instructor. Students having withdrawn from a course after four weeks may visit thereafter until final exam week with instructor's approval. Withdrawals do not influence GPA, but do negatively impact academic progress (see Chapter 4, Standards of Academic Progress).

## Withdrawals from Courses (Instructor-Initiated)

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

## Costs

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

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

- Via Century's website at http://www.century.edu/ registration/onlinereginfo.html
- In-person at the Records office, room 2330, West Campus
- Written request with your signature by U.S. mail (No email requests!)
Telephone messages or email requests for Records Office staff are not considered valid processing methods.


## Tuition Payment

All registered students are financially committed for tuition and fees. Students' registration involves a seat reservation in each of their classes, all of which have a number of limited seats available. In requesting this reservation, students have incurred a tuition obligation. Students are required to pay tuition and fees unless they drop classes by the deadline listed on the refund policy. Please check the current course schedule for payment information and dates. Student can view their fee statement online at www.century.edu. Click on Online Services. Contact the Business Office at (651) 779-3278 for payment options.
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 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 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 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. Similarly, legal residents of Minnesota may attend a Wisconsin, North Dakota, South Dakota, or Manitoba public institution and pay reciprocity fees.
Students must apply for reciprocity tuition rates with the Department of Higher Education Services in their home state. Applications for reciprocity must be filed by the home state's deadline, and cannot be filed retroactively. For further information, please contact the higher education department of your home state.

## Application Fee

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

Technology Fee
A technology fee per credit is charged as allowed by the Minnesota State Colleges and Universities. The technology fee is used for purchasing instructional equipment and materials such as computers and software, audio-visual equipment, library technology.

## MSCSA Fee

All students are required to pay a nonrefundable fee per credit to the Minnesota State College Student Association. Fee is paid at time of registration.
Parking and Security Fee
Students are charged a parking and security fee which will be posted on the Century College website. Fees collected will pay for parking lot security and parking lot maintenance.

## Student Life Fee

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

## Transcript Processing Fee

There is a 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.

## Graduation Review Fee

There is a fee charged for each degree, diploma or certificate application processed, payable when applying to graduate.

## Books and Supplies

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

## Senior Citizens

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 $\$ 20.00$ 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 Student Services for a refund.

## Special Fees

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

## Refunds

## Refund Policy

Students are liable for tuition/fees for any registered courses unless they drop/withdraw at the Records

Office. Refunds for reduction of registered credits are allowed as follows:

| Registration Changes <br> (Ciss days include Monday <br> through Saturday) | Drop With- <br> drawal from <br> some, but not <br> all classes | Totat Drop/ <br> Writhdrawal <br> frasses all |
| :--- | :---: | :---: |
| 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).

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

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

## Refunds For Students Joining the Armed Forces

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

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


## 3 Student Services \& Resource Info

## Admission Services

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

## Campus News

## Cancellation of Classes

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

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

## Student Newsletter

## The Bridge

The Bridge 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.
- Course Applicability System (CAS) that provides a nationwide network of transfer information along with academic program information, course descriptions and equivalencies, planning guides and student services.


## Preparation for Transfer

It is important for students to know whether the courses for which they register reflect the latest degree requirements and will transfer to a specific school as a required course, an elective, or not at all. To obtain this information, contact the transfer college, use appropriate Century College transfer guide sheets, refer to transfer college catalogs available in the Century College Counseling and Career Center, West Campus, and work with a century counselor. Additional transfer information is posted on bulletin boards outside of the Counseling Center. Periodically, college representatives from various in-state and out-of-state schools visit the campus to provide information to students. Century College sponsors "Transfer Information Days" during fall semester where representatives from many schools are in attendance and a "College Fair" during spring semester with representatives from colleges,
universities, and military organizations.
Public colleges and universities in Minnesota have developed a common general education curriculum called the Minnesota general Education Transfer Curriculum (MnTC). Completion of this defined transfer curriculum at one institution enables students to receive credit for all lower-division general education upon admission to any other Minnesota public institution. The transfer curriculum includes 40 credits, has 10 goal areas and is the core of the AA degree.
Students who have completed the MnTC or the AA with the MnTC core and have submitted an application for MnTC notation or AA degree graduation will receive a MnTC notation on their academic transcript. (See also Chapter 5, regarding the MnTC, the AA and AS degrees, and Transfer. Refer to the Transfer Guide located at the back of the catalog, and www.mntransfer.org, the Minnesota Transfer website.)

## Personal Counseling

Personal counseling gives you the opportunity to
enhance your emotional and social development while at Century. Professional counselors facilitate student growth through a supportive environment in which students can express themselves freely. You can discuss and explore areas of concern that may interfere with academic success, such as:

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

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

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

## Career Counseling

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

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

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

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

## Career Center

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

The Career Center, West Campus, room 2400, is open from 8 a.m. to 7 p.m. Monday through Thursday, and 8 a.m. to 4 p.m. on Friday. Personal assistance in the

Career Center is available during day hours. For more information call (651) 779-3285.

Resume assistance and job search resources are also provided in the Career Center. These services help 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, computerized job hunt, and internships. These services are located in room 2401, West Campus, and are open to all students.

## Degree Audit Reporting System <br> 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 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-todate information about how courses will transfer and apply to a degree or program at Century College. 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 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 Institute

The English for Speakers of Other Languages (ESOL) Institute, a partnership program of Metropolitan State University and Century College, is housed on Metropolitan State University's St. Paul Campus.
The ESOL Institute offers a comprehensive program of American English instruction. Through the ESOL Institute, students develop and practice key skills in grammar, writing, speaking, listening and reading in preparation for studies in their academic majors. In addition to coursework, the Institute provides assistance to students through workshops, tutoring and advising.

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

## Financial Aid for Students

The Financial Aid Office assists students in applying for and receiving financial aid to help pay 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) 7793305 or by email at finaid@century.edu

## 1. Application Process <br> 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 REAPPLY 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.

Student may use either the online FAFSA on the Web or the paper FAFSA. The FAFSA on the Web is an easier, more expedient way to apply for financial aid and is completed online at 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. A FAFSA on the Web application signed with a PIN is by far the fastest way to apply for financial aid. A paper FAFSA is available at high schools, financial aid offices, public libraries or by calling the Federal Student Aid Information Center at 1-800-4FED-AID but can delay the application of aid for several (2-4) weeks. The Federal Code to release FAFSA results to Century College is $\mathbf{0 1 0 5 4 6}$.

## STUDENTS MUST REAPPLY FOR FINANCIAL AID ANNUALLY.

## What to Expect After Applying:

If the FAFSA was 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. If a paper FAFSA was filed, a SAR will be sent in 2-4 weeks. 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. Respond to requests for additional information if necessary. Respond to requests for additional information as quickly as possible. 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 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 a hard copy award notice in 3-5 business days. All students will receive information about their award via US Post that will help explain what the award notice means.

Important Note: receiving the Award Notice is not necessarily the last step to receiving the financial aid dollars. Additional steps are required for both student loans and student employment. See the website for details, www.century.edu/finaid or the award notice brochure entitled, Information About Your Financial Aid Award, sent with the award notice that outline the student's next step.

## 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 wishing to take out a student loan must be registered for at least 6 credits.

## Financial Aid for Developmental/Remedial Coursework

Students can receive financial aid for developmental coursework (below 100 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.

## 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 petition process can be found on the website at 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 petition 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 2006-2007, grants range

## from $\$ 400$ to $\$ 4050$.

## Federal Supplemental Educational Opportunity Grant (SEOG):

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

## Minnesota State Grant:

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

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

## Federal Stafford Loan Programs:

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

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

## 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/.

## 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 \& security fees, and special course fees). For more information, contact the Counseling Center, West Campus, (651) 779-3285 or the Admissions Office, West Campus, (651) 773-1700.

## Outside Agencies:

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

## Health Service

## College Health Service

The College Health Service is located in room 2232, East Campus. Registered nurses are available for first aid, referrals to medical services, screening tests for blood pressure, weight, and Mantoux tests for students whose programs require them. Free literature and assorted over-the-counter medication is available upon request. For more information, call (651) 7793954.

## 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-todate 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, transcripts received from previous schools attended, incoming transcript evaluations, graduation confirmation, evaluation of academic progress, and academic transcript requests.

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

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

## Services for Students with Disabilities

## Access Center

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

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

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

## TRiO Programs

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

Three Century College TRiO programs serve participants who are from low income families or are firstgeneration 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 sixweek 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 ESL tutoring, study groups, contact with english speaking volunteers, and a place to meet other students. The college lab assistant and faculty are available to assist students in many ways. No appointment is needed. The ESOL Center also connects students to appropriate resources in the college at large, such as the Intercultural Club, financial aid, and multicultural activities. The ESOL Center is located on the East Campus in room 1551. For more information, call (651) 747-4039.
## Information Technology Division

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

## Language Laboratory

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

## Library Services

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

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

## Mathematics Resource Center

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

## Multicultural Student Center

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

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

## Reading/Study Skills

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

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

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

## Tutor Program

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

## Writing Center

West Campus - rooms 3370, 3380-3381
The Century College Writing Center is an encouraging environment where writers from all disciplines come together for mutual support and assistance with invention, drafting, revision and editing.

## Goals:

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

## Transportation

## Bus Service

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

## Parking

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

## Additional Services

## Bookstore

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

## Century Foundation

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

- promote interest, commitment, and financial assistance to further the mission of the college;
- provide financial assistance for scholarships, special education and cultural projects;
- enhance academic and personal student services;
- remove barriers to higher education for students who have financial hardship; and
- integrate new technology into the instructional process.
The foundation encourages philanthropic support from community members. Donations help Century College provide scholarships, upgrade outdated equipment, expand learning resources, ensure facilities meet the needs of students with disabilities, and support life enrichment programs to benefit the community.
Each year the Century Foundation awards more than $\$ 100,000$ in scholarships to new and returning students. Awards are designed to encourage cultural
diversity, service learning, academic achievement, and career development. For more information contact the Foundation Office, room 2511, East Campus, call (651) 779-3356, or visit the website at www.century.edu/foundation/.


## Child Care

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

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

## Emergency Calls

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

## Food Service

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

## Housing

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

## Lockers

West Campus: Lockers are located in various areas around the West Campus. There is a charge that is payable at the West Campus bookstore.
East Campus: Lockers are available from program advisors free of charge, but students must purchase a lock at the West Campus bookstore.

## Lost and Found

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

## Ronald Hubbs Center-St. Paul

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

## Veterans

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

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## Where To Go for Help and Information



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

## Academic

| Academic petitions | Office of Vice President of Academic Affairs | $779-3366$ |
| :--- | :--- | ---: |
| Advising | Counseling Center and Program Advisors | $779-3285$ |
| Assessment/placement testing | Assessment Office | $779-3352$ |
| Catalogs, schedules and guide sheets | Admissions Office <br> Counseling Center <br> www.minnesotacas.org | $773-1700$ |
| Student Support Services | TRiO Office | $779-3285$ |
| Syllabus for a course | Career Center and Instructor | $779-3226$ |
| Tech Prep (Northeast Metro 916) | DARS/Transfer/Records Office | $779-3285$ |
| Transcript requests | Records Office | $779-3924$ |
| Transfer of credit to/from Century | Counseling Center | $779-3950$ |
|  | Records Office |  |
| www.mntransfer.org | $779-3285$ |  |
| Verification of enrollment | Records Office | $779-3908$ |

## Financial

| Benefits from state agencies | Business Office | $779-3278$ |
| :--- | :--- | ---: |
| Financial aid (grants, loans, etc.) | Financial Aid Office | $779-3305$ |
| Off-campus employment | Career Services \& Resources | $779-5774$ |
| On-campus employment | Financial Aid Office | $779-3305$ |
| Payment of fees | Business Office | $779-3278$ |
| Reciprocity forms | Admissions Office | $773-1700$ |
| Residency | Records Office | $779-3294$ |
| Refund (to check on the status) | Business Office | $779-3278$ |
| Refunds for special circumstances | Office of Vice President of Student Services | $779-3929$ |
| Veterans/Social Security benefits | Records Office | $779-3296$ |

## Registration

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

## Personal

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

## Personal

| Applying to the Automotive Service Technology, Dental Assistant, Dental <br> Radiologic Technology, or Orthotic/Prosthetic Practitioner programs: <br>  <br> Admissions Office | Hygiene, Paramedic, Nursing (RN), |  |
| :--- | :--- | :--- |
| Change of name/address | Records Office | $779-1700$ |
| Clubs and student organizations | Student Center | $779-3299$ |
| Disability accommodation | Access Center | $779-1780$ |
| E-mail for students | Information Technology | $779-3554$ |
| En Español Information Line | ESL Department | $779-3495$ |
| English for Speakers of Other | Metropolitan State University | 779994 |
| Languages Institute | St. Paul Campus | $739-1532$ |
| GED testing and information | District 916 | $415-5538$ |
| Insurance for students | Office of Vice President of Student Services | $779-3929$ |
| Intramural/recreational sports | Student Center | $779-5820$ |
| Outreach Office-St. Paul | Ronald Hubbs Center | $290-4758$ |
| Performing Arts Hotline | Student Life | $779-3475$ |
| Photocopying | Library | $779-3263$ |
| Requests for catalogs/schedules | Admissions Office | $779-1700$ |
| Student government | Student Senate Office | $779-3317$ |
| Tours and visits | Admissions Office | $779-1700$ |
| Use of facilities by outside groups | Administration | $779-3999$ |



# 4 Academic Policies and Information 

## Topics are listed in alphabetical order.

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

## Academic Calendar

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

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

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

## Academic Renewal

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

1. Student returns to Century College after a five-year lapse of attendance at the College
2. Student must be in attendance at Century College at time of petition
When the above conditions are met, the student must petition the Vice President of Academic Affairs for evaluation as follows:
3. A degree audit or unofficial transcript must be attached
4. Student may request that up to 45 quarter credits or 30 semester credits of F or NC grades earned at Century College be omitted from the GPA calculation.
5. Student must state the courses to be forgiven. If the petition is approved, the Records Office will adjust the record. All forgiven courses will remain on the academic record. The symbol of [ ] will be placed around to the forgiven F or NC grades. This change will be reflected in the credits attempted and the cumulative GPA.

## Activity Participation Credit

A student may register for activity credit only during the semester in which the activity is completed. This must be done during the first five days of the semester. Credits earned in activity courses may be used only as elective credits in any program. Credit cannot be earned by students taking the same activity course in excess of 4 times.

## Adding Courses

See Chapter 2, Change of Registration Policies.

## Articulation Agreements

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

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

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

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

## Attendances and Absences

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

## Auditing

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

## Change of Address or Name

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

## Classification of Students

Full-Time: A student registered for 12 credits or more Part-Time: A student registered for 11 credits or fewer First Year: A student who has earned less 30 than semester credits
Second Year: A student who has earned 30 or more semester credits

## Competency-Based Education

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

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

1. Identify life and educational goals
2. Define competencies
3. Develop learning strategies
4. Identify assessment techniques
5. Become familiar with college procedures
6. Write a degree plan

## Credit for Noncollegiate Experiences

1. Registered students who are able to demonstrate achievement in the content of college-level courses or who have successfully completed appropriate noncollegiate educational experiences may be eligible to receive credit at Century College, or have certain requirements waived. Whatever the number of credits granted students for noncollegiate experience, they must demonstrate the competencies represented by the degree requirements in order to earn a Century College degree, diploma or certificate. Note: Developmental or non-college level courses will
not be accepted in transfer or used as a prerequisite.
2. A maximum of 30 noncollegiate credits may be granted.
3. The student must be able to document the experience or demonstrate achievement.
4. The Office of the Vice President of Academic Affairs, upon receiving an Academic Petition from the student, will consult appropriate faculty members before approving the acceptance of noncollegiate credits toward the general education requirement in a specific discipline or equating noncollegiate work with a specific course.
a) Noncollegiate experience must be applicable to a program, degree or curriculum at Century College.
b) These credits shall not be used in calculating a student's GPA.
5. An Academic Petition filed through the Office of Academic Affairs is required to receive credit for the nontraditional educational experience listed below with proof of completion:
a) CLEP (College Level Examination Program):

Up to 6 semester credits in each of the five General Examinations for a score at or above the ACE recommendation on a given test. ( 7 semester credits for English Composition with essay.) Credit will not be given which repeats completed coursework within the discipline.

- English Composition with essay
- Humanities
- Mathematics
- Natural Science
- Social Science/History
- No letter grades to be assigned.
b) AP (Advanced Placement)

Students may earn credits through AP exams with scores of 3 or above. Credit will not be given for AP exams that overlap completed coursework for which college credit has been earned.
c) IB (International Baccalaureate)

Students who complete an IB diploma with a score of 30 or higher shall be awarded 8 semester credits for each of three higher level examinations, plus 2 semester credits for each of the subsidiary exams, for a total of 30 semester credits. For students completing only higher level exams with a score of 5 or higher, 8 semester credits for each examination will be awarded.
Credit will not be given for IB exams that overlap completed coursework for which college credit has been earned.
d) CPS (Certified Professional Secretary): Students who have successfully completed the Certified Professional Secretary (CPS) Examination in the past seven years and have earned 10 Century College credits receive a maximum of 16 elective credits.
e) Other college courses (see also Transfer Standards).
6. An Academic Petition must be submitted for the educational experiences listed below:
a) Credit for armed services training: The Office of the Vice President of Academic Affairs will authorize credits using A Guide to the Educational Experiences in the Armed Services. The Army/American Council on Education Registry System (AART) transcript or the Sailor/Marine American Council on Education Registry (SMART) transcript, if sent directly to the school, do not need to be petitioned. To request a transcript be sent directly to Century College, refer to www.https:/ /aarts.leavenworth.army.mil, the military website for requesting official military transcripts.
b) DANTES:

- For subject tests (DSST), appropriate discipline faculty will recommend credits in consultation with the Vice President of Academic Affairs prior to the College accepting credits or authorizing waivers which would affect distribution requirements.
- For general education tests (CLEP) up to 6 semester credits for each of the five General Examinations (see 5.a) for a score at or above the ACE recommendation on a given test.
c) Non-regionally accredited technical colleges and private vocational schools: Credit will be awarded for a successfully completed program or identifiable unit within a program, with a maximum of 16 elective credits reviewed by Academic Petition. (If units are based in clock hours, one semester college credit equals 36 clock hours.) Additional credits may be accepted for those courses which are judged to be comparable or equivalent to courses offered at Century College. Comparable and equivalent courses must be reviewed by Academic Petition.

7. College-level knowledge and skill gained through life/work experience can be evaluated for credit only through the Competency Based Education (CBE) Program.

## Credit for Technical College Coursework

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

## Credit by Discipline Examination

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

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

## Credit Load

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

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

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

## Credit Transfer Guarantee

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

## Deans' List

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

## Diplomas

See Transcripts and Diplomas, this chapter.

## Dropping Courses

See Chapter 2, Change of Registration Policies.

## Drugs and Alcohol

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

## Faculty Office Hours

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

## Grading System

The following grading system is used at Century College to report academic achievement and to compute the student's grade point average:
$A$-superior achievement, 4 grade points per credit
$H A$ - denotes an honors course or a course taken under the honors option for which the student receive a grade of A
$B$-above average achievement, 3 grade points per credit
$H B$ - denotes an honors course or a course taken under the honors option for which the student receive a grade of $B$
$C$-average achievement, 2 grade points per credit
$D$ - below average achievement, 1 grade point per credit
$F$-inadequate achievement, 0 grade points (no credit earned)
$I$ - denotes that, upon student request, the instructor consented to an extension of time for course completion. The student and the instructor must enter a formal agreement about when the remaining requirements will be completed. I grades automatically become F grades at the end of the next semester (not including summer sessions) if requirements have not been satisfactorily completed.
$P$ - denotes successful demonstration of competence. Credits earned under the pass/fail system will not be included in computing the GPA. A grade of P represents work equivalent to or above 2.0 level. Century courses assigned a P grade are limited to certain PE courses, ICBE 1000, and certain clinical or practicum courses. See instructor for more information. Students should be informed that some institutions may not accept the P grade in transfer.
$W$-denotes that the student formally withdrew from the course after the first seven days and not later than three weeks prior to the end of the semester. 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 a student's academic status. See Standards of Academic Progress Policy.)
$A U$-denotes that the student was a visitor in the course; assigned for audits and registration in restricted courses. No credit awarded. Audit request form must be completed before the beginning of the second week of the semester. Carries the same tuition and fees as for credit. (Senior citizens qualify for a reduced charge if registering on or after the first day of the semester.)

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

## Graduation Requirements

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

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


## Associate Degree Graduation Requirements

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

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

## Diploma/Certificate Graduation Requirements

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

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

## Minnesota General Education Transfer Curriculum Notation

The Minnesota General Education Transfer Curriculum (MnTC) is a total of 40 credits fulfilling ten goals. (See Chapters 5 \& 6 for specific requirement information). Students who complete the MnTC at one of the Minnesota public higher education institutions and then transfer to any other Minnesota public baccalaureate-degree-granting college or university will have fulfilled all lower division general education requirements. The MnTC is the core of the Associate in Arts (AA) degree. Students who have completed the MnTC or the AA with the MnTC core and have submitted an application for MnTC notation or AA degree graduation will receive a MnTC notation on their academic transcript. Requirements include:

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

## Awarding Associate Degrees and Diplomas

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

## Application for Graduation

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

Time Limit for Meeting Graduation Requirements Students must apply for graduation and follow any catalog in effect during the six-year period preceding the date of their graduation. Students must declare which catalog year requirements their graduation evaluation will follow on their "Graduation Application", and pay a $\$ 15$ application fee. Students must have attended Century College during the catalog year selected. (For technical programs, see below).

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

## Time Limit for Meeting Technical/Occupational Graduation Requirements

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

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

## Attendance at Graduation

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

## Degree Residency Requirement

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

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

## Honors at Graduation

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

## Honors Program

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

## Honors Program Goals

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

## Honors Program Entry Requirements

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

## Midterm Warning Procedure

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

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

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

## Petitions for Exceptions

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

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

## Repeat Courses

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

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

## Restricted Course Waiver

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

## ROTC-Air Force

A cooperative program between Century College and the University of St. Thomas provides Century College students with the opportunity to concurrently enroll in credit courses in Aerospace Studies at St. Thomas. Air Force Reserve Officer Training Corps is an educational and leadership development program designed to prepare students for commissioning as second lieutenants in the United States Air Force. Air Force ROTC com-
plements the academic major of the student's choice and increases the student's career options. Credit is transferable. Scholarships that pay up to full tuition are available, especially in engineering, mathematics, physics, and computer science. For more information, contact the Department of Aerospace Studies at the University of St. Thomas at (651) 962-6320 or 1-800-3286819, ext. 6320.

## ROTC-Army

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

## Service Learning

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

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

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

Century College rewards students for participation in service learning through certificates of appreciation and by recording service hours on their official college transcript. Service to the community fulfills requirements for admission into some university programs and is looked upon favorably by employers.

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

## Standards of Academic Progress

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

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

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

## Academic Progress

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

1. Grade Point Average (GPA): Upon registering for 9 or more cumulative credits, a 2.00 GPA (C average) is the standard for academic progress, in each academic term and cumulatively at Century College. Grades, which calculate in the GPA, are $A,(H A), B$, $(H B), C, D$, and $F$. Grades of $P$ and $\underline{A U}$ do not calculate into the GPA.
2. Credit Completion Percentage: Upon registering for 9 or more cumulative credits, at least $67 \%$ of the credits registered for in any term and cumulatively at Century College must be completed with grades of $A,(H A), B,(H B), C, D, P$, or $A U$. Grades of $F, W$, and $I$ do not count as earned credits. (Earned-credit percentage equals credits earned divided by credits registered for after the drop/add period times 100 percent.)

## Academic Probation

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

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

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

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

## Academic Suspension

Suspension status is a consequence for academic progress that repeatedly falls below minimum standards. A student cannot continue attending Century for one and/or two semesters. Upon registering for 9 or more cumulative credits, a student will automatically be suspended at the end of Fall or Spring terms when the following occur:
The student is on probation and:
a. earns a term grade point average of less than 2.0 or does not complete at least $67 \%$ of term registered credits,
and
b. has a cumulative GPA of less than a 2.0 or has a cumulative completion of less than $67 \%$ of the cumulative registered credits.

Probation status will continue until removed by the student's performance. If suspension status is reached after Fall Semester, a student will be allowed to continue in the following Spring term. A student on suspension status will serve suspension during the next academic year's Fall Semester. Should a second suspension occur, the suspension period is two semesters in length, Fall and Spring semesters of the next academic year. Students are expected to monitor their own grade point averages and earned-credit percentage. Students who are suspended will be sent a letter informing them of the suspension. If there is concern about being suspended, students are encouraged to contact a counselor. Students in technical/occupational programs should also contact their program advisor.

## Petitioning Suspension

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

## Readmittance After Suspension Period

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

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

## Technical Education Guarantee

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

## Transcripts and Diplomas

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

## Transfer Agreements

See Chapter 4, Articulation Agreements.

## Transfer of Credits from Other Institutions

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

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

## Transfer of Credits to Other Institutions

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

## Withdrawing From Courses

See Chapter 2, Change of Registration Policies.




## 5 Educational Programs

## Educational Program Comparison

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

## Associate in Arts Degree

Associate in Science Degree
Associate in Applied Science Degree
Occupational Diploma
Occupational Certificate
Academic Certificate
Advanced Occupational Certificate/Diploma
The degree programs (AA, AS, and AAS) are distinguished from one another by the distribution of credits required to earn each type of degree. The diplomas and certificates are distinguished from degrees by being specifically focused on an occupational area and requiring fewer credits.

## Career Exploration and Planning

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

## Century College Program Requirements

## Minnesota General Education Transfer Curriculum

## The MINNESOTA GENERAL EDUCATION

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

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

The Minnesota Transfer Curriculum is divided into ten areas of emphasis, known as goals.

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

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

## Minnesota General Education Transfer Curriculum Goals and Competencies

## 1. Communication

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

## 2. Critical Thinking

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

## 3. Natural Sciences

This goal is designed to improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e. the ways in which scientists investigate natural science phenomena. As a basis for life-long learning, students need to know the vocabulary of science and to realize that while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in some ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective.

## 4. Mathematical/Logical Reasoning

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

## 5. History and the Social and Behavioral Sciences

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

## 6. Humanities and Fine Arts

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

## 7. Human Diversity

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

## 8. Global Perspective

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

## 9. Ethical and Civic Responsibility

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

## 10. People and the Environment

This goal is designed to improve students' understanding of today's complex environmental challenges.

Students will examine the interrelatedness of human society and the natural environment. Knowledge of both biophysical principles and sociocultural systems is the foundation for integrative and critical thinking about environmental issues.

## Technology and Information Resources

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

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

## Minnesota General Education Transfer Curriculum Course List

Courses marked with an asterisk* in goals 1-6 will also fulfill requirements in goals 7-10, goal number listed in parenthesis ( ) after course title.
For any additions or changes in the MnTC Course List, see the Counseling Center for information

## GOAL ONE: COMMUNICATION

## English

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

## Speech-Communication

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


## GOAL TWO: CRITICAL THINKING

Fulfilled when all MnTC goals are complete.

## GOAL THREE: NATURAL SCIENCES

(+with lab)

## Biology

1020-Basic Concepts Biology+ 1024-Essential Human Biology
1025-Field Studies Biology+ 1026-Useful Plant Biology+

* 1028-Regional Ecological Biology+ (10) 1031-Basic Human Anatomy \& Physiology I+

1032-Basic Human Anatomy \& Physiology II+
1035-Basic Medical Microbiology+
1041-Introduction to Biology I+
1042-Introduction to Biology II+
Chemistry
1020-Chemistry Concepts+
1041-Principles of Chemistry I+
1042-Principles of Chemistry II +

## Natural Science

* 1020-Earth Science+ (10)
* 1030-Physical Geology+ (10)
* 1040-Energy Concepts (10)
* 1045-Energy Concepts Lab+ (10)
* 1050-Introduction to Meteorology (10)
* 1055-Meteorology Lab+ (10)
* 1060-Introduction to Oceanography (10)

1070-Descriptive Astronomy
1075-Descriptive Astronomy Lab+

* 1080-Natural Disasters (10)


## Physics

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

## GOAL FOUR: MATHEMATICAL/LOGICAL

 REASONING
## Mathematics

1025-Statistics
1030-Mathematics for the Liberal Arts
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

* 1021-Introduction to Anthropology: Physical and

Archeology (10)

* 1025-Introduction to Archaeology (7)
* 1023-Introduction to Anthropology: Culture (7)
* 2031-Sex and Gender (8)
* 2051-Prehistory and Culture of Native Americans (10)
* 2061-Anthropology of Human Nature (10)


## Economics

1021-Macroeconomics
1023-Microeconomics

## Geography

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


## History

* 1021-Western Civilization: from Antiquity to the 18th Century (8)
* 1022-Western Civilization: from the 18th Century to the Present (8)
* 1031-U.S. History: Pre-Columbian to 1865 (7)
* 1032-U.S. History: Since 1865 (7)
* 1035-Minnesota History (9)
* 1051-East Asia Since 1600 (8)
* 1061-World History 1400 to Present (8)
* 2041-American Myth (9)
* 2043-The United States Since 1945 (9)
* 2045-The American West: An Environmental


## History (10)

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


## Humanities

* 2021-Introduction to Global Studies (8)


## Political Science

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

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

* 1020-Introduction to Sociology (7)
* 1033-Sociology of Families in Crisis (7)
* 1041-Sociology of Social Problems (9)
* 1061-Sociology of Gender and Work (7)
* 1080-Introduction to the Criminal Justice System (9)
* 2031-Sociology of the Family (7)
* 2051-Sociology of Race and Ethnicity (7)
* 2071-Social Psychology (7)


## Speech-Communication

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


## Women's Studies

* 1061-Foundations In Women's Studies (9)

> * 1071-Introduction to GLBT Studies (7)

* 2061-Women In Global Perspective (8)


## GOAL SIX: HUMANITIES AND FINE ARTS

## Art

1020-Art Appreciation

## Art History

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


## Art Studio

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

## English (Literature)

2011-American Literature: Colonial to Civil War

* 2012-American Literature: Civil War to Present (7)
* 2013-African American Literature (7)

2014-Minnesota Writers

* 2015-American Indian Literature (7)
* 2018-American Folklore and Folklife (7)
* 2031-British Literature: Medieval to Romantic (8)
* 2032-British Literature: Romantic to Present (8) 2035-Shakespeare
2043-Literature and Film
* 2051-Modern World Literature (8)
* 2052-Contemporary World Literature (8) 2055-Mythology
* 2061-Women in Literature: British and Colonial (8)
* 2062-Women in Literature: American (9)
* 2063-Women in Literature: World Voices (8) 2071-Children's Literature 2073-Short Novel 2075-Science Fiction and Fantasy 2077-Mystery
* 2083-Latin American Literature (8) 2085-Bible as Literature
* 2095-Ethics and Environment: The Literature of Place (10)


## Humanities

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


## Music

1030-Fundamentals of Music

1035-Introduction to Classical Music

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


## Philosophy

1021-Introduction to Philosophy

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


## Theater

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

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

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

## GOAL SEVEN: HUMAN DIVERSITY

Anthropology
1023-Introduction to Anthropology: Culture (5)
1025-Introduction to Archaeology (5)
Art History
1041-American Art (6)
English
2012-American Literature: Civil War to Present (6)
2013-African American Literature (6)
2015-American Indian Literature (6)
2018-American Folklore and Folklife (6)
Geography
1041-Minnesota Geography (5)

## History

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

## Humanities

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

## Music

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

## Psychology

2021-Abnormal Psychology (5)

## Sociology

1020-Introduction to Sociology (5)
1033-Sociology of Families in Crisis (5)
1061-Sociology of Gender and Work (5)
2031-Sociology of the Family (5)

2051-Sociology of Race and Ethnicity (5)
2071 Social Psychology (5)
Speech-Communication
1031-Interpersonal Communication (1)
2051-Coming to Minnesota: Communication, Culture and Conflict (5)
2071-Communication and Gender (1)

## Women's Studies

WST 1071 Introduction to GLBT Studies (5)

## GOAL EIGHT: GLOBAL PERSPECTIVES

## Anthropology

2031 Sex and Gender (5)
Art History
1031-History of Western World Art I (6)
1032-History of Western World Art II (6)
English
2031-British Literature: Medieval to Romantic (6)
2032-British Literature: Romantic to Present (6)
2051-Modern World Literature (6)
2052-Contemporary World Literature (6)
2061-Women in Literature-British and Colonial (6)
2063-Women in Literature-World Voices (6)
2083-Latin American Literature (6)

## French

2021 Intermediate French I
2022 Intermediate French II
Geography
1023-Human/Cultural Geography (5)
1031-World Regional Geography (5)
History
1021-Western Civilization: from Antiquity to the 18th Century (5)
1022-Western Civilization: from the 18th Century to the Present (5)
1051-East Asia Since 1600 (5)
1061-World History 1400 to Present (5)
2053-Southeast Asia and the Vietnam War (5)
Humanities
1021- Introduction to the Humanities (6)
1030-Culture and Civilization of Spanish Speaking Peoples (6)
1035-Culture and Civilization of French Speaking Peoples (6)
1043-International Film (6)
2021-Introduction to Global Studies (5)
Music
2051-World Music (6)
Philosophy
1051-World Religions (6)
Political Science
1023-Introduction to International Relations (5)
1025-The World Today: Global Problems and Issues (5)

## Spanish

2021 Intermediate Spanish I
2022 Intermediate Spanish II
Speech-Communication
1051-Intercultural Communication (1)
1053-Communication, Travel, and Tourism (1)

## Women's Studies <br> 2061 Women in Global Perspective (5)

## GOAL NINE: ETHICAL AND CIVIC RESPONSIBILITY <br> English

2062-Women in Literature-American (6)
History
1035-Minnesota History (5)
2041-American Myth (5)
2043-The United States Since 1945 (5)
2051-20th Century Global Conflicts and Crises (5)

## Philosophy

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

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

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

## Speech-Communication

1021-Fundamentals of Public Speaking (1)
1041-Small Group Communication (1)
1061-Introduction to Mass Communication (5)
Women's Studies
1061-Foundations in Women's Studies (5)

## GOAL TEN: PEOPLE AND THE ENVIRONMENT

Anthropology
1021-Introduction to Anthropology: Physical and
Archeology (5)
2051-Prehistory and Culture of Native Americans (5)
2061-Anthropology of Human Nature (5)

## Biology

1028-Regional Ecological Biology (3)
English
2095-Ethics and Environment: The Literature of Place (6)
Geography
1021-Physical Geography (5)
History
2045-The American West: An Environmental History (5)
Natural Science
1020-Earth Science (3)

```
    1030-Physical Geology (3)
    1040-Energy Concepts (3)
    1045-Energy Concepts Lab (3)
    1050-Introduction to Meteorology (3)
    1055-Introduction to Meteorology Lab (3)
    1060-Introduction to Oceanography (3)
    1080-Natural Disasters (3)
* course also fulfills a theme goal
+ lab science course
```

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

## Preparation for a Bachelor s Degree

An Associate in Arts degree allows students to complete both general education requirements and premajor requirements for a wide range of majors and programs at four-year colleges and universities. Students should consult with a Century counselor to assure that courses taken at Century fulfill the requirements of a particular field of study. Listed below are examples of the bachelor's degree or pre-professional programs a student may begin at Century.

Accounting
Agriculture
American Studies
Anthropology
Architecture
Art
Art Education
Art History
Astronomy
Biology
Business Administration
Chemistry
Chiropractic*
Child Psychology
Computer Science
Criminal Justice
Dentistry*
Economics
Educ., Early Childhood
Education, Elementary
Education, Secondary
Engineering
English
Forestry
French
Geography
Global Education**
History
Horticulture
Human Ecology
Human Service

Information Technology
Industrial Relations
Journalism
Law*
Library Science
Linguistics
Marketing
Mathematics
Medical Technology*
Medicine*
Mortuary Science
Music
Music Education
Nursing
Occupational Therapy*
Pharmacy*
Philosophy
Physical Education
Physical Therapy*
Physics
Physiology
Political Science
Psychology
Recreation
Social Work
Sociology
Spanish
Speech-Communication
Statistics
Theater
Veterinary Medicine*
Women's Studies**

## *Pre-professional programs <br> **Century College Academic Certificate available; see program listing.

## Transferring to Another College

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

1. Discuss your plans with a Century counselor.
2. Call or visit your intended transfer college. You should obtain the following materials and information:

- college catalog
- transfer brochure
- information on admissions criteria and on materials required for admission (e.g. portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special require-
ments such as a higher grade point average.
- information on financial aid (how to apply and deadline date)

3. After you have reviewed these materials, make an appointment to talk with an advisor/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.
4. Refer to the Transfer Guide located at the back of the catalog and www.mntransfer.org, the Minnesota Transfer website.
Each fall, Century College hosts a Transfer
Information Days for students. See current course schedule or Student Newsletter for dates and more information.

## Transfer Articulation Agreements

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

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

## Understanding How Transfer of Credits Works

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

## Applying for Transfer Admission

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

## Your Rights as a Transfer Student

1. A clear, understandable statement of an institution's transfer policy.
2. A fair credit review and an explanation of why credits were or were not accepted.
3. A copy of the formal appeals process. Common appeal steps are:
a) Student fills out an appeal form. Supplemental information you provide to reviewers - a syllabus, course description, or reading list - can help.
b) Department or committee will review.
c) Student receives, in writing, the outcome of the appeal.
d) Student can petition the decision.
4. At your request, a review of your eligibility for financial aid or scholarships.
For help with your transfer questions or problems, see a Century College counselor.

## Associate in Arts Degree

## Overview

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

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

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

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

## General Requirements for AA degree

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

Total credits required for an AA 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 English 1021, Engl 1022 and at least one 3-credit Speech-
Communication course from Spch 1021, 1031, 1041 or 1051.

## Goal 2 - Critical Thinking:

Fulfilled when all MnTC goals are complete.

## Goal 3 - Sciences:

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

## Goal 4-Math/Logical Reasoning:

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

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

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

Goal 6 - Humanities and Fine Arts:
Minimum of 9 credits. Three courses, at least one of which must be a literature course, from three different disciplines.

## Goals 7-10-Theme Goals:

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

Remember: If you fulfill the 10 goal areas in fewer than 40 semester credits, select courses within any of the goals to achieve a 40 credit total.
NOTE: For goal course options, see MnTC course list on pages 39-42.

## Health/Physical Education:

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

## Recommended

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

## Associate in Science Degree

## Overview

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

## AS Degree Programs <br> Business Administration <br> Chemical Dependency <br> Computer Information Systems <br> Computer Science <br> Criminal Justice <br> Education <br> Engineering <br> Horticulture <br> Human Services <br> Law Enforcement <br> Nursing (RN)

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

## General Requirements for the AS degree:

1. At least 64 earned college-level credits (numbered 1000 or above). Of the last 30 credits applied toward the Associate in Science Degree, at least 20 must be earned at Century College.
2. A grade of C or better in Engl 1021.
3. Century college-level GPA of 2.0; Required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.
4. For any specific course grade requirements in programs, see Chapter 6, the Counseling Center, or program advisor.
Total credits required for an AS degree
Minnesota General Education Transfer
Curriculum
Career/Occupational Courses and Electives............. 34
MnTC Distribution Requirements for the AS degree: The minimum Minnesota General Education Transfer Curriculum distribution requirements for the AS degree are listed below. Credit and course requirements are unique for each program. Refer to the curriculum requirements listed in Chapter 6, Programs of Study for specific requirements of each AS degree program.

## Required MnTC Distribution: <br> Goal 1-Communication:

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

## Goal 2 - Critical Thinking:

Fulfilled when all MnTC goals complete.

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

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

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

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

## Goal 6 - Humanities and Fine Arts:

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

## Goals 7-10-Theme Goals:

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

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

## Recommended

## Health/Physical Education:

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

## Computer Literacy:

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

## Associate in Applied Science Degree

## Overview

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

AAS Degree Programs
Accounting
Automotive Service Technology
Business Management
Dental Assistant
Dental Hygiene
Education
Engineering CAD Technology
Facility Systems Technology
Heating, Ventilation and Air Conditioning Technology
Horticulture
Information and Telecommunications Technology
Interior Design
Marketing: Marketing Communications Technology
Marketing: Marketing Management
Microcomputer Support Technology
Office Technology: Administrative Assistant
Orthotic Technology
Paramedic Technology
Pharmacy Technology
Prosthetic Technology
Quality Technology
Radiologic Technology
Sports Facilities Management
Visual Communications Technologies
Transfer note: The AAS degree is not designed to transfer to an upper-division college. However, the Minnesota General Education Transfer Curriculum courses typically do transfer and some of the career-oriented courses taken at Century may also transfer to specific majors at selected schools. Also, some articulation agreements exist between programs and upper division schools, such as the Interior Design AAS to Metropolitan State University's BA in First College. Students are encouraged to consult with a Century counselor for information about transferring credits to other colleges and universities.

## General Requirements for the AAS degree:

1. At least 64 earned college-level credits (numbered 1000 or above). Of the last 30 credits applied toward the Associate in Applied Science Degree, at least 20 must be earned at Century College.
2. A grade of C or better in Engl 1021.
3. Century college-level GPA of 2.0; Required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.
4. For any specific course grade requirements in programs, see Chapter 6, the Counseling Center, or program advisor.
Total credits required for an AAS degree
Minnesota General Education Transfer
Curriculum .20
Career/Occupational Courses and Electives............... 44

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

## Required MnTC Distribution: <br> Goal 1 -Communication:

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

## Goal 2 - Critical Thinking:

Fulfilled when all MnTC goals complete.

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

 Minimum of 3 credits; one course from either goal 3 and/or 4. NOTE: Goal 3 courses do not have to be lab courses. Goal 4 courses must be numbered between Math 1020 and 1082 or Phil 1041.Goal 5-History/Social and Behavioral Sciences: Minimum of 3 credits.

## Goal 6 - Humanities and Fine Arts:

Minimum of 3 credits.

## Goals 7-10-Theme Goals:

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

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

## Recommended

## Health/Physical Education:

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

## Computer Literacy:

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

## Occupational Diplomas and Certificates

## Overview

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

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

## General Requirements:

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

## Distribution requirements: <br> Occupational Certificate ................................................... 16 <br> credits <br> Career/Occupational: 16 credits

Occupational Certificate
credits
Career/Occupational: 30 credits
Occupational Diploma
credits
Career/Occupational: 30-45 credits
48 credits when at least one MnTC course is included

## Advanced Occupational Certificate <br> credits <br> Career/Occupational: 30 credits

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

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

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

## Academic Certificates

## Overview

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

## Academic Certificates

Global Studies
Women's Studies

## General Requirements

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

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


## 6 Programs of Study

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

## References to the Minnesota General Education Transfer Curriculum (MnTC)

Throughout the following curriculum listings, notations such as "MnTC Goal 5 - History/Behavioral and Social Sciences" are used in place of specific course numbers. These notations refer to the goals of the Minnesota General Education Transfer Curriculum found in this catalog on pages 37-40. These goal areas list the specific courses from which students may choose to fulfill the requirements of the program.
For example, if a program requires a non-specified, three-credit course in humanities, the curriculum list would include "Goal 6 - Humanities and Fine Arts: 3 credits." This means that any three-credit course listed under Goal 6 of the Minnesota General Education Transfer Curriculum could be used to fulfill that requirement.
Students should be aware that it may be necessary to select additional MnTC credits beyond the minimum required in each goal area, to reach the total
MnTC/General Education credits required for their degree or program.
See the Counseling Center or current semester course schedule for any changes or additions to the MnTC
Course List on pages 37-40.

## Educational Program Index

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Kitchen and Bath Design
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Marketing
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Radiologic Technology
Sports Facilities Management
Visual Communications Technologies
Women's Studies

## Accounting

## Program Options:

Accounting Technician Certificate (30)
Accountant Diploma (45)
Accounting AAS Degree (64)
Occupational Certificate
Accounting Technician
Total Number of Credits: 30

## Program Description:

A comprehensive exposure to accounting practice fundamentals. Graduates are prepared for entry-level jobs as accounts payable clerks, accounts receivable clerks, payroll clerks, inventory clerks, tellers, bookkeepers, etc. Application Requirements:
High School graduate or GED; skills in keyboarding (30
WPM or OFFT 1001 recommended)
Core Requirements: 9 credits
ACCT 1010 Introduction to Accounting................ 3
BMGT 1020 Introduction to Business .................... 3

CAPL 1010 Introduction to Software Applications OR
CSCI 1020 *Introduction to Microcomputers ...... 3
Career/Occupational Requirements: 9 credits
ACCT 1020 Payroll Procedures
ACCT 1030 Computerized Accounting Applications .3

| BMGT | 1030 |
| :--- | :--- |
| Survey of Business Economics OR |  |
| ECON | 1021 *Macroeconomics $\ldots \ldots \ldots \ldots \ldots \ldots \ldots . . . . . . . . . . . . . . . . . .$. |

General Education/MnTC Requirements: 3 credits
Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## Additional Requirements:

Sufficient credits to total 30*
ACCT 2020 recommended
*See Counselor for assistance in selecting course(s)

## Diploma

Accountant
Total Number of Credits: 45

## Program Description:

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

## Application Requirements:

High School graduate or GED; skills in keyboarding (30
WPM or OFFT 1001 recommended)
Career/Occupational Requirements: 31 credits
ACCT 1010 Introduction to Accounting ............... 3
ACCT 1020 Payroll Procedures ............................. 3
ACCT 1030 Computerized Accounting $\begin{aligned} & \text { Applications...................................... } 3\end{aligned}$
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 .
Select one of the following SPCH courses:
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## 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 <br> Accounting <br> Total Number of Credits: 64

## Program Description:

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

## Application Requirements:

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

Career/Occupational Requirements: $\mathbf{4 3}$ credits
ACCT 1020 Payroll Procedures ...................... 3 .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: $\mathbf{2 0}$ credits <br> Goal 1 - Communication: 7 credits <br> ENGL 1021 Composition I ................................ 4

Select one of the following SPCH courses:
SPCH 1021 Fundamentals of Public Speaking ...... 3
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are completed
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 7 credits
MATH 1025 Statistics .......................................... 4
MATH 1040 College Algebra................................. 3
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: 3 credits in one of the four goals

## Additional Requirements:

Sufficient credits to total 64
*See Counselor for assistance in selecting course(s)

## Auto Body Technology

## Program Options:

Nonstructural Repair Certificate (30)
Automotive Body Technician Diploma (36)
Automotive Body Technology AAS (64)
Occupational Certificate
Nonstructural Repair
Total Number of Credits: 30

## Program Description:

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

## Application Requirements:

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

Career/Occupational Requirements: 27 credits
ABOD 1000 Introduction to Auto Body and Trade... 4
ABOD 1010 Introduction to Welding for Auto Body 4

ABOD 1020 Auto Body Sheet Metal ...................... 2
ABOD 1030 Introduction to Auto Body Refinishing $\qquad$
ABOD $1040 \begin{aligned} & \text { Corrosion Protection and } \\ & \text { Body Fillers ...................................... } 3\end{aligned}$
ABOD 1050 Glass Trim and Hardware .................... 2
ABOD 1060 Collision Repair and Overall Refinishing 3

ABOD 1070 Auto Body Electrical and Mechanical Components 5

General Education/MnTC Requirements: 3 credits
Goal 1-Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## Diploma

Automotive Body Technician
Total Number of Credits: 36

## Program Description:

Students are exposed to all facets of auto body: unibody and frame; computer estimating; damage analysis; refinishing, and major structural repair. This course prepares students to meet the collisions industry's expectations of a quality entry-level technician.

## Application Requirements:

Completion of Nonstructural Repair Certificate or instructor consent

Career/Occupational Requirements: 30 credits
ABOD 2000 Specialty Refinishing and Plastics Repair.4

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

General Education/MnTC Requirements: $\mathbf{6}$ credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
General Education/MnTC Electives2-3

## Associate in Applied Science Degree <br> Auto Body Technology <br> 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
BMGT 2081 Small Business Management
BMGT 2085 Computerizing a Small Business
MKTG 2050 Principles of Marketing
Career/Occupational Requirements: $\mathbf{3 0}$ credits
ABOD $2000 \begin{aligned} & \text { Specialty Refinishing and }\end{aligned}$

Plastics Repair
ABOD 2010 Computer Estimating ........................... 2
ABOD 2020 Unibody and Frame $\begin{aligned} & \text { and Damage Replacement ............... } 4\end{aligned}$
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

$\qquad$
General Education/MnTC Requirements: $\mathbf{2 0}$ credits
Goal 1: Communication: 7 credits
ENGL 1021 Composition I ................................... 4
Select one of the following SPCH courses: ................ 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2-Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals
Additional requirements:
Sufficient credits to total 64

## Automotive Service Technology

## Program Options:

Basic Automotive Service Certificate (30)
Automotive Service Technician Diploma (37)
Automotive Service Technology AAAS Degree (64)
The Automotive Service Technology Program has been evaluated by the National Automotive Technicians Education Foundation (NATEF) and is certified by the National Institute for Automotive Service Excellence (ASE).

## Occupational Certificate <br> Basic Automotive Service <br> Total Number of Credits: 30

## Program Description:

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

## Application Requirements:

Assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher; assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of "C" or higher; assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of "C" or higher. See Admissions or Counseling Center for additional application information.
Career/Occupational Requirements: 27 credits
AST 1000 Automotive Engines. ..... 4
AST 1010 Engine Diagnosis .....  3
AST 1020 Cooling System Service .....  2
AST 1030 Emission Control .....  3
AST 1040 Automotive Brakes ..... 3
AST 1060 Four Wheel Alignment .....  4
AST 1070 Standard Drive Train ..... 4
General Education/MnTC Requirements: 3 creditsGoal 1-Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
1031 Interpersonal CommunicationSPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Diploma
Automotive Service Technician
Total Number of Credits: 37
Program Description:
This program prepares the student to perform automo-tive repairs in the following areas: computer systems,fuel injection, engine performance maintenance, airconditioning, electrical systems, and automatic trans-missions. The graduate will also be prepared to take the(ASE) Certification Tests in the following areas: engineperformance, air conditioning, electrical systems, andautomatic trans/transaxle.
Application Requirements:
Completion of Basic Automotive Service Certificate
Career/Occupational Requirements: 31 credits
AST 2000 Automotive Service. ..... 2
AST 2010 Automatic Transmissions .....  4
AST 2020 Electrical Principles ..... 3
AST 2030 Body Electrical Systems .....  2
AST 2040 Starting and Charging Systems .....  4
AST 2050 Computerized Engine Control .....  3
AST 2060 Electronic Fuel Injection ..... 2
AST 2070 Engine Performance Maintenance .....  4
AST 2080 Supplemental Computer Systems. .....  3
AST 2090 Air Conditioning .....  3
HLTH 1003 Worker Right to Know: Health and Safety in the Workplace. .....  1

## General Education/MnTC Requirements: 3 credits

Goal 1-Communication: 3 credits
(This will be satisfied with the completion of Basic Automotive Service Occupational Certificate Goal 1 -
Communication requirement.)
Other Requirements: 3 credits
General Education/MnTC Electives, selected with instructor consent OR
WLDG 1001 Introduction to Oxyacetylene Welding2
Select one credit from the following:

elect one credit from the following:WLDG 1011 Introduction to Metal Inert GasWelding 1
WLDG 1021 Introduction to ARC Welding ..... 1
. 1

Communcation requirment.)

WLDG 1011 Introduction to Metal Inert Gas Welding

## Associate in Applied Science Degree <br> Automotive Service Technology <br> 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 SPCH courses:................ 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2-Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
PHYS 1021 Physics Concepts I - recommended Goal 5 - History/Social and Behavioral Sciences: 3 credits PSYC 1020 General Psychology - recommended Goal 6 - Humanities and Fine Arts: 3 credits Goals 7-10: Three credits in one of the four goals

## Additional Requirements:

Sufficient credits to total 64

## Business Administration

## Associate in Science Degree <br> 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 |  |
| ACCT | 2025 | Managerial Accounting |  |
| BMGT | 1020 | Introduction to Business |  |
| BMGT | 2030 | Management Fundamentals |  |
| BMGT | 2051 | Legal Environment of Business |  |
| BMGT | 2060 | Business Communications |  |
| CSCI | 1020 | Introduction to Microcomputers |  |
| ECON | 2021 | Statistics for Business and |  |
|  |  | Economics................ |  |
| MKTG | 2050 | Principles of Marketing |  |

## 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: $\mathbf{3 0}$ credits
Goal 1-Communication: 7 credits
ENGL 1021 Composition I ................................ 4
Select one of the following SPCH courses:................ 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4: Sciences/Math/Logical Reasoning: 6 credits
College Algebra I (Math 1061) or higher required
Goal 5 - History/Social and Behavioral Sciences: 9 credits
Two disciplines required
ECON 1021 Macroeconomics ............................. 3
ECON 1023 Microeconomics
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
$\begin{array}{ll}\text { BMGT } & 1030 \text { Survey of Business Economics OR } \\ \text { ECON } & 1021 \text { Macroeconomics................................ } 3\end{array}$
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
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: $\mathbf{2 0}$ credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ................................... 4
Select one of the following SPCH courses:............... 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2-Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 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

Program Options:<br>Chemical Dependency AS Degree (64)<br>Associate in Science Degree<br>Chemical Dependency<br>Total Number of Credits: 64

## Program Description:

The Chemical Dependency program is designed for career opportunities in entry-level positions in the field of Chemical Dependency Counseling. The program prepares graduates for the written test and oral examination which is required for state licensure. The program articulates into the Metropolitan State University baccalaureate degree in alcohol and drug counseling.

## General Requirements:

A grade of "C" or higher in career/occupational courses and a grade of "C" or higher in specific general education requirements for the program.

## Additional Program Requirements:

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

Core Requirements: 12 credits
CDEP 1020 Introduction to Drugs and Alcohol ... 3
CDEP 2020 Advanced Counseling Skills ............. 3
CDEP 2030 Group Counseling ............................ 3
HSER 1030 Helping Skills ................................ 3
Career/Occupational Requirements: 22 credits
CDEP 1030 Pharmacology of Chemical Dependency
CDEP 1060 Chemical Dependency Seminar.......... 3
CDEP 2010 Chemical Dependency Assessments ... 3
CDEP 2050 Topics in Alcohol and Drug Abuse ... 3
CDEP 2781 Internship I ................................... 5
CDEP 2782 Internship II .................................... 5
General Education/MnTC Requirements: $\mathbf{3 0}$ credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I .............................. 4
Select one of the following SPCH courses: ................ 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 6 credits
MATH 1025 Statistics-recommended
Goal 5 - History/Social and Behavioral Sciences: 12 credits
SOC 1033 Sociology of Families in Crisis .....  3
PSYC 1020 General Psychology .....  4
PSYC 1043 Introduction to Child
Development-recommended $\boldsymbol{O R}$
PSYC 2021 Abnormal Psychology - recommended
Goal 6 - Humanities and Fine Arts: 6 credits
Two courses from two disciplinesGoals 7-10: Three credits in each of two goals
Additional Recommendations:HLTH 1050 Human Sexuality
Computer Science
Program Options:
Internet Programming Certificate (18)
Computer Information Systems AS Degree (64)
Computer Science AS Degree (64)
Other computer-related courses are offered in the fol-lowing disciplines: Computer Application Technology,
Information and Telecommunications Technology,
Microcomputer Support Technology, Office Technology

## Program Description:

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

## Certificate

## Internet Programming Certificate

Total Number of Credits: 18

## Program Description:

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

## Core Requirements: 18 credits

CSCI 1050 Introduction to the Internet................ 3
CSCI 2005 Internet Programming: Client-side Scripting and Applications
CSCI 2006 Internet Programming: Server-side Application ... 3 .. 3


## Associate in Science Degree Computer Information Systems <br> Total Number of Credits: 64

## Program Description:

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

## Application Requirements:

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

## Career/Occupational Requirements: 34 credits

CSCI 1020 Introduction to Microcomputers ...... 3
CSCI 2011 C++: Programming I.......................... 3
CSCI 2012 C++: Programming II ....................... 3
CSCI 2014 Discrete Structures of Computer Science
CSCI 2020 Object-Oriented Programming
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
$\begin{array}{llll}\text { PHYS } & 1041 & \text { General Physics I } & \text { OR } \\ \text { PHYY } & 1081 & \text { Introductory Physics I } & \ldots \ldots \ldots \ldots \ldots \ldots . . . . . . . . . . . . . ~\end{array}$
$\begin{array}{llll}\text { PHYS } & 1042 & \text { General Physics II } \quad \text { OR } \\ \text { PHYS } & 1082 & \text { Introductory Physics II .................... } 5\end{array}$
General Education/MnTC Requirements: 30 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ............................... 4
SPCH 1021 Fundamentals of Public Speaking ...... 3
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 7 credits

Select 8 credits from the following courses:
MATH 1025 Statistics ........................................ 4
MATH 1061 College Algebra I ............................. 4
MATH 1062 College Albegra 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. $\qquad$
Goals 7-10: Three credits in each of two goals

## Associate in Science Degree <br> Computer Science <br> 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 design to equip students to transfer into a typical 4 -year Computer Science degree program.

## Application Requirements:

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

## Career/Occupational Requirements: 34 credits

CSCI 2011 C++ Programming I ......................... 3
CSCI 2012 C++ Programming II .......................... 3
CSCI 2014 Discrete Structures of Computer Science ............................. 4
CSCI 2016 Machine Architecture and Organization ........................... 4
CSCI $2020 \begin{gathered}\text { Object-Oriented Programming } \\ \\ \text { Using Java ................................... } 3\end{gathered}$
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
$\begin{array}{llll}\text { PHYS } & 1041 & \text { General Physics I } & \text { OR } \\ \text { PHYS } & 1081 & \text { Introductory Physics I } & \ldots \ldots \ldots . . . . . . . . . . . . . . . . . ~\end{array}$
PHYS 1042 General Physics II OR
PHYS 1082 Introductory Physics II .................... 5
General Education/MnTC Requirements: $\mathbf{3 0}$ creditsGoal 1 - Communication: 7 credits
ENGL 1021 Composition I. ..... 4
SPCH 1021 Fundamentals of Public Speaking. ..... 3
Goal 2 - Critical Thinking is fulfilled when all MnTC goals
are complete
Goal 3 and/or Goal 4-Sciences/Math/Logical Reasoning: 10credits
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 disciplinesPHIL 1031 Ethics3
Goals 7-10: Three credits in each of two goals
Cosmetology
Program Options:
Nail Care Technician Certificate (16)
Cosmetology Diploma (55)
Associate in Applied Science (72)
Occupational Certificate
Nail Care Technician
Total Number of Credits: 16

## Program Description:

Nail Care Technician includes instruction in theory and practical application techniques of cleansing, shaping, polishing, massage of hands and feet, and also the application of artificial nails. Completion prepares students for State Written Exam and Skill Certification as required by Minnesota Commerce Department for licensure.
Application Requirements:
Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of "C" or higher.
Core Requirements: 9 credits
COS 1000 Preclinic Introduction ..... 3
COS 1010 Preclinic Nail Care .....  3
COS 1051 Clinic I ..... 3
Career/Occupational Requirements: 4 creditsCOS 1070 Nail Clinic/License Preparation4
General Education/MnTC Requirements: $\mathbf{3}$ credits

Goal 1-Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## Additional Requirements:

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

## Diploma <br> Cosmetology <br> Total Number of Credits: 55

Program Description:
Cosmetology includes instruction in theory and practical application techniques of hair styling, cutting, coloring, permanent waving, chemical hair relaxing, nail and skin care. Completion prepares students for State Written Exam and Skills Certification as required by the Minnesota Department of Commerce for Licensure.
Application Requirements:
Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of "C" or higher.

## Core Requirements: 9 credits

COS 1000 Preclinic Introduction............................. 3
COS 1010 Preclinic Nail Care ................................. 3
COS 1051 Clinic I ................................................ 3
Career/Occupational Requirements: 43 credits
COS 1005 Preclinic Hair Care ............................. 3
COS 1015 Preclinic Chemical Control..................... 3
COS 1020 Preclinic Skin Care ................................ 3
COS 1025 Preclinic Hair Color ............................. 3
COS 1030 Advanced Hair Care ............................ 3
COS 1040 Salon Preparation ................................ 3
COS 1053 Clinic II................................................. 3
COS 1055 Clinic III ............................................. 3
COS 1057 Clinic IV ............................................. 3
COS 1059 Clinic V................................................. 3
COS 1061 Clinic VI .............................................. 3
COS 1063 Clinic VII ................................................... 3
COS 1065 Clinic VIII....................................................... 2
COS 1067 Clinic IX ....................................................... 2
COS 1068 Salon Preparation II ............................. 3
General Education/MnTC Requirements: 3 credits
Goal 1-Communications: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## Additional Requirements:

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

## Associate in Applied Science <br> Cosmetology <br> Total Number of Credits: 72

## Application Requirements:

Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of "C" or higher.
Core Requirements: 9 credits
COS 1000 Preclinic Introduction ..... 3
COS 1010 Preclinic Nail Care ..... 3
COS 1051 Clinic I ..... 3
Career/Occupational Requirements: 43 credits
COS 1005 Preclinic Hair Care .....  3
COS 1015 Preclinic Chemical Control .....  3
COS 1020 Preclinic Skin Care. .....  3
COS 1025 Preclinic Hair Color .....  3
COS 1030 Advanced Hair Care .....  3
COS 1040 Salon Preparation ..... 3
COS 1053 Clinic II ..... 3
COS 1055 Clinic III .....  3
COS 1057 Clinic IV .....  3
COS 1059 Clinic V. .....  3
COS 1061 Clinic VI ..... 3
COS 1063 Clinic VII .....  3
COS 1065 Clinic VIII .....  2
COS 1067 Clinic IX ..... 2
COS 1068 Salon Preparation II .....  3
General Education/MnTC Requirements: 20 credits
Goal 1-Communications: 7 credits
ENGL 1021 Composition I. ..... 4
Select one of the following SPCH courses ..... 3
SPCH 1021 Fundamentals of Public SpeakingSPCH 1031 Interpersonal CommunicationSPCH 1041 Small Group CommunicationSPCH 1051 Intercultural CommunicationGoal 2 - Critical Thinking is fulfilled when all MnTC goalsare complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3
credits
Goal 5 - History/Social and Behavioral Sciences: 3 creditsGoal 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 SkillsPractical Exam and State Licensing Exam are requiredfor Licensure.
Criminal Justice
Associate in Science Degree
Total Number of Credits: 64See also Law Enforcement
Program Description:
This degree is designed to prepare students for a varietyof careers in Law Enforcement, Criminal Justice,Corrections, and other related fields, including non-licensed options. This degree also allows students tocontinue their studies at a 4 -year college or university.
Application Requirements:
High School graduate or GED
Career/Occupational Requirements: 18 credits
HLTH 1060 Drug Education .....  3
POLS 1035 Constitutional Law. .....  3
SOC 2081 Police in the Community .....  3
SOC 2083 Introduction to Corrections ..... 3
SOC 2085 Juvenile Justice .....  3
SOC 2087 Criminology/Criminal Behavior .....  3

General Education/MnTC Requirements: 38 credits
Goal 1-Communication: 10 credits
ENGL 1021 Composition I.
ENGL 1022 Composition II................................... 3
Select one of the following SPCH courses:
SPCH 1031 Interpersonal Communications
SPCH 1051 Intercultural Communications
Goal 2-Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 -Sciences/Math/Logical Reasoning: 6 credits
Two courses from Goal 3 and/or Goal 4
Goal 5 - History/Social and Behavioral Sciences: 16 credits
PSYC 1020 General Psychology............................ 4
SOC 1020 Introduction to Sociology .................... 3
SOC 1033 Sociology of Families in Crisis ............. 3
SOC 1080 Introduction to the Criminal Justice System .. 3
SOC 2051 Sociology of Race and Ethnicity ......... 3
Goal 6 - Humanities and Fine Arts: 6 credits
Two courses from two disciplines
$\begin{array}{lll}\text { PHIL } & \text { OR } \\ \text { PHIL } & 1031 & \text { Ethics } \\ \text { Moral Issues in Healthcare } \\ \text {................ } 3\end{array}$
Goals 7-10: Three credits in each of two goals
Additional Requirements: 8 credits
Select additional credits from the following courses to fulfill the 64 total credit requirement for the degree:
CSCI 1020 Introduction to Microcomputers.......... 3
EMS 1015 First Responder ............................... 2
HSER 1040 Dynamics of Violence in Contemporary Society ....................... 3
HSER 1770 Learning Through Community Service
.1-2
PE 1070 Fitness for Life ................................. 2
PSYC 2021 Abnormal Psychology ...................... 3
POLS 1033 State and Local Government ............ 3
Internships or Field Experience
*If you are considering a Law Enforcement career in the future, PE 1070 and EMS 1015 are required to complete the Professional Licensing Core academic and skills program for Police Officers Standards and Training (POST).

## Dental Assistant

## Program Options:

Dental Assistant Diploma (48)
Dental Assistant AAS (64)
Advanced Specialty Certificate: Dental Practice
Management (16)

## Diploma

Dental Assistant
Total Number of Credits: 48

## Program Description:

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

## Application Requirements:

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

## Career/Occupational Requirement: 41 credits <br> 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 I I.......................... 3
DENA 1041 Chairside Dental Assisting I................ 2
DENA 1042 Chairside Dental Assisting II ............. 3
DENA 1050 Dental Specialties ............................ 3
DENA $1061 \begin{aligned} & \text { Dental Assisting Advanced } \\ & \text { Functions I..................................... } 3\end{aligned}$
DENA 1062 Dental Assisting Advanced $\begin{aligned} & \text { Functions II ................................. } 2\end{aligned}$
DENA 1063 Nitrous Oxide Inhalation Sedation...... 1
DENA 1780 Introduction of Dental
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
Select one of the following SPCH courses: ................ 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## Associate in Applied Science Degree <br> Dental Assistant <br> 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 creditsGoal 1 - Communication: 7 credits
ENGL 1021 Composition I ..... 4
Select one of the following SPCH courses: ..... 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal CommunicationSPCH 1041 Small Group Communication
SPCH 1051 Intercultural CommunicationGoal 2-Critical Thinking is fulfilled when all MnTC goalsare complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning:
3 credits
CHEM 1020 Chemistry Concepts-recommended* ... 4
BIOL 1035 Basic Medical Microbiology-recommended*
Goal 5 - History/Social and Behavioral Sciences: 3 credits .3
Psychology elective-recommended* 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 Conceptsrecommended* ................................ 2
*Required courses to graduate Century College Dental Hygiene program. See a counselor if pursuing a degree in hygiene or dentistry.

## Advanced Specialty Certificate <br> Dental Practice Management <br> 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 2010 Supervision .....  .3
OFFT 2055 Office Procedures ..... OR
OFFT 2020 Medical Office Procedures ................ 3
Additional Requirements:
Sufficient credits to total 16

## Dental Hygiene

## Associate in Applied Science Degree <br> 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 | 1031Basic Anatomy and Physiology I ......... 4 <br> AND |
| :--- | :--- |
| BIOL | 1032Basic Anatomy and Physiology II......... 4 <br> $\boldsymbol{O R}$ |
| BIOL | 2040Comprehensive Human Anatomy $\ldots \ldots .4$ <br> AND |
| BIOL | 2045 Comprehensive Human Physiology...... 4 |
| BIOL | 1035 Basic Medical Microbiology ............... 3 |
| CHEM | 1020Chemistry 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 .....
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 II .....  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 .....
DENH 2065 Dental Hygiene Practice V... .....  5
General Education/MnTC Requirements: $\mathbf{2 0}$ credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I. ..... 4
Select one of the following SPCH courses: .....  3
SPCH 1021 Fundamentals of Public SpeakingSPCH 1031 Interpersonal CommunicationSPCH 1041 Small Group CommunicationSPCH 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goalsare complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3credits
This requirement has been met by the Program
Application Requirements
Goal 5 - History/Social and Behavioral Sciences: 6 credits Psychology elective .....  3
Sociology elective ..... 3
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals
Additional Requirements: 2 credits
BIOL2050 Human Disease Concepts .....  2
Education
Program Options:
Paraeducation Certificate (16)
Paraeducator AAS Degree (64)
Education AS Degree (64)
Paraeducation CertificateTotal 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 $1050 \begin{aligned} & \text { Reading and Study Skills for } \\ & \text { Paraeducators }\end{aligned}$.
EDUC 1070 Mathematics Support Strategies for Paraeducators
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 <br> Paraeducator <br> Total Number of Credits: 64

## Program Description:

The Associate in Applied Science Paraeducator is a preprofessional 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 practicum, field experience 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

EDUC 1020 Portfolios for Educators....................... 1
EDUC 1021 Portfolios for Educators II................... 1
EDUC 1022 Portfolios for Educators III ................. 1
EDUC 1025 Education Standards .......................... 1
EDUC 1050 Reading and Study Skills Strategies for Paraeducators3

EDUC 1070 Mathematics Support Strategies
for Paraeducators .....  3
EDUC 2040 Classroom Management .....  3

EDUC 2055 Writing Support Strategies for Paraeducators3

## Career/Occupational Requirements: 28 credits

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

## Education related

CSCI 2007 Concepts and Application of Online Education Technology ....................... 3
EDUC 1045 Orientation to Education .................... 3
EDUC 1060 Basics in TESOL for Paraeducators...... 3
EDUC $2025 \begin{aligned} & \text { Creating Culturally Responsive } \\ & \text { Classrooms ................................. } 3\end{aligned}$
EDUC 2050 Legal Issues in Education....................... 3
EDUC $2070 \begin{aligned} & \text { Special Education Issues for } \\ & \text { Paraeducators.................................. } 3\end{aligned}$
NSCI 1090 Earth Science for Educators................ 3
PE 1080 Foundations of Physical Education....... 3
Reading/Study Skills Development
ICBE 1000 Individualized Education Planning....... 3
RDNG 1000 Critical Reading and Thinking For College
. 3
STSK 1000 Introduction to Information Literacy... 1
STSK 1005 How to Study .................................... 3
STSK 1010 Vocabulary Improvement.................... 1
Art/Music/Literature
ARTS 1020 Art Structure: Design Basics................ 3
ENGL 2013 African American Literature ............. 3
ENGL 2015 American Indian Literature................ 3
ENGL 2071 Children's Literature ........................... 3
MUSC 1030 Fundamentals of Music $\boldsymbol{O R}$
MUSC 1035 Introduction to Classical Music............ 3
THTR 1020 Introduction to Theatre...................... 3
THTR 1031 Beginning Acting............................... 3
Culture/Humanities.
ANTH 1023 Introduction to Anthropology: Culture.. 3
ESOL 1035 ESOL for College.............................. 3
GEOG 1023 Human/Cultural Geography............... 3
HIST 1032 US History: Since 1865....................... 3
HUM 1030 Culture and Civilization of Spanish Speaking Peoples. 3

HUM $1035 \begin{aligned} & \text { Culture and Civilization of French } \\ & \\ & \text { Speaking Peoples............................. } 3\end{aligned}$
PHIL 1051 World Religions................................... 3
SOC 2051 Sociology of Race and Ethnicity............ 3

## Technology

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

## Health

Select one of the following:
HLTH 1005 Basic CPR, Red Cross ......................... 1
HLTH 1010 Standard First Aid and Safety............... 2
EMS 1010 CPR for the Professional Rescuer ........ 1
Additional health course selection:
HLTH 1060 Drug Education................................. 3
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 <br> Goal I - Communication: 7 credits <br> ENGL 1021 Composition I.

Select one of the following SPCH courses:................... 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2-Critical Thinking is Fulfilled when all MnTC goals are completed.
Goal 3 and/or Goal 4: Sciences/Math/Logical Reasoning: 3 credits
Choose a science or mathematics course
Goal 5 - History/Social and Behavioral Sciences: 7 credits
PSYC 1020 General Psychology
.4
PSYC $1043 \begin{gathered}\text { Introduction to Child } \\ \text { Development } \\ \text { OR }\end{gathered}$
PSYC 1044 Adolescent Development .3
Goal 6 Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals.

## Associate in Science Degree <br> Education <br> 64 credits

## Program Description:

The Associate in Science Education is a transfer-oriented program providing a comprehensive core of education courses and experiences. It prepares individuals to transfer into a four-year teacher education program (or to work as educational paraprofessionals). The curriculum provides specific training, general education and experience working with children or youth in educational settings. Students interested in transferring to a four-year program need to check the specific transfer arrangements with the college of their choice and a Century College counselor. These discussions should take place early and often to ensure an appropriate program is planned for enrollment at Century and at the four-year school. This degree will fulfill the educa-
tion 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 II..................... 1
EDUC 1025 Minnesota Education Standards............ 1
EDUC 1045 Orientation to Education...................... 3
EDUC 2025 Creating Culturally
Responsive Classrooms......................... 3

## Electives: 14 credits

Students must take sufficient elective credit courses, as identified on their approved degree completion plan developed in EDUC 1020 and EDUC 1045 to make a total of 14 or more earned credits in this area. Students wishing to transfer into a four-year teacher education program should check carefully with their transfer institution for recommended courses before selecting courses for elective credit. Students who wish to transfer into a teacher education program are encouraged to take general education coursework as electives. Students who are seeking a license in Minnesota should also take HLTH 1060. Students who wish to work as paraeducators are encouraged to take EDUC courses as electives. Students may also transfer in courses from other programs, colleges or use work experience. Please consult with a Century College counselor for advice/guidance.

## Additional Requirements:

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

## General Education/MnTC Requirements: 40 credits

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

[^1]SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals
are complete
Goal 3-Sciences: 7 credits
Two courses from two different disciplines, with at least one lab course
Goal 4 - Math/Logical Reasoning: 3 credits
Select a mathematics course numbered between 1020
and 1082
Goal 5 - History/Social and Behavioral Sciences: 9 credits
Three courses from three different disciplines
The following courses are highly recommended:
PSYC 1020 General Psychology OR
PSYC 1043 Introduction to Child Development OR
PSYC 1044 Adolescent Development
Goal 6 - Humanities and Fine Arts: 9 credits
Three courses, at least one of which must be a literature course, from three different disciplines
Goals $7-10$ : Three credits in each of four goals 7-10

## Additional Requirements:

Sufficient credits to total 64

## Emergency Medical Services

## Program Options:

Paramedic Technician Diploma (59)
Paramedic Technology AAS (76)

## Diploma

Paramedic Technician
Total number of credits: 59

## Program Description:

The Paramedic Technician program is designed for career opportunities with ambulance service, police departments, fire department, rescue departments, hospitals, and clinics. The Paramedic Technician Program meets the criteria for education of emergency medical technicians-paramedics (EMTP) as recommended by the U.S. Department of Transporta-tion. 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. Assessment score placement into ENGL 1021 or completion of ENGL 0090
6. Verification of current EMT certification (national or any state certification)
7. Documentation of 50 emergency ambulance runs.

These must be completed after EMT certification. The run log must include the date, nature of the run, and involvement. Each page must also include the supervisor's signature and phone number OR
8. Successful completion of EMS 1025 \& EMS 1026 and instructor recommendation
9. A valid driver's license is needed for program and occupational requirements
10. A physical exam completed within one year prior to entry into the program
11. Documentation of current immunizations for: rubella, chicken pox and mumps. Immunization with heptavax is also required
12. Criminal background checks are required prior to clinical experience
*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

Cardiac Emergencies.
EMS 1068 Advanced Manageme ..... 4
EMS 1070 Clinical Orientation. ..... 2
EMS 1080 Integration of the Paramedic Role ..... 2
EMS 1781 Paramedic Clinical Experience I. .....  3
EMS 1782 Paramedic Clinical Experience II. ..... 3
EMS 1785 Advanced Life Support Internship I. .....  3
EMS 1786 Advanced Life Support Internship II...... 3
EMS 1787 Advanced Life Support Internship III ..... 3
General Education/MnTC Requirements: 3 credits
Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Associate in Applied Science
Paramedic Technology
Total number of credits: 76
Description of program: See above
Application Requirements: See above
Career/Occupational Requirements: $\mathbf{5 6}$ credits
EMS 1041 Paramedic Occupational
Orientation4
EMS 1046 Advanced Pre-hospital Assessment...... 3EMSEMSEMS
EMS
ion of the Paramedic Role
2EMS 1781 Paramedic Clinical Experience I
EMS 1782 Paramedic Clinical Experience II........ 3EMS
EMS 1787 Advanced Life Support Internship III ..... 3Building and Education2
1048 Advanced Pre-hospital Operations. .....  3
1049 Advanced Pre-hospitalPharmacology...................................
1053 Advanced Emergency Medical Care I... 41054 Advanced EmergencyMedical Care II. 4
1064 Advanced Emergency Trauma Care .....  3
1066 Prehospital Special Considerations ..... 4
1067 Advanced Cardiac Physiology and Assessment. ..... 2
1068 Advanced Management of Cardiac Emergencies ..... 4
2
1070 Clinical Orientation. 3
1786 Advanced Life Support Internship II ..... 3
EMS
General Education/MnTC Requirements: 20 creditsGoal 1: Communication: 7 credits
ENGL 1021 Composition I ..... 4
Select one of the following SPCH courses: ..... 3
SPCH 1021 Fundamentals of Public SpeakingSPCH 1031 Interpersonal CommunicationSPCH 1041 Small Group CommunicationSPCH 1051 Intercultural CommunicationGoal 2 -Critical Thinking is fulfilled when all MnTC goalsare 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 <br> Total Number of Credits: 64

## Program Description:

The Associate in Science Degree in Engineering is designed for students who plan to transfer to a fouryear college or university to complete a baccalaureate degree program in one of the following engineering fields: aerospace, agriculture, biomedical, composites, chemical, civil, computer, electrical, environmental, geological, industrial, materials, mechanical, metallurgical and nuclear. This program includes the courses usually required in the first two years of a baccalaureate engineering curriculum. Students are urged to acquaint themselves with the requirements of the major department in the college or university where they plan to transfer, and to consult with the Century

Counseling office for assistance in planning their program and selecting electives. Guide sheets are available in the Counseling Center describing requirements for each engineering field.

## Core Requirements: 10 credits

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

## Course Requirements: 15 credits

Select a minimum of 15 credits from the following courses appropriate for your specific major in consultation with a counselor or advisor
CHEM 1041 Principles of Chemistry I.................. 5
CHEM 1042 Principles of Chemistry II ................... 5
CHEM 2041 Organic Chemistry I.......................... 5
CSCI 2011 C++ Programming I ......................... 3
ENGL 1025 Technical Writing ............................. 3
ENGR 1020 Introduction to Engineering .............. 4
ENGR 1080 Statics ............................................. 3
ENGR 2080 Dynamics ....................................... 3
ENGR 2085 Deformable Body Mechanics.............. 3
ENGR 2091 Circuits I............................................ 4
ENGR 2092 Circuits II......................................... 4
ENGR 2095 Introduction to Digital Design ............ 4
General Education/MnTC Requirements: 39 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ................................. 4
Select one of the following SPCH courses: .................... 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2-Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 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 <br> 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 $1060 \begin{aligned} & \text { Materials and Manufacturing } \\ & \text { Processes........................................ } 3\end{aligned}$
ECAD 1070 Introduction to Autocad ................... 3
ECAD 2020 Geometric Dimensioning and Tolerancing ............................. 2
ECAD $2030 \begin{aligned} & \text { Descriptive Geometry } \\ & \text { and Applications......................................... } 2\end{aligned}$
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 creditsGoal 1 - Communication: 7 credits
ENGL 1021 Composition I.. .....  4
Select one of the following SPCH courses: ..... 3
SPCH 1021 Fundamentals of Public SpeakingSPCH 1031 Interpersonal CommunicationSPCH 1041 Small Group CommunicationSPCH 1051 Intercultural CommunicationGoal 2 - Critical Thinking is fulfilled when all MnTC goalsare complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 5 credits
PHYS 1041 General Physics.5
Goal 5 - History/Social and Behavioral Sciences: 3 creditsGoal 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)
Occupational Certificate
Commercial
Total Number of Credits: 30

## Program Description:

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

## Application Requirements:

High School graduate or GED

| Career/Occupational Requirements: 27 credits |  |  |
| :---: | :---: | :---: |
|  |  |  |
| FST | 1020 | Plumbing Basics ........................... 3 |
| FST | 1030 | Basic Electricity |
| FST | 1033 | Basic Electrical Systems ................... 3 |
| FST | 1060 | Locks, Keys, and Security................. 2 |
| HVAC | 1041 | Basic Refrigeration I. |
| HVAC | 1060 | Fundamentals of Heating ................ 2 |
| HVAC | 1073 | Hydronic Heating/Boilers |
| HLTH | 1003 | Worker Right to Know: Health and Safety in the Workplace ............... 1 |
| WLDG | 1000 | Introduction to |
|  |  | Oxyacetylene Welding ................... 2 |
| WLDG | 1021 | Introduction to ARC Welding............ 1 |

General Education/MnTC Requirements: 3 credits
Goal-1: Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## Diploma

Facility Systems Technician
Total Number of Credits: 48

## Program Description:

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

## Application Requirements:

High School graduate or GED

## Career/Occupational Requirements: 37 credits <br> 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 Sy .....  2
and Safety in the Workplace ...
HLTH 1003 Worker Right to Know: Health .....  1
1073 Hydronic Heating/Boilers. HVAC .....  3HVAC
1041 Basic Refrigeration I.
HVAC 1042 Basic Refrigeration II ..... 3HVAC
Fundamentals of Heating ..... 2HVAC
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: $\mathbf{6}$ credits
Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
1031 Interpersonal CommunicationSPCH 1041 Small Group CommunicationSPCH 1051 Intercultural CommunicationGeneral Education/MnTC electives2-3
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 toOxyacetylene 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.

$\qquad$ .....
FST 2000 Introduction to Hydraulics.
FST 2030 Forced Air Systems and Controls ..... 2
General Education/MnTC Requirements: $\mathbf{2 0}$ creditsGoal 1 - Communication: 7 creditsENGL 1021 Composition I4
Select one of the following SPCH courses: .....  3
SPCH 1021 Fundamentals of Public SpeakingSPCH 1031 Interpersonal CommunicationSPCH 1041 Small Group CommunicationSPCH 1051 Intercultural CommunicationGoal 2-Critical Thinking is fulfilled when all MnTC goalsare complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3creditsGoal 5 - History/Social and Behavioral Sciences: 3 creditsGoal 6 - Humanities and Fine Arts: 3 creditsGoals 7-10: Three credits in one of the four goals
Global Studies
Academic Certificate
Total Number of Credits: 15

## Program Description:

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

Core Requirements: 3 credits
HUM 2021 Introduction to Global Studies $\qquad$ .3

Communication/Language Requirement: 3-5 credits
SPCH 1051 Intercultural Communication OR
SPAN 2021 Intermediate Spanish I OR
SPAN 2022 Intermediate Spanish II OR
FREN 2021 Intermediate French I OR

FREN 2022 Intermediate French II...................... 5
Additional Course Requirements: 9 credits
Check program guidesheets in Counseling or college website for course options.

## Heating, Ventilation, and Air Conditioning Technology

Program Options:
Cooling Certificate (30)
Heating Certificate (30)
HVAC Technician Diploma (48)
HVAC Technology AAS Degree (64)
Occupational Certificate
Cooling
Total Number of Credits: 30

## Program Description:

Service and installation of cooling units. Most tasks are on domestic equipment, however some commercial will be offered. The EPA Section 608 Clean Air Act
Certification is a requirement of completion.
Application Requirements:
High School graduate or GED
Core Requirements: 10 credits
FST 1030 Basic Electricity................................. 3
FST 1033 Basic Electrical Systems ....................... 3
HVAC 1000 Sheet Metal and Metal
$\qquad$
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: $\mathbf{3}$ credits
Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Occupational Certificate
Heating
Total Number of Credits: 30

## Program Description:

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

## Application Requirements:

High School graduate or GED

Core Requirements: 10 credits

FST 1030 Basic Electricity................................ 3

FST 1033 Basic Electrical Systems ...................... 3
HVAC $1000 \begin{aligned} & \text { Sheet Metal and Metal } \\ & \text { Brazing Practices.............................. } 2\end{aligned}$
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
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## Diploma

Heating, Ventilation and Air Conditioning Technician Total Number of Credits: 48

## Program Description:

Service and installation of heating and cooling equipment. The main emphasis is on domestic, with some instruction on light commercial. When finished the student will have the EPA's Section 608 Clean Air Act Certification.
Application Requirements:
High School graduate or GED
Core Requirements: $\mathbf{8}$ credits
FST 1030 Basic Electricity............................. 3
FST
FST 1033 Basic Electrical Systems....................... 3
HVAC $1000 \begin{aligned} & \text { Sheet Metal and Metal } \\ & \text { Brazing Practices ............................. } 2\end{aligned}$
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: $\mathbf{6}$ credits
Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
General Education/MnTC electives. .2-3

## Associate in Applied Science Degree <br> HVAC Technology <br> 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 $1000 \begin{aligned} & \text { Sheet Metal and Metal } \\ & \text { Brazing Practices .............................. } 2\end{aligned}$
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 $\begin{aligned} & \text { Troubleshooting .............................. } 3\end{aligned}$
HVAC 1067 Gas Heat........................................... 4
HVAC 1069 Heat Pumps and Electric Heat........... 2
HVAC $1070 \begin{aligned} & \text { Electronic Ignition } \\ & \text { and Condensing Furnaces ................. } 2\end{aligned}$
HVAC 1073 Hydronic Heating/Boilers.................. 3
HVAC 2051 Advanced Refrigeration I.................... 4
HVAC 2052 Advanced Refrigeration II .................. 4
General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ................................. 4
Select one of the following SPCH courses:................. 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

Goal 2-Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals

## Additional Requirements:

Sufficient credits to total 64

## Horticulture

## Program Options:

Horticulture Assistant Certificate (16)
Horticulture - Greenhouse Certificate (30)
Horticulture - Landscape Certificate (30)
Horticulture Technician Greenhouse Diploma (48)
Horticulture Technician Landscape Diploma (48)
Horticulture Technology Greenhouse AAS Degree (64)
Horticulture Technology Landscape AAS Degree (64)
Horticulture Science AS Degree (64)
Occupational Certificate
Horticulture Assistant
Total Number of Credits: 16

## Program Description:

The field of horticulture offers many exciting and challenging careers. Nationally, horticulture is a major employer and includes jobs in garden centers, greenhouses, grounds maintenance firms, park systems, sports complexes, and private grounds. Persons working in horticulture may also be self-employed. The Horticulture Assistant Certificate will acquaint students with the field of horticulture. Students will learn basic horticultural procedures. Some graduates may choose to enter the work force upon completion of this certificate, while others may continue on for a diploma, AAS or AS degree.
Application Requirements:
High school graduate or GED

## Career/Occupational Requirements: 16 credits

HORT 1000 Introduction to Horticulture............... 3
HORT 1021 Biology of Horticulture Plants ............ 3
HORT 1025 Pest Management.............................. 3
HORT 1024 Plant Propagation. 3

## Additional Requirements: 4 credits

Select 4 credits from the following courses:
HORT 1023 Soil Science ...................................... 3
HORT 1031 Greenhouse Crops ............................. 3
HORT 1041 Woody Plants................................... 3
HORT 1051 Herbaceous Plants ............................. 3
HORT 1781 Horticulture Internship I.................1-3
HORT 2031 Greenhouse Operations.................... 3
HORT 2033 Interior Foliage Plants...................... 3
HORT 2041 Nursery Operations......................... 3
HORT 2043 Grounds Maintenance.............................. 3

HORT 2044 Professional Landscape Management.. 3
HORT 2045 Residential and Commercial
Turf Management............................. 3
HORT 2046 Horticulture Equipment..................... 3
HORT 2047 Landscape Design............................. 3
HORT 2048 Landscape Installation....................... 3
HORT 2051 Fruits, Vegetables and Minor Crops.... 3
HORT 2055 Sports and Golf Turf Grass Management. .3
HORT 2781 Horticulture Internship II...................1-3
HORT 2782 Horticulture Internship III ...............1-3
Occupational Certificate
Horticulture - Greenhouse
Total Number of Credits: 30

## Program Description:

The Horticulture Technology- Greenhouse certificate provides students with the general education and technical skills to meet the demand for well-trained personnel in the greenhouse industry. Graduates of this program will be well versed in greenhouse practices, including physical equipment and production of a wide assortment of plants. Graduates may choose to continue in horticulture to achieve a diploma, AAS or AS degree. Application Requirements:
High school graduate or GED
Career/Occupational Requirements: 27 credits
HORT 1000 Introduction to Horticulture............. 3
HORT 1021 Biology of Horticulture Plants.............. 3
HORT 1023 Soil Science ...................................... 3
HORT 1024 Plant Propagation............................. 3
HORT 1025 Pest Management.............................. 3
HORT 1031 Greenhouse Crops ............................ 3
HORT 1051 Herbaceous Plants............................. 3
HORT 2031 Greenhouse Operations ..................... 3
HORT 2033 Interior Foliage Plants........................ 3
General Education/MnTC Requirements: 3 credits
Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I.................................... 4
SPCH 1021 Fundamentals of Public Speaking....... 3
SPCH 1031 Interpersonal Communication............ 3
SPCH 1041 Small Group Communication............. 3
SPCH 1051 Intercultural Communication............. 3
Occupational Certificate
Horticulture - Landscape
Total Number of Credits: 30
Program Description: The Horticulture - Landscape certificate provides students with the general education and technical skills to meet the demand for well-trained personnel in the landscape industry. Graduates will be well versed in woody and herbaceous plants that grow in this climate. They will be knowledgeable about plant pests, nursery operations, landscape design, landscape installation, and grounds maintenance. Graduates of this program may choose to continue in horticulture to achieve a diploma or an AAS degree.


## 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. .....  3HORT 2045 Residential and CommercialTurf Management.3
HORT 2046 Horticulture Equipment. ..... 3
HORT 2047 Landscape Design. ..... 3
HORT 2048 Landscape Installation. ..... 3
HORT 2051 Fruits, Vegetables and Minor Crops. ..... 3
HORT 2055 Sports and Golf Turf Grass Management .....  3
HORT 2781 Horticulture Internship II ..... 3
HORT 2782 Horticulture Internship III .....  3
General Education/MnTC Requirements: 7 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I. ..... 4
Select one of the following SPCH courses ..... 3
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Diploma
Landscape Technician
Total Number of Credits: 48
Program Description:
The Horticulture Technician - Landscape diploma pro-vides students with the general education and technicalskills to meet the demand for well-trained personnel inthe landscape industry. Graduates will be well versed inwoody and herbaceous plants that grow in this climate.
They will be knowledgeable about plant pests, nurseryoperations, landscape design, landscape installation,and grounds maintenance. Graduates of this programmay choose to continue in horticulture to achieve anAAS 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.HORT 2045 Residential and CommercialTurf 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 <br> Goal 1 - Communication: 7 credits <br> ENGL 1021 Composition I.. <br> Select one of the following SPCH courses................. 3 <br> SPCH 1021 Fundamentals of Public Speaking <br> SPCH 1031 Interpersonal Communication <br> SPCH 1041 Small Group Communication <br> SPCH 1051 Intercultural Communication 

## Associate in Applied Science <br> Horticulture Greenhouse Technology <br> 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
HORT 2046 Horticulture Equipment........................... 3
HORT 2047 Landscape Design............................. 3
HORT 2048 Landscape Installation...................... 3
HORT $2051 \begin{aligned} & \text { Fruits, Vegetables and } \\ & \text { Minor Crops.................................... } 3\end{aligned}$
HORT $2055 \begin{aligned} & \text { Sports and Golf Turf Grass } \\ & \text { Management.................................. } 3\end{aligned}$
HORT 2781 Horticulture Internship II ................. 3
HORT 2782 Horticulture Internship III.................. 3
General Education/MnTC Requirements: $\mathbf{2 0}$ credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I.................................. 4
Select one of the following SPCH courses................... 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication

SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are completed
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals

## Associate in Applied Science Degree Horticulture Landscape Technology Total Number of Credits: 64

## Program Description:

Graduates of the Horticulture Technology- Landscape AAS degree will have a strong knowledge of horticulture and landscape practices as well as general education skills. Many employment opportunities in the landscape industry allow for advancement to supervisory and management positions. This degree program gives students the needed training for these opportunities.

## Application Requirements:

High school graduate or GED
Core Requirements: 27 credits
HORT 1000 Introduction to Horticulture ..... 3
HORT 1024 Plant Propagation. ..... 3
HORT 1025 Pest Management. ..... 3
HORT 1041 Woody Plants. ..... 3
HORT 1051 Herbaceous Plants. .....  3
HORT 2041 Nursery Operations. .....  3
HORT 2043 Grounds Maintenance ..... 3
HORT 2047 Landscape Design. .....  3
HORT 2048 Landscape Installation. ..... 3
Career/Occupational Requirements: 17 credits
Select 17 credits from the following courses:
HORT 1021 Biology of Horticulture Plants. .....  3
HORT 1023 Soil Science .....  3
HORT 1031 Greenhouse Crops .....  3
HORT 1781 Horticulture Internship I .....  3
HORT 2031 Greenhouse Operations. ..... 3
HORT 2033 Interior Foliage Plants. ..... 3
HORT 2044 Professional Landscape Management.. 3
HORT 2045 Turf Management. ..... 3
HORT 2046 Horticulture Equipment. ..... 3
HORT 2051 Fruits, Vegetables \& Minor Crops .....  3
HORT 2055 Sports and Golf Grass Turf Management. .....  3
HORT 2781 Horticulture Internship II. ..... 1-3
HORT 2782 Horticulture Internship III ..... 1-3
General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I. ..... 4
Select one of the following SPCH courses. ..... 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal CommunicationSPCH 1041 Small Group CommunicationSPCH 1051 Intercultural Communication

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are completed
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals

## Horticulture Science

Associate in Science Degree
Total Number of Credits: 64

## Program Description:

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

## Application Requirements:

High school graduate or GED

| Core Requirements: 24 credits |  |
| :---: | :---: |
| HORT | 1000 Introduction to Horticulture............. 3 |
| HORT | 1021 Plant Biology.............................. 3 |
| HORT | 1024 Plant Propagation......................... 3 |
| HORT | 1041 Woody Plants............................... 3 |
| HORT | 1051 Herbaceous Plants ........................ 3 |
| HORT | 2031 Greenhouse Operations................. 3 |
| HORT | 2033 Interior Foliage Plants.................... 3 |
| HORT | 2047 Landscape Design......................... 3 |
| Electives: 10 credits |  |
| Select 10 credits from the following courses: |  |
| HORT | 1023 Soil Science................................ 3 |
| HORT | 1025 Pest Management......................... 3 |
| HORT | 1031 Greenhouse Crops. |
| HORT | 2041 Nursery Operations...................... 3 |
| HORT | 2043 Grounds Maintenance................... 3 |
| HORT | 2044 Professional Landscape Management.. 3 |
| HORT | 2045 Turf Management......................... 3 |
| HORT | 2048 Landscape Installation................... 3 |
| HORT | 2051 Fruits, Vegetables and Minor Crops.... 3 |
| HORT | 2055 Sports and Golf Turf Grass |
|  | Management.............................. 3 |
| HORT | 1781 Horticulture Internship I..............1-3 |

General Education/MnTC Requirements: 30 Credits
Goal 1-Communication: 7 credits
ENGL 1021 Composition I............................... 4
Select one of the following SPCH courses. 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication

SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are completed
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 9 credits
BIOL 1041 Introductory 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)
Occupational Certificate
Human Services Technician
Total Number of Credits: 30

## Program Description:

The Human Services Technician Certificate is designed for students seeking entry-level positions in the human services field. The student will acquire an understanding of the concepts, principles, skills, methods and techniques necessary for a para-professional position in social welfare agencies.
Additional Program Requirements:

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 $2030 \begin{aligned} & \text { Working with the Mentally Ill in } \\ & \text { Human Service Settings .................... } 3\end{aligned}$
HSER 2040 Crisis Assessment and Intervention ..... 3
HSER 2050 Seminar: Current Issues and Topics .... 3
HSER 2780 Human Services Internship................ 4
General Education/MnTC Requirements: 7 credits
Goal 1 - Communications: 7 credits
ENGL 1021 Composition I ................................. 4
SPCH 1051 Intercultural Communication............. 3
Additional Requirements: 1 credit
CAPL 1000 Computer Literacy

## Associate in Science Degree Human Services <br> Total Number of Credits: 64

## Program Description:

The Human Services program is designed for students interested in the helping professions. A graduate will acquire an understanding of the concepts, principles, skills, methods, and techniques necessary for para-professional positions in social welfare agencies. This degree satisfies the MnTC requirements and also transfers into a four-year program at Metropolitan State University. See a Counselor if planning to pursue a four-year degree.
Additional Program Requirements:

1. Grade of "C" or higher in all Core/Career/Occupational courses
2. Grade of "C" or higher in all specifically designated General Education course requirements
Prospective students should be aware that a back-
ground check may be required for the internships.


HSER 2060 Case Management............................ 2
General Education/MnTC Requirements: $\mathbf{3 0}$ credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ................................ 4
SPCH 1051 Intercultural Communication............. 3
Goal 2-Critical Thinking is fulfilled when all MnTC goals complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 6 credits
Two courses from goal 3 and/or 4
Goal 5 - History/Social and Behavioral Sciences: 6 credits Two courses from two disciplines required
Goal 6 - Humanities and Fine Arts: 6 credits
Goals 7-10: Three credits in each of four goals

## Information and <br> 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

Occupational Certificate
Information and Telecommunication Technology Total Number of Credits: 30

## Program Description:

The Information and Telecommunication Technology Specialist program prepares individuals with the essential technical and organizational skills necessary to maintain modern computer and telecommunication networks in today's business and industrial environments.

## Application Requirements:

Assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of "C" or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

Career/Occupational Requirements: 27 credits
ITT 1020 Information and Telecommunication Technologies..
ITT 1031 Networking Systems I....................... 3
ITT 1032 Networking Systems II......................... 3
ITT 1070 Telephony Systems ............................ 3
ITT 2031 Networking Systems III........................ 3
ITT 2032 Network Integration.......................... 2
ITT 2035 Broadband and Wireless......................... 3
MCST 1000 PC Hardware Services Technician....... 3
MCST 1010 Operating Systems Technology............. 3
Elective ............................................................... 1
General Education/MnTC Requirements: $\mathbf{3}$ credits
Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## Associate in Applied Science Degree <br> 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
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 I4

SPCH 1021 Individual Public Speaking................. 3
Goal 2 - Critical Thinking is fulfilled when all MnTC Goals are complete
Goal 3 and/or Goal 4 -Sciences/Math/Logical Reasoning: 3 credits
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals

## Occupational 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 tele-com-munication 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)
Occupational Certificate
Home Furnishings Sales
Total Number of Credits: 30

## Program Description:

Home Furnishings Sales graduates will be prepared to consult with customers and to recommend and sell residential interior furnishing products and services appropriate to customer needs. In addition, a base of skills and knowledge suitable for continuing education and/or professional growth in the industry will be acquired.
Core Requirements: 3 credits
MKTG 2060 Professional Selling. ..... 3
Career/Occupational Requirements: $\mathbf{2 4}$ credits
INTD 1030 Design and Color ..... 3
INTD 1040 The Home Furnishings Product. ..... 3
INTD 1050 Lighting, Art and Accessories ..... 3
INTD 1060 Furniture Styles and Periods ..... 3
INTD 2000 Floors, Walls and Windows. ..... 3
INTD 2010 Design Applications. ..... 3
INTD 2020 Selling the Concept. ..... 3
General Education/MnTC Requirements: 3 creditsGoal 1 - Communication: 3 creditsSelect one of the following communication courses:

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

## Occupational Certificate <br> Kitchen and Bathroom Design <br> 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: $\mathbf{3 0}$ credits
KBD 1010 Presentation Standards.................... 3
KBD 1020 Construction and Mechanical $\begin{aligned} & \text { Systems............................................ } 3\end{aligned}$
KBD 1030 Basic Kitchen and Bath Design ..............................................
KBD 1040 Materials and Estimating................... 2
KBD 1050 Lighting for Kitchen and Bath Design.. 1
KBD 2010 Advanced Kitchen and Bath Design..... 3
KBD 2020 CAD for Kitchen and Bath.................. 3
KBD 2030 Business Practices for Kitchen and Bath Design 1

KBD 2080 Customized Consulting
and Presentation .....  3
KBD 2781 Internship in Kitchen and Bath Design I. ..... 2
KBD 2782 Internship in Kitchen and Bath Design II. .....  3
Select one of the following courses:
ECAD 1070 Introduction to AutoCAD .....  3
INTD 2040 Dimensional Design Drawing. ..... 3
KBD 2060 Advanced CAD ..... 3
or any other course with instructor approval

## Additional Requirements:

Students will be required to have a laptop computer, as per the specification required by the program, to use throughout the duration of the program.

## Occupational Certificate Interior Design Consultant <br> 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: $\mathbf{1 6}$ credits

Select a minimum of 16 credits from the following courses with guidance of program faculty:
INTD 2030 Advanced Sales Techniques................ 3
INTD 2750 Interior Design Topics....................... 1-3
INTD 2760 Design Specialties.......................... 1-2
INTD 2780 Internship... .................................... 2
MKTG 1025 Professional Development.................. 3
MKTG 1030 Product Research............................... 3
MKTG 2035 Trend Analysis ................................. 3

## Diploma

Interior Design Associate
Total Number of Credits: 48

## Program Description:

This program prepares students to design in terms of customer/client needs, the interior furnishings of residences and to specify and sell the products and services required for implementation of that design.
Core Requirements: $\mathbf{1 5}$ credits

ACCT 1010 Introduction to Accounting OR

ACCT 2020 Financial Accounting........................ 3

BMGT 1020 Introduction to Business.................... 3

ECAD 1070 Introduction to AutoCAD.................. 3

MKTG 2050 Principles of Marketing..................... 3

MKTG 2060 Professional Selling........................... 3

Career/Occupational Requirements: 27 credits

INTD 1020 Introduction to Home Furnishings...... 3

INTD 1030 Design and Color.............................. 3

INTD 1040 The Home Furnishing Product.......... 3

INTD 1050 Lighting, Art and Accessories.............. 3

INTD 1060 Furniture, Styles and Periods.............. 3

INTD 2000 Floors, Walls, and Windows.................. 3

INTD 2010 Design Applications............................ 3

INTD 2020 Selling the Concept........................... 3

INTD 2030 Advanced Sales Techniques................ 3

## General Education/MnTC Requirements: $\mathbf{6}$ credits

Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication

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

## Associate in Applied Science Degree Interior Design <br> Total Number of Credits: 64

## Program Description:

Associate in Applied Science graduates will be prepared to design in terms of customer/client needs, the interior furnishings of residences and to specify and sell the products and services required for implementation of that design. In addition, the graduate will have acquired a foundation in marketing and general education necessary to be able to compete in today's workplace.

## Core Requirements: $\mathbf{1 5}$ credits

ACCT 1010 Introduction to Accounting OR
ACCT 2020 Financial Accounting........................ 3
BMGT 1020 Introduction to Business..................... 3
ECAD 1070 Introduction to AutoCAD .................. 3
MKTG 2050 Principles of Marketing ..................... 3
MKTG 2060 Professional Selling ........................... 3
Career/Occupational Requirements: 29 credits
INTD 1020 Introduction to Home Furnishings ..... 3
INTD 1030 Design and Color............................. 3
INTD 1040 The Home Furnishing Product.......... 3
INTD 1050 Lighting, Art and Accessories................ 3
INTD 1060 Furniture, Styles and Periods.............. 3
INTD 2000 Floors, Walls and Windows................. 3
INTD 2010 Design Applications.......................... 3
INTD 2020 Selling the Concept........................... 3
INTD 2030 Advanced Sales Techniques................ 3
INTD 2780 Internship in Interior Design.............. 2
General Education/MnTC Requirements: 20 credits
Goal 1-Communication: 7 credits
ENGL 1021 Composition I.................................. 4
SPCH 1031 Interpersonal Communication .......... 3
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 -Sciences/Math/Logical Reasoning: 3 credits
Goal 5 - History/Social and Behavioral Sciences: 4 credits
PSYC 1020 General Psychology.......................... 4
Goal 6 - Humanities and Fine Arts: 3 credits
ART 1020 Art Appreciation............................... 3
Goals 7-10: Three credits in one of the four goals

## Law Enforcement

Associate in Science Degree
Total Number of Credits: 69
See also Criminal Justice

## Program Description:

This degree is primarily designed to meet the professional and educational needs of students interested in becoming licensed Peace Officers and other careers in Law Enforcement, and for students intending to continue their studies at a four-year college or university.
Application Requirements:
High School graduate or GED
Career/Occupational Requirements: 21 credits
The following courses are offered at the Center for
Criminal Justice and Law Enforcement (through
Minneapolis Community and Technical College.) For application requirements, see Century Counseling Center for information.
LAWE 2225 Criminal Investigations ..................... 3
LAWE 2230 Legal Issues in Law Enforcement ........ 3
LAWE 2231 Criminal \& Traffic Codes.................... 3
LAWE 2240 Patrol Operations.............................. 3
LAWE 2299 Law Enforcement Integrated $\begin{aligned} \text { Practicum ..................................... } 9\end{aligned}$
Career/Occupational Requirements: 10 credits
The following courses are offered at Century College:
EMS 1015 First Responder................................ 2
PE 1070 Fitness for Life................................. 2
SOC 2081 Police in the Community.................... 3
SOC 2085 Juvenile Justice.................................. 3
General Education/MnTC Requirements: 38 credits
Goal 1-Communication: 10 credits
ENGL 1021 Composition I.................................. 4
ENGL 1022 Composition II.................................. 3
Select one of the following SPCH courses:.................. 3
SPCH 1031 Interpersonal Communication
SPCH 1051 Intercultural Communication
Goal 2-Critical Thinking is fulfilled when all MnTC goals are completed
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 6 credits
Two courses from Goal 3 and/or Goal 4
Goal 5 - History/Social and Behavioral Sciences: 16 credits
PSYC 1020 General Psychology........................... 4
SOC 1020 Introduction to Sociology ................... 3
SOC 1033 Sociology of Families in Crisis............. 3
SOC 1080 Introduction to the Criminal
SOC 2051 Sociology of Race and Ethnicity.......... 3
Goal 6 - Humanities and Fine Arts: 6 credits
Two courses from two disciplines
PHIL 1031 Ethics OR
PHIL 1035 Moral Issues in Healthcare..................... 3
Goals 7-10: Three credits in each of two goals

## Marketing

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Program Options:
Marketing Certificate (16)
Marketing Specialty Diploma (45)
Marketing Management AAS Degree (64)
Marketing Communications Technology AAS Degree
(64)
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Occupational Certificate
Marketing
Total Number of Credits: 16

## Program Description:

This certificate is meant for learners exploring career options within the marketing area. Each course is built on fundamental principles of marketing and retail-ing-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 degree.

Core Requirements: 4 credits
MKTG 2050 Principles of Marketing.................... 3
MKTG 1790 Independent Study........................... 1
Career/Occupational Requirements: 12 credits
Select 12 credits from the following:
MKTG 1020 Store Planning and
Visual Merchandising
MKTG 2000 Customer Service.............................. 3
MKTG 2005 Entrepreneurship Fundamentals ....... 3
MKTG 2010 Supervision...................................... 3
MKTG 2035 Trend Analysis .................................. 3
MKTG 2080 Retail Principles and Practices............. 3

## Marketing Specialty <br> Diploma

Total Number of Credits: 45

## Program Description:

The Marketing Specialty program is designed for students who desire employment in a marketing career in a specialty area. Students may be employed as sales professionals, retail managers, fashion merchandisers or inmarketing support positions in the public or private sector. The course work includes learning by doing through projects and industry experiences. Web assisted courses are integral to the program delivery.

## Core Requirements: 12 credits

MKTG 1025 Professional Development. .3
MKTG 2050 Principles of Marketing. .....  3
MKTG 2060 Professional Selling .....  3
MKTG 2063 Advertising and Sales Promotion ..... 3
Career/Occupational Requirements: 21 credits
BMGT 1020 Introduction to Business. .....  .3
CAPL 1010 Introduction to Software Applications ..... 3
Select 15 credits from the following courses:
MKTG 1020 Store Planning and Visual Merchandising .....  3
MKTG 1040 Fashion Concepts .....  3
MKTG 1045 Ready-to-Wear .....  3
MKTG 1065 Event/Festival Marketing ..... 3
MKTG 1067 Event Operations/Risk Management .....  3
MKTG 2000 Customer Service Strategies .....  3
MKTG 2005 Entrepreneurship Fundamentals .....  3
MKTG 2010 Supervision .....  3
MKTG 2020 Negotiation Strategies. ..... 3
MKTG 2035 Trend Analysis .....  3
MKTG 2055 Electronic Marketing Concepts .....  3
MKTG 2080 Retailing Principles and Practices ..... 3
General Education/MnTC Requirements: 6 creditsGoal 1 - Communication: 3 credits
SPCH 1031 Interpersonal Communication ..... 3
General Education/MnTC electives. .....  3
Additional Requirements:Sufficient credits to total 45 with instructor approval
Associate in Applied Science Degree
Marketing Management
Total Number of Credits: 64
Program Description:
Marketing Management focuses on the decisions facingmarketing practitioners who must balance the objec-tives and resources of an organization with the needsand opportunities in the marketplace. Graduates maypursue careers may in either business-to-business mar-keting environments or the area of consumer marketsin either the private or public sector.
Core Requirements: 12 Credits
MKTG 1025 Professional Development ..... 3
MKTG 2050 Principles of Marketing .....  3
MKTG 2060 Professional Selling .....  3
MKTG 2063 Advertising and Sales Promotion .....  3
Career/Occupational Requirements: 24 Credits
ACCT 1010 Introduction to Accounting. .....  3
BMGT 1020 Introduction to Business. .....  3
CAPL 1010 Introduction to Software Applications.. 3
Select 15 credits from the following courses:
MKTG 1020 Store Planning andVisual Merchandising 3
MKTG 1040 Fashion Concepts. .....  3
MKTG 1045 Ready-to-Wear ..... 3
MKTG 1065 Event/Festival Marketing .....  3
MKTG 1067 Event Operations/Risk Management... 3
MKTG 2000 Customer Service Strategies .....  3
MKTG 2005 Entrepreneurship Fundamentals .....  3
MKTG 2010 Supervision. .....  3
MKTG 2020 Negotiation Strategies ..... 3
MKTG 2035 Trend Analysis ..... 3
MKTG 2055 Electronic Marketing Concepts. ..... 3
MKTG 2080 Retailing Principles and Practices. ..... 3
General Education/MnTC Requirements: 20 credits Goal 1 - Communication: 7 credits
ENGL 1021 Composition I .....  4
SPCH 1031 Interpersonal Communication ..... 3
Goal 2-Critical Thinking is fulfilled when all MnTC goalsare completeGoal 3 and/or Goal 4 -Sciences/Math/Logical Reasoning: 3credits
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 handson and aesthetic teachings of the Art and Art Studio coursework. In addition, courses from the English, Speech-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 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

[^2]MKTG 2000 Customer Service Strategies .....  3
MKTG 2005 Entrepreneurship Fundamentals .....  3
MKTG 2020 Negotiation Strategies ..... 3
MKTG 2080 Retailing Principles and Practices .....  3
Select 6 credits from the following courses:
VCT 1023 Webpage Design with HTML ..... 3
VCT 1030 Video I .....  3
VCT 1041 Photography I .....  3
VCT 1051 Electronic Publishing I ..... 3
General Education/MnTC Requirements: 22 Credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I. ..... 4
SPCH 1041 Small Group Communication. ..... 3
Goal 2 - Critical Thinking is fulfilled when all MnTC goalsare completeGoal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3credits
Goal 5 - History/Social and Behavioral Sciences: 3 creditSPCH 1061 Mass Communication3
Goal 6 - Humanities and Fine Arts: 9 credits
ART 1020 Art Appreciation ..... 3
ARTS 1041 Drawing ..... 3
PHIL 1031 Ethics. ..... 3
Goals 7-10: Three credits in one of the four goals
Additional Requirements:
Sufficient credits to total 64
Medical Assistant
Diploma
Medical Assistant
Total Number of Credits: 48

## Program Description:

The Medical Assistant program is designed for career opportunities as a professional, multi-skilled person dedicated to assisting in patient care management. The medical assistant performs clinical, laboratory and administrative skills in clinics, doctor offices, and other health care agencies. The clinical externship is under the direct supervision of a physician, and is a 320 hour unpaid experience. Graduates of the Medical Assistant program are eligible to take the Certification Exam of the American Association of Medical Assistants (AAMA). The Century College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (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 com-
pletion of RDNG 0090 with a grade of "C" or higher


## Microcomputer Support Technology

## Program Options:

Personal Computer Support Specialist Certificate (30)
Microcomputer Support Technician Diploma (48)
Microcomputer Support Technology AAS Degree (64) Computer Forensics AAS Degree (64)

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

Occupational Certificate
Personal Computer Support Specialist
Total Number of Credits: 30
Program Description:
The PC Support Specialist Certificate program is designed to prepare the student for a career as a Help Desk Specialist or hardware/software configuration specialist. Help Desk Specialists answer questions and pro-
vide 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
MCST 1030 UNIX Operating System.................... 3
MCST 2780 Internship........................................ 1
OFFT 1001 College Keyboarding........................... 1
Electives
4

## General Education/MnTC Requirements: $\mathbf{3}$ credits

Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## Diploma

Microcomputer Support Technician
Total Number of Credits: 48

## Program Description:

The Microcomputer Support Technician program prepares the student to be able to analyze organizational information needs, to recommend appropriate hardware and software systems, and to implement or to train others to implement such systems. Specific job titles that the graduate would be qualified for include network support specialist, network analyst, network engineer, PC support specialist, and PC help desk. The coursework will help prepare the student for Microsoft Windows 2000 certification exams.

## Application Requirements:

Assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of "C" or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.



## Associate in Applied Science Degree <br> Microcomputer Support Technology <br> 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 Windows2000 Server 3
MCST 2015 Administrating the Active Directory ..... 3
MCST 2017 TCP/IP ..... 3
MCST 2020 System Analysis/End User Network Computing. ..... 3
MCST 2780 Internship ..... 2
OFFT 1001 College Keyboarding .....  1
General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ..... 4
SPCH 1021 Individual Public Speaking ..... 3
Goal 2- Critical Thinking is fulfilled when all MnTC goalsare completeGoal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3credits
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 othercourses with instructor consent:
ACCT 2020 Financial Accounting ..... 3
CAPL 1050 Web Design, Creation and Management. .....  3
CSCI 2011 C++ Programming I. ..... 3
ITT 2031 Networking Systems III. .....  3
SPCH 1051 Intercultural Communication. ..... 3
Associate in Applied Science Computer Forensics

Total Number of Credits: 64

## Program Description:

This degree prepares students with the knowledge in computer science, information assurance, computer incident investigation, cyberspace ethics and computer law. Graduates may work in the computer technology fields in supporting companies and organizations to protect their interests and helping legal firms to deal with civil litigations. When needed, graduates can also assist law enforcement to combat cyber terrorism and crimes. Computer forensics is the process of methodically examining computer media for evidence, which includes the collection, preservation, analysis and presentation of computer-related evidence. Computer evidence may be useful in human resources, employment proceedings, civil disputes and criminal cases.

Career/Occupational Requirements: 30 credits
CSCI 1060 Fundamentals of Programming.......... 3
ITT 2010 Principles of Information Security...... 3
ITT 2040 Network Security............................. 3
ITT 2045 Computer Forensics.......................... 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................................
MCST 2017 Microsoft Windows Server 2003
Network Infrastructure. 3

## Additional Requirements: 11 credits

Select eleven credits from the following courses:
CSCI 2011 C++ Programming I......................... 3
CSCI $2020 \begin{aligned} & \text { Object-Oriented Programming } \\ & \text { using JAVA.................................... } 3\end{aligned}$
ITT 2031 Networking Systems III....................... 3
ITT 2060 Computer Telephone Integration....... 3
MCST 1018 Supporting MS Office in a
MCST 2015 Administering the Active Directory ..... 3
MCST 2780 Internship....................................... 6
SPCH 1051 Intercultural Communication 3
Other courses selected with instructor consent
General Education/MnTC Requirements: $\mathbf{2 3}$ credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I.
.. 4
SPCH 1021 Individual Public Speaking................. 3
Goal 2- Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 -Sciences/Math/Logical Reasoning: 4 credits
MATH 1025 Statistics.......................................... 4
Goal 5 - History/ Social and Behavioral Sciences: 3 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

## Nursing - Registered Nurse

## Associate in Science Degree <br> Registered Nurse - Basic Track <br> Total Number of Credits: 64

## Program Description:

The Century College Associate Degree Nursing Program is designed to educate students who are prepared to begin professional nursing careers and administer safe, culturally competent patient-centered nursing care in a variety of healthcare settings in our
increasingly diverse communities. The Nursing program is jointly sponsored and managed through a unique, cooperative arrangement between Inver Hills Community College and Century College. Coursework includes nursing theory focusing on holistic assessment, therapeutic nursing interventions including complementary/alternative modalities, communication, levels of prevention, critical thinking, collaboration and leadership/management concepts. Clinical application occurs in acute, sub-acute and long-term care facilities, community clinics, schools and home health settings. Safe, caring, competent nursing care across the lifespan is fostered. Graduates are awarded an associate in science degree in nursing and are eligible to apply to take the NCLEX-RN and meet the Minnesota State Board of Nursing requirements for licensure. The Accelerated Nursing Program is a two and one-half semester separate nursing mobility track offered to qualified licensed practical nurses (LPN). Both Basic and Accelerated nursing graduates have many lower division, liberal arts requirements needed to earn a baccalaureate degree in nursing. A Minnesota statewide nursing articulation agreement provides "seamless transfer" to students who pursue their bachelor's degree from any baccalaureate nursing program offered through the Minnesota State Colleges and Universities System.
Application Requirements:
Refer to program brochure available in Admissions, the Century College website or Counseling Center.

| Career/Occupational Requirements: $\mathbf{3 4}$ credits |  |  |
| :--- | ---: | :--- |
| NURS | 1020 | The Registered Nurse Role |
| in Health and Wellness.................4 |  |  |

NURS 1026 Applied Nutrition ..... 2
Nursing Electives:
NURS 2025 Clinical Specialty Focus ..... 1-6
NURS 2785 Clinical Internship. .....  1
General Education/MnTC Requirements: $\mathbf{3 0}$ credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ..... 4
Select one of the following SPCH courses: ..... 3
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

Goal 2-Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 11
credits
BIOL 1031 Basic Human Anatomy and Physiology I
BIOL 1032 Basic Human Anatomy and Physiology II.
BIOL 1035 Basic Medical Microbiology................ 3
Goal 5 - History/Social and Behavioral Sciences: 6 credits Two courses from two disciplines
PSYC 1040 Lifespan Psychology. 3

Goal 6 - Humanities and Fine Arts: 6 credits
Two courses from two disciplines
PHIL 1035 Moral Issues in Healthcare - recommended. .3

Goals 7-10: Three credits in each of two goals
Additional Requirements:
MATH 1000 (1 credit) or equivalent

## Associate in Science Degree

Registered Nurse - Accelerated Track
Total Number of Credits: 64
Program Description: See description above
Application Requirements:
Refer to program brochure available in Admissions, the
Century College website or Counseling Center
Career/Occupational Requirements: 34 credits
NURS 1026 *Nutrition Applications for the Health Sciences.
NURS 1110 *Assessment of LPN Nursing Knowledge and Skills.......... 13
NURS 1140 Health, Healing and Holism in the Role Transition from LPN to RN......... 4
NURS 2130 Nursing Intervention: Health, Healing and Holism and the Role of the Registered Nurse . $\qquad$
NURS 2135 Clinical Applications for NURS 2130... 4
NURS 2220 Pathophysiology................................ 2
NURS 2150 Synthesis and Transition to the Registered Nurse Role ................. 2
NURS $2155 \begin{aligned} & \text { Accelerated Clinical Application } \\ & \text { for NURS 2150............................... } 3\end{aligned}$
*LPN graduates are awarded credit for NURS 1026 and NURS 1110 through transfer or assessment

Nursing Electives:
NURS 2025 Clinical Specialty Focus...................1-6
General Education/MnTC Requirements: $\mathbf{3 0}$ credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I.................................. 4
Select one of the following SPCH courses:................. 3
SPCH 1031 Interpersonal Communication

SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4-Sciences/Math/Logical Reasoning:
11 credits
BIOL 1031 Basic Human Anatomy and Physiology I.
BIOL $1032 \begin{aligned} & \text { Basic Human Anatomy and } \\ & \text { Physiology II.................................... } 4\end{aligned}$
BIOL 1035 Basic Medical Microbiology................ 3
Goal 5 - History/Social and Behavioral Sciences: 6 credits
Two disciplines required
PSYC 1040 Lifespan Psychology........................... 3
Goal 6 - Humanities and Fine Arts: 6 credits
Two disciplines required
PHIL 1035 Moral Issues in Healthcare - 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 Office Support Certificate (18)
Medical Administrative Support Diploma (47)
Medical Office Assistant AAS Degree (64)
Other computer related courses are offered in the following
disciplines: Computer Application Technology, Computer
Science, Information and Telecommunications Technology, and Microcomputer Support Technology

Occupational Certificate
Office Assistant
Total Number of Credits: 30

## Program Description:

Designed for students interested in the office field. A graduate may become employed as a data entry clerk, receptionist, secretary, or other administrative support positions.

## Application Requirements:

High School graduate or GED
Career/Occupational Requirements: 27 credits
ACCT 1010 Introduction to Accounting............... 3
BMGT 2035 Human Relations in Business................. 3
CAPL 1010 Introduction to Software Applications.. 3
CAPL 1023 Microsoft Word................................ 3
OFFT 1001 College Keyboarding ......................... 1
OFFT 1035 Advanced Word Processing................ 3
OFFT 2000 Records Management......................... 3
OFFT 2055 Office Procedures............................... 3
Electives (career related)......................................... 5

General Education/MnTC Requirements: 3 credits
Goal 1 - Communication: 3 credits
Select one of following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

## Diploma

Office Support
Total Number of Credits: 48

## Program Description:

Designed for students interested in a comprehensive program in the office field. A graduate may become employed as a data entry clerk, receptionist, secretary, software application specialist, or other administrative related positions.
Application Requirements:
High School graduate or GED

## Career/Occupational Requirements: $\mathbf{4 1}$ credits ACCT 1010 Introduction to Accounting............... 3

BMGT 1020 Introduction to Business..................... 3
BMGT 2035 Human Relations in Business.............. 3
$\begin{array}{ll}\text { BMGT } & 2060 \text { Business Communications OR } \\ \text { ENGL } & 1025 \\ \text { Technical Writing........................... } 3\end{array}$
CAPL 1010 Introduction to Software Applications.. 3
CAPL 1021 Microsoft PowerPoint......................... 1
CAPL 1023 Microsoft Word.................................. 3
CAPL 1025 Microsoft Excel.................................. 3
CAPL 1027 Microsoft Access................................. 3
CAPL 1050 Web Design, Creation and Maintenance. 3
CAPL 2020 Desktop Publishing .....  3
OFFT 1001 College Keyboarding .....  1
OFFT 1035 Advanced Word Processing .....  3
OFFT 2000 Records Management. .....  3
OFFT 2055 Office Procedures .....  3
General Education/MnTC Requirements: 7 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I.. .....  4
Select one of the following SPCH courses:. .....  3

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

## Administrative Assistant <br> Associate in Applied Science Degree <br> Total Number of Credits: 64

## Program Description:

Designed to prepare students with broad-based skillsgeneral business knowledge and software/hardware
technology. Students may be employed in various administrative support positions in business, government, and organizational operations.

## Application Requirements:

High School graduate or GED
Career/Occupational Requirements: 44 credits
ACCT 1010 Introduction to Accounting................ 3
BMGT 1020 Introduction to Business..................... 3
BMGT 2035 Human Relations in Business.............. 3
BMGT 2060 Business Communications OR
ENGL 1025 Technical Writing.............................. 3
CAPL 1010 Introduction to Software Applications.. 3
CAPL 1021 Microsoft PowerPoint......................... 1
CAPL 1023 Microsoft Word.................................. 3
CAPL 1025 Microsoft Excel.................................. 3
CAPL 1027 Microsoft Access................................ 3
CAPL 1050 Web Design, Creation and Management. 3

CAPL 2020 Desktop Publishing 3
OFFT 1001 College Keyboarding. .....  1
OFFT 1035 Advanced Word Processing. .....  3
OFFT 2000 Records Management .....  3
OFFT 2055 Office Procedures. ..... 3
Electives (career related) .....  3
General Education/MnTC Requirements: 20 creditsGoal 1 - Communication: 7 creditsENGL 1021 Composition I.4
Select one of the following SPCH courses: .....  3
SPCH 1021 Fundamentals of Public SpeakingSPCH 1031 Interpersonal CommunicationsSPCH 1041 Small Group CommunicationsSPCH 1051 Intercultural CommunicationsGoal 2 - Critical Thinking is fulfilled when all MnTC goalsare complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3
credits

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

Office Technology: Medical Occupational Certificate
Medical Office Support
Total Number of Credits: 18

## Program Description:

Prepares student for work in medical office support including many health area settings: hospital departmental offices, clinics, physician offices, chiropractic and health information settings. Student will be trained in patient registration, correspondence, communication skills, document preparation, as well as terminology and organization of health care settings.

## Application Requirements:

High School graduate or GED
Career/Occupational Requirements: 18 credits
CAPL 1023 Microsoft Word

$\qquad$OFFT 2005 Introduction to the Medical Office....... 3OFFT 2010 Office Application of
Medical Terminology 3
OFFT 2020 Medical Office Procedures. ..... 3
Select two courses from the following:
CAPL 1010 Introduction to Software Applications.. 3
OFFT 2030 Insurance and Coding forthe Medical Office.............................. 3
OFFT 2041 Medical Machine Transcription I........ 3
OFFT 2042 Medical Machine Transcription II....... 3
Diploma
Medical Administrative Support
Total Number of Credits: 47
Program Description:
Medical support personnel are critical to the growing
health care industry, and this program prepares thestudent for work in physician offices, clinics, hospitals,and allied offices (chiropractic, insurance, industrialand research medical facilities, foundations, and nurs-ing homes). The Medical Administrative Support pro-gram will prepare the student in competencies usingthe latest office technologies, for work in a fast-paced,challenging environment.
Application Requirements:
High School graduate or GED
Career/Occupational Requirements: 43 credits
ACCT 1010 Introduction to Accounting. .....  3
BMGT 2035 Human Relations in Business .....  3
CAPL 1010 Introduction to Software Applications.. 3
CAPL 1023 Microsoft Word ..... 3
OFFT 1001 College Keyboarding .....  1
OFFT 1035 Advanced Word Processing ..... 3
OFFT 2000 Records Management. .....  3
OFFT 2005 Introduction to the Medical Office ..... 3
OFFT 2010 Office Application of Medical Terminology3
OFFT 2020 Medical Office Procedures ..... 3
OFFT 2030 Insurance and Coding for the Medical Office. .....  3
OFFT 2041 Medical Machine Transcription I ..... 3
OFFT 2042 Medical Machine Transcription II ..... 3
OFFT 2055 Office Procedures ..... 3
Electives .....  3
General Education/MnTC Requirements: $\mathbf{4}$ creditGoal 1 - Communication: 4 creditsENGL 1021 Composition I.4
Medical Office Assistant
Associate in Applied Science Degree Number of Credits: 64
Program Description:
and opportunities for advancement using terminology and medical office procedures. Graduates may be employed in hospital offices, clinics, medical school facilities, the insurance industry, or medical device industry offices.
Application Requirements:
High School graduate or GED
Career/Occupational Requirements: $\mathbf{4 4}$ credits
ACCT 1010 Introduction to Accounting............... 3
BMGT 2035 Human Relations in Business................ 3
CAPL 1010 Introduction to Software Applications.. 3
CAPL 1023 Microsoft Word.................................. 3
OFFT 1001 College Keyboarding.......................... 1
OFFT 1035 Advanced Word Processing.................. 3
OFFT 2000 Records Management......................... 3
OFFT 2005 Introduction to the Medical Office...... 3
OFFT 2010 Office Application of Medical
OFFT 2020 Medical Office Procedures................. 3
OFFT 2030 Insurance and Coding for the Medical Office 3
OFFT 2041 Medical Machine Transcription I .....  3
OFFT 2042 Medical Machine Transcription II. .....  3
OFFT 2055 Office Procedures. .....  3
Electives (Career Related) ..... 4
General Education/MnTC Requirements: 20 credits
Goal 1-Communication: 7 credits
ENGL 1021 Composition I. .....  4
Select one of the following SPCH courses: ..... 3
SPCH 1021 Fundamentals of Public SpeakingSPCH 1031 Interpersonal CommunicationsSPCH 1041 Small Group CommunicationsSPCH 1051 Intercultural Communications
Goal 2 - Critical Thinking is fulfilled when all MnTC goalsare completeGoal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3credits
Goal 5 - History/Social and Behavioral Sciences: 3 credits

- Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals.
Orthotic Practitioner
Program Options:Orthotic Practitioner Advanced Specialty Diploma (40)
Advanced Specialty Diploma Orthotic Practitioner

Total Number of Credits: 40

## Program Description:

The Orthotic Practitioner program prepares the student for a career as an orthotist. An orthotist cares for patients with disabling conditions of the limbs and spine by providing devices known as orthoses. The
orthotist's duties include assisting the physician in formulating prescriptions for orthoses, taking measurements and casts, model rectification, selection of materials and components, patient fittings, adjustments and repairs of the orthosis and maintaining patient records. After a mandatory one-year National Commission of Orthotic and Prosthetic Education approved residency, the orthotist may take the National Certification Exam.

## Application Requirements:

1. A Bachelor's Degree in any major
2. Three (3) semester or 4 quarter credits with a grade " C " or higher is recommended in each of the
following courses:
Biology
Chemistry
Computer Science
College Algebra or Higher Math
Physics
Psychology
3. Minimum of 4 semester or 5 quarter credits is recommended in:

- Human Anatomy, including a Lab
- Human Physiology, including a Lab

4. Prior technical experience in orthotics. Acceptable technical experience shall include:

- Graduate of an NCOPE accredited Orthotic Technician program,


## OR

- 2080 hours of work experience as an Orthotic Technician, plus minimum fabrication requirements under an ABC Certified Orthotic Practitioner

5. Criminal background study
*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 Orth-otics at the technician level. Didactic and laboratory coursework is combined with individualized instruction in the areas of lower limb, upper limb and spinal. Each of these areas contains instruction in anatomy, terminology, measurement forms, fabrication process, system alignment, and suspension techniques, components, materials, repair and maintenance procedures. The clinical section enables the student to practice fabrication skills in an orthotic facility for a minimum of 160 hours.
Application Requirements:
High School graduate or GED
Career/Occupational Requirements: 40 credits
ORTE 1020 Introduction to the Orthotic
Lab and Basic Hand Skills.................. 5
ORTE 1030 Spinal Fabrication............................. 5
ORTE 1040 Foot Orthosis Fabrication and Shoe Modification/Repair............ 3
ORTE 1050 Stirrup Layout and Fabrication............ 3
ORTE 1060 Ankle-Foot Orthosis Fabrication.......... 3
ORTE 1070 Knee-Ankle-Foot Orthosis Fabrication.. 5
ORTE 2000 Leather Work for the A.F.O. and K.A.F.O. Orthosis. 4
ORTE 2010 Thermo-Plastic Orthosis. .....  4
ORTE 2020 Upper Limb Fabrication. .....  4
ORTE 2780 Orthotic Technician Clinical. ..... 4

General Education/MnTC Requirements: *6 credits
Goal 1-Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
General Education/MnTC electives..
2-3
*Completion of all general education credits is recommended before enrolling in ORTE 2780.

## Associate in Applied Science Degree <br> Orthotic Technology <br> 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 $1040 \begin{aligned} & \text { Foot Orthosis Fabrication and } \\ & \text { Shoe Modification/Repair.................. } 3\end{aligned}$
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: $\mathbf{2 0}$ credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I.................................. 4
SPCH 1031 Interpersonal Communication............ 3
Goal 2-Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4-Sciences/Math/Logical Reasoning: 3 credits
PHYS 1021 Physics Concepts I-recommended...... 3
Goal 5 - History/Social and Behavioral Sciences: 3 credits
PSYC 1040 Lifespan Psychology-recommended.... 3
Goal 6 - Humanities and Fine Arts: 3 credits
PHIL 1035 Moral Issues in Healthcarerecommended
Goals 7-10: Three credits in one of the four goals
Additional Requirements:
Sufficient credits to total 64.

## Paramedic Technology

See Emergency Medical Services.

## Pharmacy Technician

Program Options:
Pharmacy Technician Certificate (16)
Pharmacy Technician Diploma (34)
Pharmacy Technician AAS (64)
Occupational Certificate
Pharmacy Technician
Total number of credits: 16

## Program Description:

This certificate is designed for students interested in the pharmacy field. The courses expose students to generic brand names, pharmaceutical terminology, medication orders, routes of drug administration, preparation of intravenous drug admixtures, inventory and billing software and use of a computer. Completion of the occupational certificate prepares students for the Pharmacy Technician Certificate Exam (PTCB) and the licensing process for the state of Minnesota.

## Application Requirements:

High school diploma or GED, assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of " C " or higher, assessment score placement in MATH 1000 or above, or completion of MATH 0010 with a grade of "B" or higher, and assessment score placement in ENGL 0090 or above, or completion of ENGL 0080 with a grade of "C" or higher.
Note: Criminal background checks are required prior to experiential training according to the Minnesota Department of Health.

Career/Occupational Requirements: 15 credits
PHAR 1020 Pharmacy Introduction..................... 3
PHAR 1030 Pharmacodynamics.......................... 3
PHAR 1040 Pharmacy Techniques........................ 3
PHAR 1781 Pharmacy Laboratory......................... 3
PHAR 1784 Pharmacy Sterile Products Lab............ 3

## Additional Requirements:

Sufficient credits to total 16 with instructor approval

## Diploma

Pharmacy Technician
Total Number of Credits: 34

## Program Description:

The diploma is designed to prepare graduates for entry-level positions in clinics, hospitals, retail outlets, and industry-related areas. Students study current practices linked to patient drug profiles, management of billing information, potential drug interactions, and other pharmaceutical issues using computers and software programs used by the industry. The Pharmacy Technician program is also designed to prepare the employed student for the PTCB (Pharmacy Technician Certification Board) exam.

## Application Requirements:

High school diploma or GED, assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher, assessment score placement in MATH 1000 or completion of MATH 0010 with a grade of "B" or higher, assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of "C" or higher. Note: Criminal background checks are required prior to experiential training according to the Minnesota Department of Health.


Related Career/Occupational Requirements: 3 credits
CAPL 1000 Computer Literacy............................ 1
MATH 1000 Medical Dosages................................ 1
OFFT 1001 College Keyboarding.......................... 1
General Education/MnTC Requirements: $\mathbf{3}$ credits
Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication

Associate in Applied Science Degree
Pharmacy Technician
Total Number of Credits: 64

## Program Description:

The AAS program prepares graduates for technician positions in hospitals, clinics, retail pharmacies, and may also lead to careers in pharmaceutical sales, formulary, and billing. A full-charge technician may take on additional responsibilities in the supervisory area.

## Application Requirements:

High school diploma or GED, assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of "C" or higher, assessment score placement in MATH 1000 or completion of MATH 0010 with a grade of "B" or higher, assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of "C" or higher.

Note: Criminal background checks are required prior to experiential training according to the Minnesota Department of Health.
Core Career/Occupational Requirements: 28 credits
PHAR 1020 Pharmacy Introduction. ..... 3
PHAR 1030 Pharmacodynamics ..... 3
PHAR 1050 Pharmacy Immunology, Toxicology and Herbatology............... 3
PHAR 1060 Pharmacy Medication Technology. ..... 3
PHAR 1781 Pharmacy Laboratory .....  3
1782 Pharmacy Experientials UD ..... 2
PHAR 1783 Pharmacy Experientials OP. ..... 2
PHAR 1784 Pharmacy Sterile Products Lab ..... 3
Related Career/Occupational Requirements: 12 credits
HLTH 1001 Medical Terminology. .....  2
MATH 1000 Medical Dosages .....  1
CAPL 1010 Introduction to SoftwareApplications OR
CSCI 1020 Introduction to Microcomputers. ..... 3
Select two courses from the following: 6 credits
BMGT 1020 Introduction to BusinessENGL 1025 Technical Writing
or one of the following Speech courses (not already
taken for MnTC/General Education)
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I.4
Select one of the following Speech courses: ..... 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2 is fulfilled when all MnTC goals are complete
Goal 3 and Goal 4 - Science and Math/Logical Reasoning: 7creditsBIOL 1024 Human Biology.3
CHEM 1020 Chemistry Concepts. ..... 4
Goal 5 - History, and the Social and Behavioral Sciences: 3creditsGoal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals
Additional Requirements:

## Prosthetic Practitioner

## Program Options: <br> Prosthetic Practitioner Advanced Specialty Diploma (40)

## Advanced Speciality Diploma <br> Prosthetic Practitioner

Total Number of Credits: 40

## Program Description:

The Prosthetic Practitioner program prepares students for a career as a prosthetist. A prosthetist cares for patients with partial or total absence of limb by designing, fabricating and fitting devices known as prostheses. The prosthetist's duties include assisting with formulating prescriptions for prostheses, taking measurements, cast taking, model modifications, selection of materials and components, patient fittings, alignment of the prosthesis on the patient, and maintaining patient records. After a mandatory one year National Commission of Orthotic and Prosthetic Education approved residency, the prosthetist may take the
National Certification Exam.
Application Requirements:

1. A Bachelor's Degree in any major.
2. Three semester or four quarter credits with a grade of " C " or higher is recommended in each of the following courses:

- Biology
- Physics
- Chemistry
- Psychology
- Computer science
- College Algebra or Higher Math

3. Minimum of 4 semester or 5 quarter credits is recommended in:

- Human Anatomy, including a Lab
- Human Physiology, including a Lab

4. Prior technical experience in prosthetics is recommended.
5. Acceptable technical experience shall include: -Graduate of an NCOPE accredited Prosthetic Technician program,

## OR

2080 hours of work experience as a prosthetic technician, plus minimum fabrication requirements under an ABC Certified Prosthetic Practitioner
6. Background Study
*See Admissions or Counseling Center for additional application information
$\begin{array}{lrl}\text { Career/Occupational Requirements: } \mathbf{4 0} \text { credits } \\ \text { PRPR } & 2900 & \begin{array}{l}\text { Introduction to Prosthetic } \\ \text { Practitioner Program..................... } 3\end{array} \\ & & \begin{array}{l}\text { Prand } \\ \text { PRPR }\end{array} \\ 2905 & \begin{array}{l}\text { Standard (Patella Tendon Bearing) } \\ \text { (PTB) Prosthesis.............................. } 3\end{array} \\ \text { PRPR } & 2910 & \text { Trans-Tibial (PTB) Prosthesis........... } 3\end{array}$

PRPR $2915 \begin{aligned} & \text { Variations in Trans-Tibial } \\ & \text { (PTB) Prosthesis............................ } 4\end{aligned}$
PRPR 2930 Trans-Femoral Prosthesis................... 2
PRPR 2935 Trans-Femoral Suction Prosthesis ....... 3
PRPR $2940 \begin{aligned} & \text { Knee and Hip Disarticulation } \\ & \text { Prosthesis.................................... } 1\end{aligned}$
PRPR $2945 \begin{aligned} & \text { Trans-Femoral Hydraulic } \\ & \text { Knee Prosthesis.............................. } 3\end{aligned}$
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 <br> 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 for3

Trans-Tibial Prosthesis. .....  3

PRTE 1060 Fabrication of Trans-Tibial

Joint and Lacer. ..... 3

PRTE 1070 Anatomy of Trans-Femoral Amputations.
PRTE 1080 Trans-Femoral Socket Fabrication. 3
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..
PRTE 2030 Fabrication of Short Trans-Radial and Trans-Humeral Prosthesis...
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
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
General Education/MnTC electives.
*Completion of all general education credits is recommended before enrolling in PRTE 2780.

## Associate in Applied Science Degree Prosthetic Technology <br> 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: $\mathbf{4 0}$ credits
PRTE 1020 Introduction to Prosthetics................. 3
PRTE 1030 Anatomy of the Trans-Tibial Amputations.................... 4
PRTE $\quad 1040 \begin{aligned} & \text { Trans-Tibial Socket Inserts, } \\ & \\ & \\ & \text { Alignment and Duplication................ } 3\end{aligned}$
PRTE $1050 \begin{aligned} & \text { Finishing Procedures for } \\ & \text { Trans-Tibial Prosthesis...................... } 3\end{aligned}$
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 $2030 \begin{aligned} & \text { Fabrication of Short Trans-Radial } \\ & \text { and Trans-Humeral Prosthesis............. } 4\end{aligned}$
PRTE 2780 Clinical Internship Practicum.............. 4

General Education/MnTC Requirements: 20 credits<br>Goal 1 - Communication: 7 credits<br>ENGL 1021 Composition I.................................. 4<br>SPCH 1031 Interpersonal Communication...;....... 3<br>Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete<br>Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits<br>PHYS 1021 Physics Concepts I-recommended<br>Goal 5 - History/Social and Behavioral Sciences: 3 credits<br>PSYC 1040 Lifespan Psychology-recommended<br>Goal 6 - Humanities and Fine Arts:-3 credits<br>PHIL 1035 Moral Issues in Healthcarerecommended<br>Goals 7-10: Three credits in one of the four goals<br>Additional Requirements:<br>Sufficient credits to total 64

## Radiologic Technology

## Associate in Applied Science Degree <br> 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.
$\begin{array}{ll}\text { Career/Occupational Requirements: } \mathbf{5 8} \text { credits } \\ \text { RADT } & 1020 \\ \text { Fundamentals of Radiography........... } 3\end{array}$
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 $2100 \begin{aligned} & \text { Introduction to Computed } \\ & \text { Tomography................................. } 1\end{aligned}$
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 SPCH courses:................. 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4-Sciences/Math/Logical Reasoning: 3 credits
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10 - Three credits in one of the four goals

## Sports Facilities Management

## Program Options:

Ice Arena Management Certificate (30)
Golf Course Management/Maintenance Certificate (30) Sports/Athletic Maintenance Certificate (30)
Sports Facilities Management AAS Degree (64)

## Program Description:

The Sports Facility Management Program is designed to prepare individuals who seek to move into workplace positions and upgrade proficiency of individuals who are currently employed in sport facility management positions. This program develops the skills, knowledge and credentials to support advancement of individuals within an organization and the sports facility management occupational field. Coursework helps participants develop a strong blend of field experience and leadership skills.

Occupational Certificate
Ice Arena Management
Total Number of Credits: 30

## Program Description:

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


PE course selected with program coordinator approval. 1

## Additional Requirements: 6 credits

Select a minimum of two courses from the following:
FST 1000 Construction Technology................... 4
FST 1030 Basic Electricity................................. 3
HVAC 1041 Basic Refrigeration............................ 3
POLS 1033 State and Local Government.............. 3
Occupational Certificate
Golf Course Management/Maintenance
Total Number of Credits: 30
Program Description:
The Golf Course Maintenance Certificate is designed to prepare individuals for employment at a golf course in the areas of turf maintenance, pro shop manager or greens keeper.

Career/Occupational Requirements: 30 credits
BMGT 1020 Introduction to Business.................... 3
BMGT 2030 Management Fundamentals................ 3
BMGT 2051 Legal Environment of Business.......... 3
HLTH 1010 Standard First Aid and Safety.............. 2
HORT $2045 \begin{gathered}\text { Residential and Commercial } \\ \text { Turf Management }\end{gathered}$
HORT $2055 \begin{aligned} & \text { Sports and Golf Turf Grass } \\ & \text { Management................................... } 3\end{aligned}$
MKTG 1065 Event/Festival Marketing OR
MKTG 1067 Events Operation/Risk Management.

PE 1015 Golf............................................... 1
PE 1780 Internship OR
PE 2780 Internship....................................... 3
PE 2080 Introduction to Sports Management.... 3
SPCH 1031 Interpersonal Communication........... 3
Maximum of 3 credits of Internship applies to this certificate
Select one course from the following:
HORT 1023 Soil Science
OR
HORT 2044 Professional Landscape Management.. 3

Occupational Certificate
Sports/Athletic Maintenance
Total Number of Credits: 30
Program Description: The Sport/Athletic Management
Certificate is designed to prepare individuals for
employment as sport/athletic field managers.
Career/Occupational Requirements: 30 credits
BMGT 1020 Introduction to Business OR
POLS 1033 State and Local Government............. 3

| HLTH | 1010 Standard First Aid and Safety............ 2 |
| :---: | :---: |
| PE | 1780 Internship................................ 3 |
| PE | 2080 Introduction to Sports Management.... 3 |
| PE course selected with program coordinator approval.. 1 |  |
| SPCH | 1031 Interpersonal Communication.......... 3 |
| Select two of the following courses: |  |
| BMGT | 2030 Management Fundamentals.............. 3 |
| BMGT | 2035 Human Relations in Business............ 3 |
| BMGT | 2051 Legal Environment of Business.......... 3 |
| MKTG | 1065 Festival/Event Management.............. 3 |
| MKTG | 1067 Event Operation/Risk Management.... 3 |
| POLS | 1033 State and Local Government............ 3 |
| Select three of the following horticulture courses: |  |
| HORT | 1023 Soil Science............................... 3 |
| HORT | 2042 Grounds Maintenance................... 3 |
| HORT | 2044 Professional Landscape Management.. 3 |
| HORT | 2045 Residential and Commercial |
|  | Turf Management........................ 3 |
| HORT | 2055 Sports and Golf Turf Grass |
|  | Management.............................. 3 |

## Associate In Applied Science

Sports Facilities Management
Total Number of Credits: 64

## Program Description:

This degree meets the special needs of students in that skills and knowledge taught in classes can be applied directly to the sports facility manager's job. Course and field study or internships may be offered in the workplace or structured learning environments at the College. The AAS Degree may be transferable to a four-year program in a related field.

## Core Requirements: $\mathbf{2 6}$ Credits

ACCT 1010 Introduction to Accounting................ 3
BMGT 1020 Introduction to Business..................... 3
BMGT 2030 Management Fundamentals................ 3
BMGT 2051 Legal Environment of Business............ 3
MKTG 1065 Event/Festival Marketing OR
MKTG 1067 Event Operations/Risk Management.... 3
$\begin{array}{lll}\text { MKTG } & 2050 & \text { Principles of Marketing } \\ \text { POLS } & 1033 & \text { State and Local Government............. } 3\end{array}$
$\begin{array}{llll}\text { PE } & 1060 & \text { Personal Fitness } & \text { OR } \\ \text { PE } & 1070 & \text { Fitness for Life.............................. } 2\end{array}$
$\begin{array}{lll} & 1080 & \text { Foundations and Principles of } \\ \text { PE } & \\ \text { Physical Education............................ } \\ \text { PE }\end{array}$
Additional Requirements: 6 credits
Select from the following internship courses:
PE 1780 Internship................................... .1-6
PE 2780 Internship................................... .3-6
Maximum of 6 credits of internship applies to the degree.
Career/Occupational Requirements: Choose 1 of 4Specialty Track Options
Students must have approval from the program coordi-nator in order to select more than 9 credits within anyone of the following disciplines: Note: Credits used tomeet core requirements cannot be used to meet thecareer/occupational requirements.
Sports/Athletic Management: 12 credits
Select 12 credits from the following courses:
BMGT 2035 Human Relations in Business ..... 3
BMGT 2090 Business Finance .....  3
FST 1000 Construction Technology. ..... 4
HORT 2044 Professional Landscape Management... 3HORT 2045 Residential and CommercialTurf Management.3
HORT 2055 Sports and Golf Turf Grass Management ..... 3
MKTG 1065 Event/Festival Management. ..... 3
MKTG 1067 Event Operations/Risk Management... 3POLS 1033 State and Local Government............... 3
HLTH or PE course selected with program coordinatorapproval3Those students wishing to transfer to a four-year degree pro-
gram should consult with a counselor and/or program coordi-
nator, and check with the college they are looking to transfer.
Sports/Athletic Facilities Management: 12 credits
Select 9 credits from the following:
FST 1000 Construction Technology. ..... 3
HVAC 1041 Basic Refrigeration I. ..... 3
HVAC 1042 Basic Refrigeration II. ..... 3
HVAC 1073 Hydronic Heating/Boilers ..... 3
Select 3 credits from the following:
HORT 1025 Pest Management .....  3
HORT 2045 Residential and Commercial Turf Management ..... 3
HORT 2055 Sports and Turf Grass Management ..... 3
Sports Turf/Golf Management: 12 credits
Select 9 credits from the following:
HORT 1023 Soil Science .....  3
HORT 1025 Pest Management ..... 3
HORT 2044 Professional Landscape Management. . .....  3HORT 2045 Residential and CommercialTurf Management.3
HORT 2055 Sports and Turf Grass Management .....  3
Select 3 credits from the following:HVAC 1041 Basic Refrigeration I.3
HVAC 1073 Hydronic Heating/Boilers .....  3
MKTG 1065 Event/Festival Marketing. ..... 3
MKTG 1067 Event Operations/Risk Management... 3
POLS 1033 State and Local Government ..... 3
Ice Arena/Facilities Management: 12 creditsSelect 12 credits from the following:
FST 1000 Construction Technology. .....  4
FST 1030 Basic Electricity ..... 3
HVAC 1041 Basic Refrigeration I. ..... 3

HVAC 1042 Basic Refrigeration II........................ 3
HVAC 1073 Hydronic Heating/Boilers.................. 3
MKTG 1065 Event/Festival Marketing.................... 3
MKTG 1067 Event Operations/Risk Management... 3
POLS 1033 State and Local Government.............. 3
Note: HORT 2046 Sports and Golf Turf Management
may be used, with program coordinator approval, for 3 credits in this area.

General Education/MnTC Requirements: 20 Credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I..
.4
Select one of the following SPCH courses:................ 3
SPCH 1021 Fundamentals of Public Speaking
SPCH 1031 Interpersonal Communication
SPCH 1041 Small Group Communication
SPCH 1051 Intercultural Communication
Goal 2-Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
Goal 5 - History/Social and Behavioral Sciences: 3 credits
POLS 1033 State and Local Governmentrecommended
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10: Three credits in one of the four goals
Note: Students may need to show proof of certification in First Aid and Safety. By completing HLTH 1010, students would satisfy this requirement.

## Visual Communications Technology

## 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: $\mathbf{1 6}$ credits

VCT 1010 Introduction to Visual
Communications. ..... 3
VCT 1012 Principles of Digital Communications.. 3
VCT 1013 Design Basics ..... 4
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-Multimedia4
Electives selected with instructor consent.
Digital Video: 39 credits
VCT 1030 Video I. ..... 3
VCT 1031 Digital Audio .....  3
VCT 1035 Digital Editing I. ..... 3
VCT 2025 3D Design and Animation I .....  3
VCT 2030 Video II. .....  3
VCT 2031 Video Production I. ..... 3
VCT 2032 Video Production II .....  3
VCT 2035 Digital Editing II ..... 3
VCT 2037 Portfolio Development-Video .....  .1
Electives selected with instructor consent. ..... 4
Photography: 29 credits
VCT 1040 History of Photography. ..... 2
VCT 1041 Photography I .....  3
VCT 1042 Photography II .....  3
VCT 1044 Advanced Black and White Printing. ..... 3
VCT 1045 Color Photography. ..... 3
VCT 2040 Studio Photography. ..... 3
VCT 2042 View Camera. .....  3
VCT 2044 Digital Photography .....  3
VCT 2046 Portfolio Development-Photo. .....  1
Electives selected with instructor's consent. .....  5
Graphic Design: 29 credits
VCT 1051 Electronic Publishing I .....  3
VCT 1052 Electronic Publishing II ..... 3
VCT 1055 Imaging/Printing Methods. .....  3
VCT 1057 Scanning for Electronic Publishing. .....  3
VCT 1059 Color for Pre-Press. ..... 3
VCT 2052 Electronic Publishing III. .....  3
VCT 2053 Electronic Image Imposition. .....  3
VCT 2054 Pre-Press Electronic File Analysis/Pre-Flight. .....  3
VCT 2056 Portfolio Development-Graphic .....  1
Electives selected with instructor's consent. ..... 4

General Education/MnTC Requirements: 3 credits
Suggestions for fulfilling this requirement are listed below:

| ARTS | 1041 | Drawing |
| :--- | :--- | :--- |
| ENGL | 1021 | Composition I |
| HUM | 1045 | American Film |
| SPCH | 1021 | Fundamentals of Public Speaking |
| SPCH | 1031 | Interpersonal Communication |
| SPCH | 1041 | Small Group Communication |
| SPCH | 1061 Mass Media and Communication |  |

## Associate in Applied Science Degree Visual Communications Technologies Total Number of Credits: 64

## Program Description:

The Visual Communications Technology program prepares students for a career field involving the delivery of messages in visual forms. Emphasis areas include multimedia, digital video, photography, and graphic design. In addition to these core areas, the general education courses required will help ensure individuals have the necessary oral, written and critical thinking skills to help them with their professional responsibilities.

## Core Requirements: 16 credits

VCT 1010 Introduction to Visual $\begin{aligned} & \text { Communications.............................. } 3\end{aligned}$
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. .....
Electives selected with instructor consent. ..... 3
General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I.4
Select one of the following SPCH courses:. .....  3
SPCH 1021 Fundamentals of Public SpeakingSPCH 1031 Interpersonal CommunicationSPCH 1041 Small Group CommunicationSPCH 1051 Intercultural CommunicationGoal 2 - Critical Thinking is fulfilled when all MnTC goalsare complete
Goal 3 and Goal 4 - Sciences/Math/Logical Reasoning3 credits
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credit
Women s Studies
Academic Certificate
Total Number of Credits: 15

## Program Description:

The Women's Studies Certificate program offers an interdisciplinary field of study focused on the rich diversity of women's experiences across time, cultures, and social/economic classes. In Women's Studies courses, students and faculty reexamine and reevaluate assumptions about women's role in society, uncovering the central role of women in the human experience. The program is a valuable addition to any academic field and provides a career advantage in many areas. In addition, the Women's Studies Certificate is an excellent prepara-
tion for transfer students wishing to major or minor in Women's Studies at other institutions. See page 44 for transfer agreements with this certificate.
Note: A maximum of two courses transferred from other institutions can be used to help fulfill the 15 -credit Women's Studies Certificate.

Core Requirement: 3 credits
WST 1061 Foundations of Women's Studies......... 3
Course Requirements: Select 12 credits from the following list of courses:

## Core Courses:

WST 1071 Introduction to GLBT Studies............. 3
WST 2061 Women in Global Perspective............. 3
WST 2770 Special Topics in Women's Studies....1-3

## Discipline Courses:

ANTH 2031 Sex and Gender................................ 3
ENGL 2061 Women in Literature: British and Colonial Tradition $\qquad$
ENGL 2062 Women in Literature: American.......... 3
ENGL 2063 Women in Literature: World Voices..... 3
HIST 2061 U.S. Women's History....................... 3
HIST 2063 Women, Health and Medicine............. 3
HUM 1063 Gender Images: Critical Readings for Men and Women3

HUM 2061 Women in the Arts..................................... 3
SOC 1061 The Sociology of Gender and Work..... 3
SPCH 2071 Communication and Gender.............. 3


## 7 Course Descriptions

## COURSE IDENTIFICATION

## Prefixes and Numbers

Courses at Century College are identified by discipline prefix (Art, Engl, etc.) and number. Courses numbered 1000 to 1999 are designed as foundations for future learning. Courses numbered 2000 to 2999 require higher level skills in thinking and are often based on foundation courses. Career course numbers do not necessarily follow the above system.

Courses numbered below 1000 do not meet the requirements of "college level" as specified for each of the several degrees offered by Century.

## Prerequisite, Restriction, Recommendation

Course prerequisites, restrictions, recommendations, and requirements are listed immediately below the course descriptions.

A prerequisite is a body of knowledge or level of competence a student should have achieved to ensure readiness for a course. In special circumstances, a prerequisite may be waived by approval of the appropriate department. Students are not permitted to register for courses for which prerequisites have not been met. A prerequisite is met by earning credit in a course. Some courses may have specific grade requirements. See course description for grade requirements.

A restriction indicates a condition which may prevent a student from earning credit in a particular course. Exceptions to a restriction may be granted by the instructor.

A recommendation indicates a condition which is desirable but not necessary. They usually are used to indicate when prior learning or experience makes success in the course more attainable.

## Schedule of Courses

The schedule of when some courses may be offered has been included with some course descriptions. Codes of "F", " S ", and "SS" may be seen indicating fall, spring, and summer sessions. These courses may be scheduled day or evening. Courses without a code may be offered every semester or on a rotation basis of every other year or more. Century College will honor the schedule given to every extent possible but makes no guarantees that schedules will not be changed due to enrollment or budgetary limitations.

## COURSE TRANSFERABILITY

Students are responsible for knowing whether courses for which they register will transfer to a specific school as a required course, as an elective, or not at all. To obtain this information, students should check with the college of their choice and with a Century counselor.

## Accounting

Introduction to Accounting

## ACCT $1010 \quad 3$ 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 " $C^{\prime \prime}$ or higher.

## Payroll Procedures

ACCT $1020 \quad 3$ 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 <br> ACCT $1030 \quad 3$ 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 " $C^{\prime \prime}$ " or better.

## Federal Income Taxation <br> ACCT $1040 \quad 3$ 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 $2020 \quad 3$ 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 " $C^{\prime \prime}$ or higher.

## Managerial Accounting <br> ACCT 20253 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 budget-
ing decisions. Prerequisite: ACCT 2020 or equivalent. Recommendation: Experience in the use of Excel.

## Intermediate Accounting

ACCT $2050 \quad 4$ 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 20603 Credits

This course requires students to apply financial accounting concepts and examine current issues in the accounting profession. Topics covered include the development of work papers, writing of accounting reports, understanding accounting documents, and the accountant-client relationship. Prerequisite: ACCT 1010 or ACCT 2020 and ENGL 1021. Recommendation: CAPL 1025 or CSCI 1021.

## Accounting Cases and Applications <br> \section*{ACCT $2070 \quad 3$ Credits}

A course that examines the accounting profession through case studies and the application of accounting principles. This course includes group projects, an examination of professional ethics, and the writing aspects of the profession. Prerequisite: ACCT 2060 or consent of instructor.

Special Topics
ACCT 2790 1-3 Credits
Topics of special interest which may vary. Prerequisite:
Consent of instructor and dean.

## Anthropology

Introduction to the Social and Behavioral Sciences:
ANTH, PSYC and SOC
ANTH $1000 \quad 3$ 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 " $C^{\prime \prime}$ or higher or consent of the instructor. Restriction: May not be taken for credit if credit has been earned in PSYC 1000 or SOC 1000.

Introduction to Anthropology: Physical \& Archeology ANTH 10213 Credits
MnTC: Goals 05 \& 10
An introduction to anthropology by studying the origin and development of humans. This includes an analysis of the anatomy and behavior of primates and the examination of human and non-human primate fossil evidence. Old, Middle and New Stone Age cultures are examined along with an introduction to the method and theory of anthropological archeology. Intended for new students in anthropology. Offered F, S, SS.

## Introduction to Anthropology: Culture <br> ANTH $1023 \quad 3$ Credits <br> MnTC: Goals 05 \& 07

An introduction to anthropology by studying culture, the human life way. The development of culture from primitive to modern is reviewed and a few selected world cultures are used as examples. The history and development of theories of functionalism, structuralism, cultural ecology, cultural evolution, and psychological anthropology will be introduced. Intended for new students in anthropology. Offered F, S, SS.

## Introduction to Archaeology <br> ANTH $1025 \quad 3$ Credits <br> 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 " $C^{\prime \prime}$ or higher.

## Sex and Gender

## ANTH 20313 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 " $C^{\prime \prime}$ or higher, and assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher. Recommendation: Word processing proficiency.

## Prehistory and Cultures of Native Americans

## ANTH 20513 Credits

## MnTC: Goals $05 \& 10$

This course will examine the archaeological record of human settlement of the New World, followed by an exploration of the varied cultures that arose both prior to and following contact with Europeans. An emphasis on cultural adaptations and ecology will be used to explore the patterns seen in Native American cultural systems. Intended for new students in anthropology. Recommendation:
Completion of ANTH 1021 or ANTH 1023 with a grade of " $C^{\prime \prime}$ or higher. Assessment score placement in RDNG 1000 or above, or completion of RDNG 1000 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C$ " or higher.

## Anthropology of Human Nature

ANTH $2061 \quad 3$ Credits
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 " $C^{\prime \prime}$ or higher, and assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher. Recommendation: Word processing proficiency.

## Art

## Art Appreciation

## ART $1020 \quad 3$ Credits

## MnTC: Goal 06

A thematic introduction to the visual arts. Properties common to all styles and periods of art; technical aspects of various media, and major aesthetic theories will be emphasized. Offered F, S, SS.

## Art History

History of Western World Art I

## ARTH $1031 \quad 3$ Credits

## MnTC: Goals 06 \& 08

This survey course examines the development of human thinking and activities using visual records from pre-history to Romanesque times. Offered F.

## History of Western World Art II <br> ARTH $1032 \quad 3$ Credits <br> MnTC: Goals 06 \& 08

This survey course examines the continuation of human thinking and development using visual records from the Gothic era to modern time. Offered S.

## American Art

## ARTH $1041 \quad 3$ Credits

## MnTC: Goals 06 \& 07

This survey course examines American art and architecture. Native and European influences from Colonial times to the present will be covered. Offered F.

## Art Studio

Note: All ARTS classes require two additional hours per week open lab.

Art Structure: Design Basics
ARTS $1020 \quad 3$ Credits
MnTC: Goal 06
Introduction to a variety of media and art techniques based
on the elements of design: line, shape, form, space, color, texture, value, time, and motion. A basic course designed to provide a design foundation for all art studio courses. Course includes an overview of principles of design and visual perception patterns. Design problems of two and three-dimensional forms are explored in a series of exercises to be completed by students. Recommended as an introduction to the art field. Success in this course is possible for students at all levels. Offered F, S, SS.

## Photography <br> ARTS 10313 Credits <br> MnTC: Goal 06

A basic "hands-on" experience in taking and printing black and white pictures. The course covers equipment selection, equipment handling, film processing, print processing, and darkroom techniques. The course interweaves technical facility as well as aesthetic consideration of photography. Student must supply 35 mm camera and supplies. Offered F, S.

## Concepts and Processes in Photography <br> ARTS $1033 \quad 3$ Credits <br> MnTC: Goal 6

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 35 mm SLR cameras and darkroom experience.

## Drawing

## ARTS 1041

## MnTC: Goal 06

Introduction to a variety of drawing media and problems aimed at sharpening students' ability to draw from nature and the figure. Highly recommended for all art majors. Because there is no basic "skill" required at the beginning of this course, it is assumed that it would be interesting and valuable for a wide range of students. Offered F, S, SS.

## Painting I

ARTS 10513 Credits
MnTC: Goal 06
The technical rudiments of painting in acrylic paints, with emphasis on color mixing and the techniques of mixing paint on the canvas surface, as preparation for meaningful visual statements. This course can be rewarding for all levels of students, and is recommended for anyone interested in the creative arts. Offered F, S.

## Painting II

## ARTS $1052 \quad 2$ 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 <br> 3 Credits

AR: Goal 06
An introduction to watercolor painting for beginners. Students explore color and composition in a series of exercises to build basic skills and confidence. Demonstrations of watercolor techniques with critiques of students' work. Emphasis is on developing perceptual understanding of the organization of two-dimensional surfaces. Offered F, S, SS.

## Sculpture

ARTS 10612 Credits
Introduction to the basic technical aspects of the sculptural media of modeling in clay. Emphasis on direct positive forms.

Pottery I: Handbuilding and Wheel Throwing Techniques ARTS 10713 Credits
MnTC: Goal 06
Introduction to handbuilding techniques: pinch pots, slabbing, coiling and combinations. Also introduction to wheel throwing techniques: centering, opening up, bringing up, trimming. Work on the wheel to make simple forms, cylinders and bowls. Introduction to glaze formulas and use of glazes in the decorative processes. Offered F, S, SS.

## Pottery II: Exploring Ceramic Forms

ARTS 10723 Credits
A continuation of ArtS 1071 with emphasis on individual experimentation. Individual projects as approved by the instructor will combine previously learned skills in handbuilt and wheel-thrown pottery to create combination forms. Allows students to work on major projects such as ceramic murals, ceramic sculpture, slip casting, and glaze formulating. Students will learn how to load, fire and down load the electric kiln. Prerequisite: ARTS 1071 or consent of instructor.

## Lettering: Freehand Pen and Brush Techniques ARTS 10813 Credits

Introduction to freehand lettering. Designed to develop skills of speedball pen and brush lettering in several styles. Recommended for students interested in graphic arts, advertising, marketing, and commercial art areas, as well as art and theater students. Lettering on the Gerber Signmaker IVB will be demonstrated and the role of the computer as a lettering tool will be discussed.
Computerized pounce patterns will be demonstrated.
Offered S.

## Independent Study

ARTS $1790 \quad 1-5$ Credits
An opportunity for an in-depth study of a specific area of studio arts, and to produce a final project. The project and approach will be determined by the student and instructor. Prerequisite: Consent of instructor and dean.

## Auto Body Technology

Introduction to Auto Body and Trade
ABOD $1000 \quad 4$ Credits
In this course, students will learn shop safety, tool mainte-
nance, 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 10104 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 10202 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 10304 Credits
In this course, students will be taught refinishing safety, tools, equipment, surface preparation and material application procedures.

## Corrosion Protection and Body Fillers

ABOD $1040 \quad 3$ 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 $1050 \quad 2$ 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 $1060 \quad 3$ 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 $1070 \quad 5$ 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 $2000 \quad 4$ Credits
In this course, students will be taught identification and correction of color mismatching, techniques in spot repairing full panels, application of pinstriping, woodgrain, interior and plastics repairs, chip protection, and custom paint finishes. Prerequisite: ABOD 1060.

## Computer Estimating

## ABOD $2010 \quad 2$ Credits

In this course, students will be taught identification and calculation of vehicle damage, calculating cost of parts, material and labor.

## Unibody and Frame and Damage Replacement <br> ABOD 20204 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 $2030 \quad 5$ 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, employ-er-employee relations, customer relations, and communication skills.

## Refinishing Lab

## ABOD 20504 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 $2060 \quad 4$ Credits
Students will work in a lab setting, performing goals and objectives learned in prior course. Performance will be satisfactory if work is completed and meets the criteria list.
Prerequisite: ABOD 1010, ABOD 2020, or concurrent enrollment.

## Mechanical Suspension and Wheel Alignment ABOD $2070 \quad 6$ 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 $1000 \quad 4$ 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 $1010 \quad 3$ 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 $1020 \quad 2$ 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 $1030 \quad 3$ 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 $1040 \quad 4$ 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 <br> AST $1050 \quad 3$ Credits

This course provides the basis for repairs and adjustments to the steering and suspension systems found on the modern automobile. Operating design theory, diagnosis, adjustment, and repair are included during group discussions and shop applications.

## Four Wheel Alignment

AST $1060 \quad 4$ 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 $1070 \quad 4$ 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 $2000 \quad 2$ Credits
In this course, students will learn automotive tools and equipment, perform tire service, lubrication, safety inspection, aim headlights, exhaust repair, drill and tap threads, install a helicoil, and interpret numbers associated with automotive repairs.

## Automatic Transmission <br> AST $2010 \quad 4$ Credits

This course covers automatic transmission theory, subassembly operation, and operational controls. Rebuilding techniques, service procedures, and diagnosis are covered in group discussions and shop applications.

## Electrical Principles

AST $2020 \quad 3$ 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 <br> AST $2030 \quad 2$ 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 " $C^{\prime \prime}$ or higher.

## Starting and Charging Systems <br> AST $2040 \quad 4$ 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 " $C^{\prime \prime}$ or higher.

## Computerized Engine Control <br> AST 20503 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 onboard 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 " $C^{\prime \prime}$ or higher.

## Electronic Fuel Injection

AST 20602 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 $2070 \quad 4$ 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 <br> AST $2080 \quad 3$ 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 $2090 \quad 3$ 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 $2115 \quad 2$ 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

## Introduction to Forensic Science <br> BIOL 10194 Credits

This course provides an introduction to the basic tenets of forensic science, including applicable scientific principles and a variety of techniques used in investigating crimes, including the scientific method of investigation; cell, tissue, and organ structure and function; history of forensic science, and a survey of methodologies used in forensic science. It is also intended for people presently employed in law enforcement who have had little formal forensic training and who need more background and awareness of techniques used. Offered F, S.

## Basic Concepts Biology <br> BIOL $1020 \quad 4$ Credits

MnTC: Goal 03
A biology course dealing with basic concepts of general biology: cell study, energy capture and conversion functions in living things, reproduction, development and heredity in living things, and the origin, descent, life histories, and environmental relationships of living things including man. Laboratory experiences are provided to acquaint students with basic methods and lab techniques. This is a lab-science course primarily intended for students distant from or without a high school biology course. Offered: F, S, SS. Restriction: Credit may not be earned if, within the past three years, any college biology course or any senior high school biology course was completed. Recommendation: High
school chemistry or CHEM 1020 or equivalent.

## Human Biology <br> BIOL 1024

MnTC: Goal 03
A course dealing with a survey of the human organ systems: integumentary, skeletal, muscular, nervous, endocrine, circulatory, respiratory, digestive, and urogenital by structure and function. Human reproduction, development and heredity are other topics integrated into the biology of the human body. This is a course intended for people contemplating pursuit of more advanced courses in biology or for liberal arts majors. Offered F, S. Restriction: Closed to students who have earned credit in BIOL 1030 or BIOL 1031 or BIOL 1032 or BIOL 2040 or BIOL 2045. Recommendation: High school biology or BIOL 1020 or equivalent.

## Field Studies Biology

BIOL $1025 \quad 4$ Credits
MnTC: Goal 03
A study of the interrelationships between environmental influences and plants and animals including humans; a non-technical survey of the local flora and fauna. Concerns considered include: global warming, ozone depletion, ground water contamination, acid rain, and hazardous waste disposal, among others. An experience-centered course in which students have the opportunity to learn fundamental environmental principles and basic concepts of biology and conservation through integrated laboratory-lecture presentation and field work. This is a field-studies course intended for liberal arts majors. Offered: S.
Recommendation: High school biology or BIOL 1020 or equivalent.

## Useful Plant Biology <br> BIOL $1026 \quad 4$ Credits

## MnTC: Goal 03

A study of the biological, historical, and cultural perspectives of the roles that plants have played in human civilizations. Begins with an overview of the roles of plants in our daily lives and follows with a consideration of the theories of the origins of agriculture, while integrating discussions on hundreds of plants and plant products and potentially exploitable plants for the future. Laboratory demonstrations provide students with direct access to plants and plant products necessary to everyday life. This is a lab-science course intended for liberal arts majors. Recommendation: High school biology or BIOL 1020 or equivalent.

## Regional Ecological Biology

BIOL $1028 \quad 4$ Credits

## MnTC: Goals 03 \& 10

A course dealing with basic concepts of ecology: physical factors influencing the distribution and abundance of organisms, population regulation and interactions, nutrient cycling and energy flow, and community change and succession. Natural and human disturbances of ecosystems and the concept of sustainability will also be integrated within the basic concepts of ecology. The major biomes of Minnesota-prairie and coniferous and hardwood forestswill be used as a vehicle to further explore these concepts. Local field trips will be employed to examine ecosystems, succession, and other ecological concepts as well as to examine the use of sampling and testing techniques. This is a lab-science course intended for liberal arts majors.
Offered: F. Recommendation: High school biology or BIOL 1020

## or equivalent.

## Basic Human Anatomy and Physiology I <br> BIOL $1031 \quad 4$ Credits <br> MnTC: Goal 03

This is the first semester of a two-semester course. Human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Homeostasis is an integrating theme throughout this course. Subjects considered include: basic anatomical and directional terminology; fundamental concepts and principles of cell physiology; histology; the integumentary, skeletal, muscular, endocrine, nervous, and hematopoietic systems. This is a lab science course primarily intended for nursing students and others pursuing careers in allied health fields. Prerequisite: CHEM 1020 and BIOL 1020 or high school biology and chemistry within the last three years; RDNG 0090 or higher, or appropriate assessment score.
Restriction: Closed to students who have earned credit in BIOL 2040 or BIOL 2045. Recommendation: BIOL 1041 and CHEM 1041.

## Basic Human Anatomy and Physiology II <br> BIOL 10324 Credits <br> MnTC: Goal 03

This is the second semester of a two-semester course. Human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Homeostasis is an integrating theme throughout this course. Subjects considered include: the cardiovascular system; the lymphatic system and immunity; the respiratory system; the digestive system and metabolism; the urinary system; fluid/electrolyte and acid/base balance; and reproductive systems. This is a lab science course primarily intended for nursing students and others pursuing careers in allied health fields. Prerequisite: BIOL 1031 or equivalent. Restriction: Closed to students who have earned credit in BIOL 2040 or BIOL 2045.

## Basic Medical Microbiology <br> BIOL $1035 \quad 3$ Credits

## MnTC: Goal 03

A systematic study of viruses, bacteria, chlamydiae, rickettsiae, mycoplasmas, fungi, and animal parasites with attention to their morphology, physiology and identification.
Emphasis is placed on organisms causing disease in humans, and considers the methods of transmission of microbial disease, the pathogenesis of disease, methods of control, and principles of treatment. Mechanisms responsible for microbial virulence are considered, together with various methods by which the human body protects itself against pathogenic microorganisms, especially the immune system. This is a lab-science course primarily intended for nursing students and other students pursuing careers in allied health fields. Offered: F, S. Prerequisite: Completion of or concurrent enrollment in BIOL 1032 or BIOL 2045.

## Introductory Biology I

## BIOL $1041 \quad 5$ Credits <br> \section*{MnTC: Goal 03}

A general introduction to biological principles. Topics include molecular and cellular biology, energy acquisition and use, cellular and organismal reproduction, genetics,
ecology and evolution. Laboratory exercises provide students with practical means to understand basic biological principles. This is a laboratory science course for biology and related liberal art majors, and for pre-professional students. Four one-hour lectures and one three-hour laboratory per week. Offered: F. Prerequisite: CHEM 1020 and BIOL 1020 or equivalents; RDNG 0090 or higher, or appropriate reading assessment score.

Introductory Biology II
BIOL $1042 \quad 5$ Credits

## MnTC: Goal 03

A taxonomic survey of the major groups of organisms. This course is a continuation of Biol 1041. Topics include phylogeny, morphology, development, and structure-function relationships of viruses, bacteria, protistans, fungi, plants and animals. Laboratory exercises consist of practical identification of various organisms and structures. This is a laboratory science course intended for biology and related majors.
Four one-hour lectures and one three-hour laboratory per week. Offered S. Prerequisite: BIOL 1041 or equivalent.

## General Biology Independent Study <br> BIOL $1790 \quad 1-3$ Credits

An opportunity for an in-depth study of a particular topic. Prerequisite: Consent of instructor and dean.

General Biology Independent Research
BIOL 1795 1-3 Credits
Prerequisite: Consent of instructor and dean.

## Comprehensive Human Anatomy

BIOL 20404 Credits
A comprehensive course dealing with a detailed anatomical study of the human organ systems: integumentary, muscular, skeletal, nervous, endocrine, digestive, cardiovascular, lymphatic, respiratory, and urogenital, and which focuses on an anatomical treatment of the human body while not ignoring principles of physiology. Laboratory experiences provide students with a practical means to understanding human gross anatomy through comparisons of cat and selected organ dissections. This is a lab-science course intended for students in medically related programs.
Offered: F. Prerequisite: BIOL 1041 and CHEM 1020 or equivalents. Recommendation: CHEM 1041.

## Comprehensive Human Physiology <br> BIOL 20454 Credits

A comprehensive course dealing with a detailed physiological study of the human organ systems: for protection, construction and locomotion; for coordination and sensation; for hormonal regulation; for circulation and immuno-regulation; for respiration and digestion; and for excretion and reproduction, and which focuses on a functional treatment of the human body while not ignoring principles of human anatomy. Laboratory experiences provide students with a practical means to an understanding of human physiological concepts through individual experimentation and computer simulation. This is a lab-science course intended for students in medically related programs. Offered: S.
Prerequisite: BIOL 2040 or equivalent.

## Human Disease Concepts <br> BIOL $2050 \quad 2$ Credits

A course designed to provide students with a foundation in
the structural and functional changes caused by disease or injury in tissues and organs, and emphasizing the more common and important diseases affecting the various human organ systems. Basic disease concepts are emphasized and correlated with both the clinical manifestations of disease, and with the principles of treatment. This is a lecture-demonstration course primarily intended for students in allied health programs. Offered: S. Prerequisite: BIOL 1030, or BIOL 1031 and BIOL 1032, or BIOL 2040 and BIOL 2045, or equivalents.

## Business Management

## Introduction to Business

BMGT $1020 \quad 3$ 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 10303 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 20303 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 20353 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 $\mathbf{3}$ 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;

Human Resource Management
A study of the importance of human resource management in contributing to the achievement of an organization's 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 <br> BMGT 20513 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 20553 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 <br> \section*{BMGT $2060 \quad 3$ 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 20653 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 20703 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, pro-ductivity-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 relat-
ed 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 20953 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 <br> CRRS $1000 \quad 1$ 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 10012 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 10051 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 <br> CRRS $1010 \quad 2$ Credits

This course guides students through the career exploration and decision-making process. It includes an examination of individual strengths, interests, values, and skills; exploring the world of work and educational options; and the establishment of specific goals. Students will learn a process for determining what gives meaning to their lives, especially the work role and on integrating that role with other life roles.

## Chemical Dependency

## Introduction to Drugs and Alcohol <br> CDEP $1020 \quad 3$ Credits

An overview of present and post-drug use, classification of
mood altering chemicals, theories of substance abuse and treatment modalities, signs and symptoms of chemical use behavior. The course is designed to assist students to better understand alcohol and drugs in our society.

## Pharmacology of Chemical Dependency

CDEP $1030 \quad 3$ Credits
An overview of the fundamental principles of pharmacology as applied to various classifications of mood altering chemicals. Knowledge to include social, psychological, physiology, behavioral, and socio-political aspects of drug distribution and use. Prerequisite: CDEP 1020 or consent of instructor.

## Overview of Gambling

## CDEP $1040 \quad 3$ Credits

An overview of the history of gambling. Provides an explanation of gambling and identifies different types of gamblers. The course will also identify diagnostic criteria and treatment strategies for the pathological gambler and how gambling impacts family, society and crime.

## Chemical Dependency Seminar <br> CDEP $1060 \quad 3$ Credits

This course will discuss the 12 core functions of a counselor and the continuum of care: prevention, assessment, inpatient, outpatient, after care and rehabilitation. Students will also have a practical framework for reflecting on ethical issues concerning addiction. Prerequisite: CDEP 1020.

## Chemical Dependency Assessments <br> CDEP 20103 Credits

A study of assessment skills in the determination of abuse and dependency on mood altering drugs. Students will have an understanding of standardized assessment approach and criteria, including Rule 25 assessment. Prerequisite: CDEP 1060, HSER 1030.

## Advanced Counseling Skills

CDEP $2020 \quad 3$ Credits
This course focuses on enhancing motivation for change in substance abuse treatment. Students will discover the elements of effective motivational interventions. They will learn how to assess a client's stage of change and counseling skills appropriate for each particular stage. Emphasis will be placed on reframing the notion of resistance. Students will have an opportunity to explore the impact of chemicals on culturally diverse populations as required by MN Alcohol \& Drug Counselor Licensure. This course meets the individual counseling competencies of TAP 21 and several Core Functions required by MN Alcohol \& Drug Counselor Licensure. Prerequisite: CDEP 1030, CDEP 1060, HSER 1030, or consent of instructor.

## Group Counseling

CDEP $2030 \quad 3$ Credits
This course teaches the dynamics of group counseling. Students learn the skills of group counseling through lecture and in-class group participation. A strong emphasis is placed on writing and charting skills required by the profession. Topics include culturally appropriate models for group counseling, formation of a group, ground rules, interventions, documentation as it relates to client treatment planning, confidentiality, and rules of professional conduct. This course meets the group counseling compe-
tencies of TAP 21 and several Core Functions required by MN Alcohol \& Drug Counselor Licensure. Prerequisite:
CDEP 1030, CDEP 1060, HSER 1030, or consent of instructor.

## Topics in Alcohol \& Drug Abuse

CDEP $2050 \quad 3$ Credits
Students will be aware of the different tracking methods used in different health/treatment centers, i.e., S.O.A.P. (Subjective Objective Assessment Plan), DAP (Data Assessment and Plan), and Narrative. Students will practice goal setting, treatment planning as related to chemical dependency. An overview of the DSM-IV, multiaxial assessments, depression and anxiety and personality disorders. Legal issues will be discussed. Prerequisite: CDEP 1030.

## Chemical Dependency Internship I

CDEP $2781 \quad 5$ Credits
An opportunity for work experience in the Chemical Dependency field. Placement will be individually arranged with Chemical Dependency Coordinator. In addition to work experience, students will attend weekly on-campus seminars. This will assist students in bridging the gap between theory and practice. Prerequisite: Consent of Chemical Dependency Coordinator and all required Chemical Dependency and Human Services courses completed. Students must be formally admitted into the Chemical Dependency Program. Recommendation: Students should complete CDEP 2781 and CDEP 2782 in two consecutive semesters.

## Chemical Dependency Internship II <br> CDEP 27825 Credits

An opportunity for work experience in the Chemical Dependency field. Placement will be individually arranged with Chemical Dependency Coordinator. In addition to work experience, students will attend weekly on-campus seminars. This will assist students in bridging the gap between theory and practice. Prerequisite: Consent of Chemical Dependency Coordinator and all required Chemical Dependency and Human Services courses completed. Students must be formally admitted into the Chemical Dependency Program. Recommendation: Students should complete CDEP 2781 and CDEP 2782 in two consecutive semesters.

## Chemistry

## Chemistry Concepts <br> CHEM $1020 \quad 4$ Credits <br> MnTC: Goal 03

A chemistry course dealing with the basic concepts of chemistry. Topics include general properties of matter, the development of the model of the atom, basics of chemical bonding, chemical equations and their uses, acids and bases, and oxidation-reduction. The laboratory segment of the course introduces students to basic equipment and procedures used in the science laboratory and provides an opportunity to observe some of the concepts discussed in the classroom. This course is intended for students who have not had a high-school chemistry course. Offered F, S, SS. Prerequisite: Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of " $C^{\prime \prime}$ or higher. Restriction: Students cannot take this course for credit if, in the past three years, a grade of " $B$ " or better was earned in a high-school chemistry course, or if the student has earned credit in a college chemistry course.

## Principles of Chemistry I <br> CHEM $1041 \quad 5$ Credits

## MnTC: Goal 03

An introductory course that investigates the basic concepts of chemistry including: stoichiometry, atomic theory, periodic properties of the elements, chemical bonding, molecular structure, the behavior of gases, liquids, solids, and solutions. The laboratory work deals with quantitative experiments and emphasizes observation, organization of data, and analysis of data. This course is intended for students who need a course in general chemistry to fulfill a requirement for a variety of majors such as: chemistry, medicine, biology, nursing, dentistry, forestry, and liberal arts. Offered F. Prerequisite: Assessment score placement in MATH 1061 or above, or completion of MATH 0070 with a grade of "C" or higher. Recommendation: Minimum assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of " $C^{\prime \prime}$ or higher.

## Principles of Chemistry II <br> CHEM $1042 \quad 5$ Credits <br> MnTC: Goal 03

A continuation of Chem 1041 dealing with: equilibrium, chemical kinetics, acids and bases, oxidation-reduction, ionic equilibria, thermodynamics, solid state structure and reactions, coordination compounds, nuclear chemistry, and an introduction to organic and biochemistry. Offered S. Prerequisite: CHEM 1041. Recommendation: Minimum assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of " $C^{\prime \prime}$ 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 $2041 \quad 5$ 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 $2042 \quad 5$ Credits

A continuation of Chemistry 2041. Topics include the study of the properties and reaction of carbonyl compounds, alkenes, aromatic compounds, and free radicals. Applications of organic chemistry, including polymers, natural products, and photochemistry will be introduced and discussed. The laboratory work will include examples of these reactions and the chemical and instructional identification of organic compounds. Offered S. Prerequisite: CHEM 2041 or equivalent.

## Computer Application Technology

Computer Literacy
CAPL 10001 Credit
Appropriate for first-time users. In a hands-on lab environ-
ment, students will be introduced to the computer and its terminology. You will also learn how to use the mouse and begin a basic exploration of some popular software packages. This class explores the impact of technology on the way we live and work. Prerequisite: OFFT 0092 or consent of instructor.

## Introduction to Software Applications <br> CAPL $1010 \quad 3$ Credits

This introductory course is an overview of the following Microsoft Office programs: Microsoft Word-a word processing program; Excel-an electronic spreadsheet; Access-a database program; and PowerPoint-a presentation graphics program. This course emphasizes hands-on computer applications. Prerequisite: Keyboarding or equivalent.

## Microsoft PowerPoint

CAPL $1021 \quad 1$ Credit
A course that covers text handling, outlining, drawing, graphing and other presentation management tools to create pro-fessional-looking presentations. Prerequisite: Keyboarding.

## Microsoft Word

CAPL $1023 \quad 3$ Credits
This course is designed to teach students to create professional looking documents using a comprehensive word processing program. Students will develop letters, memos, announcements, resumes, fax cover sheets, mailing labels, mail-merge documents, Web pages, and other types of documents. Prerequisite: OFFT 1001 or consent of instructor.

## Microsoft Excel

## CAPL $1025 \quad 3$ 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 $1027 \quad 3$ Credits

This course teaches the use of a database management system to organize, store, and manipulate and retrieve important facts and figures. Databases can used to organize inventory lists, transactions and other business or personal data. The techniques learned will be used to create and modify tables, queries, forms and reports. The materials used are Microsoft Office approved courseware, which would prepare the student to become a Microsoft Office User Specialist at the Expert level. Prerequisite: CAPL 1010 or CSCI 1020.

## Web Design, Creation \& Management

CAPL $1050 \quad 3$ Credits
This course offers a case-based, problem-solving approach to learning the essential features of Microsoft Internet Explorer and to learning the basic to advanced features of Microsoft FrontPage. It teaches students how to create, enhance and publish Web pages with HTML, links, graphics, tables, frames, and form applications using FrontPage. The textbook is an approved study guide for the Microsoft Office User Specialist exam at the expert level. Prerequisite: Keyboarding (35 WPM or OFFT 1001) and basic knowledge of

## either Microsoft Word or WordPerfect or instructor consent.

## Introduction to Macromedia- <br> Dreamweaver, Fireworks, and Flash <br> CAPL $1053 \quad 3$ 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 $2020 \quad 3$ 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, agen-das, memos, letterheads, envelopes, business cards, compact disc (CD) covers, calendars, address labels, personal stationery, and certificates. Throughout the course, students will demonstrate problem-solving, critical-thinking, and creative-thinking abilities as well as the hands-on computer skills. Prerequisite: CAPL 1023 or consent of instructor.

## Computer Science

## Introduction to Microcomputers

## CSCI $1020 \quad 3$ 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 <br> CSCI 10213 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 <br> CSCI $1050 \quad 3$ 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 <br> CSCI $1060 \quad 3$ 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 10623 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 10653 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 <br> CSCI 20053 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 XHMTL, 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 <br> CSCI 20063 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 <br> CSCI 20073 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 $2011 \quad 3$ Credits
An introduction to fundamental computer concepts and structured programming techniques. $\mathrm{C}++$ 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 " $C^{\prime \prime}$ or higher. Recommendation: CSCI 1020 or equivalent.

## C++ Programming II

## CSCI 20123 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 <br> CSCI 20144 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 " $C^{\prime \prime}$ or higher, or assessment score placement in MATH 1081.

## Machine Architecture and Organization CSCI 20164 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 20203 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 20313 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 $2040 \quad 3$ 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 <br> CSCI 20503 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 <br> CSCI 20523 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 multiuser 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 $2060 \quad 3$ Credits

Covers the overall structure and function of operating systems. Specific topics include: processor allocation, memory management, I/O and files, and protection. Operating system principles will be learned through the use of a modern operating system such as Linux (UNIX) or Windows.
Offered S. Prerequisite: CSCI 2015 or consent of instructor.

## Security in a Digital World <br> CSCI 20623 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 " $C^{\prime \prime}$ or better. Placement into ENGL 1021 or completion of ENGL 90 with a " $C^{\prime \prime}$ or better. Completion of CSCI 1020 with a C or better or equivalent knowledge of computers. Recommendation: Completion of at least 15 col lege semester credits.

## Advanced Visual Basic <br> CSCI 20653 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 <br> CSCI $2070 \quad 3$ 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 $2090 \quad 1$ 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

## Preclinial Introduction

## COS $1000 \quad 3$ 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 $1005 \quad 3$ 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 $1010 \quad 3$ Credits

This course provides an introduction to nail care including manicuring, pedicuring, and artificial nails.
Prerequisite: COS 1000 or concurrent enrollment.

## Preclinic Chemical Control <br> COS 10153 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 $1020 \quad 3$ Credits
This course provides an introduction to dermatology facials and make-up. Prerequisite: COS 1000 or concurrent enrollment.

## Preclinic Hair Color

COS $1025 \quad 3$ Credits
This course provides an introduction to temporary, semipermanent, permanent, and de-colorization hair color services. Prerequisite: COS 1000 or concurrent enrollment.

Advance Hair Care
COS $1030 \quad 3$ 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 $1040 \quad 3$ 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 10513 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 $1053 \quad 3$ 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 10553 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 $1057 \quad 3$ 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 10593 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 $1061 \quad 3$ 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 $1063 \quad 3$ 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 $1065 \quad 2$ 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 $1067 \quad 2$ Credits

This course provides the student with the opportunity in
finalize the decision making process in skill development and student responsibility to instructor satisfaction. Prerequisite: Minimum of 750 hours in Cosmetology.

## Salon Preparation II

COS $1068 \quad 3$ 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 $1070 \quad 4$ 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 is Cosmetology or 175 hours in nail technology.

## Salon Operations II

## COS $1090 \quad 1-3$ 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 $2000 \quad 2$ Credits
This course gives students the Minnesota 40-hour refresher course requirements needed for license renewal.
Prerequisite: Previous Minnesota Cosmetology or Manicurist license.

## 155 Hour Reactivation Course: Theory

COS 20113 Credits
This course gives students the theory portion of the Minnesota 155-hour Reactivation Course requirements for reactivating license. Prerequisite: Previous Minnesota Cosmetology license.

## 155 Hour Reactivation Course: Practical

COS $2013 \quad 3$ Credits
This course gives students the practical portion of the Minnesota 155 -hour Reactivation Course requirements for reactivating license. Prerequisite: COS 2011 or concurrent enrollment; previous Minnesota Cosmetology license.

155 Hour Reactivation Course: License Preparation COS $2015 \quad 1$ Credit
This course prepares students for their written examination and skills certification required for reactivation of license. Prerequisite: COS 2013 or concurrent enrollment; previous Minnesota Cosmetology license.

## Dental Assisting

## Introduction to Dental Assisting

DENA 10003 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 <br> DENA 10113 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 <br> DENA 10123 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 $1020 \quad 3$ 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 <br> DENA 10312 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 " $C^{\prime \prime}$ or higher or assessment placement score in MATH 0070 or higher.

## Dental Radiology II

DENA 10323 Credits
This course will focus on the study and practical applications of exposing, processing and evaluating diagnostically acceptable intraoral radiographs on mannequins and patients. Prerequisite: Completion of DENA 1031 or concurrent enrollment in DENA 1061 and DENA 1062 or documented approval granted by the Minnesota State Board of Dentistry. Restriction: If a student is pregnant, a physician's approval is required for enrollment because of radiation exposure.

Recommendation: MATH 0030 with a grade of " $C^{\prime \prime}$ or higher or assessment score placement in MATH 0070 or higher.

## Chairside Dental Assisting I

DENA 10412 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 <br> DENA 10423 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 $1050 \quad 3$ 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 10613 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 <br> DENA $1062 \quad 2$ 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 $1063 \quad 1$ 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 <br> DENA 17803 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 <br> \section*{DENA $1781 \quad 3$ 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 17824 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 $1021 \quad 2$ 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 $1023 \quad 2$ 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 $1025 \quad 2$ 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 $1030 \quad 1$ 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 $1040 \quad 3$ 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 recordkeeping.

## Dental Hygiene Practice I <br> DENH $1045 \quad 2$ 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 $1050 \quad 3$ Credits
This study of the science of peridontal 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 $1060 \quad 2$ Credits
This course will provide an introduction to drug actions, mechanisms of drug actions, and bodily reactions. Special emphasis will be given to the oral and other implications of drugs as they affect dental treatment. Prerequisite: CHEM 1020, BIOL 1030 or concurrent enrollment in DENH 1040 and DENH 1045.

## Applied Biochemical Nutrition for the Dental Hygienist

 DENH $1070 \quad 3$ CreditsThe 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 $1080 \quad 3$ 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 <br> DENH 10853 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 $2000 \quad 1$ 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 <br> DENH 20052 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 <br> DENH $2010 \quad 2$ 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 <br> DENH 20154 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 $2020 \quad 2$ 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 20303 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 20351 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 <br> DENH $2040 \quad 2$ Credits

This course focuses on the ethical and legal implications of providing dental and dental hygiene care. A case studies approach will be used throughout the course to provide students experience in resolving legal and ethical dilemmas in a simulated dental office setting. Prerequisite: DENH 2005. Concurrent enrollment in DENH 2010, DENH 2015, DENH 2020 and DENH 2030.

## Restorative Expanded Functions

DENH $2050 \quad 3$ 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 20601 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 $V$ <br> <br> DENH $2065 \quad 5$ Credits

 <br> <br> DENH $2065 \quad 5$ Credits}Continued refinement of advanced periodontal skills and the development of speed that is at a pace more congruent with that of a private office. Prerequisite: DENH 2005. Concurrent enrollment in DENH 2060.

## Economics

## Macroeconomics <br> ECON 10213 Credits <br> MnTC: Goal 05

An introductory study of macroeconomics. Emphasis on theory of demand and supply, national income, fiscal and monetary policy, money and banking, unemployment and inflation, price level determinants, and topics in international economics, to include exchange rates, international trade theory, foreign exchange and balance of international trade. This course is typically required for economics, accounting, and business administration majors, and also has broad general education applications. Offered F, S, SS.

## Microeconomics

ECON $1023 \quad 3$ Credits
MnTC: Goal 05
An introductory study of microeconomics. Emphasis on price system, resource allocation, income distribution, firms
in different market structures, production costs, and application of theory. The impact of international economics will also be discussed as applications to specific areas. This course is typically required for economics, accounting, and business administration majors, and also has broad general education applications. Offered F, S, SS. Prerequisite: ECON 1021.

## Statistics for Business and Economics <br> ECON $2021 \quad 3$ Credits

An introduction to quantitative decision making.
Probabilistic and statistical techniques as applied to business decision-making. Topics include probability, classical statistics, expected value, and sampling. This course includes the use of a statistical software package. Offered F. S. Prerequisite: Assessment score placement in MATH 1081 or above, or completion of MATH 1061 with a grade of " $C^{\prime \prime}$ or higher.

## Education

## Portfolios for Educators I

## EDUC $1020 \quad 1$ Credit

This course is recommended as a first semester course for all education majors. Participants will study current education issues, national education news, educational law and portfolio pedagogy. Students will begin an education portfolio containing current events which effect education in Minnesota and the nation. Recommendation: CAPL 1000.

## Portfolios for Educators II

## EDUC $1021 \quad 1$ Credit

This second portfolio course presents the Minnesota Consortium of Paraeducators (MCP) standards for paraeducators as well as the Interstate New Teacher and Student Consortium (INTASC) standards. Students will expand the process portfolios begun in EDUC 1020 by developing templates using the MCP or INTASC standards. Prerequisite: EDUC 1020 and nine credit hours. Recommendation: Completion of ENGL 1021 or ENGL 1022.

## Portfolios for Educators III <br> EDUC 10221 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 10251 Credit

This course focuses primarily on Minnesota's K-12 academic standards and the assessment tools used to determine student growth. Through reading and discussing, students will gain an understanding of the complex issue of balancing educational activities that meet the needs of a diverse student population while collecting data that keeps educators accountable for student growth. Prerequisite: Assessment score placement into RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher.

## Orientation to Education <br> EDUC 10453 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" of higher.

## Reading and Study Skills Strategies for Paraeducators

EDUC $1050 \quad 3$ 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 " $C^{\prime \prime}$ or higher.

## Basics in TESOL for Paraeducators <br> EDUC $1060 \quad 3$ Credits

This course will introduce students to the basics of TESOL (teaching English to speakers of other languages), i.e., teaching the English language and American school culture to speakers of other languages, in American schools. Students will learn strategies for being effective paraeducators in ESL classrooms and with English-language learners in mainstream classes. Visits to K-12 classrooms off campus can be arranged and are highly recommended for interaction with non-native English speakers and opportunities to practice and reflect on ESL strategies. Prerequisite:
Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher. For non-native speakers of English: concurrent enrollment in or completion of ESL 1010 with a grade of "C" or higher, or English language proficiency equivalent to ESL 1010; see course instructor. Recommendation: Basic computer literacy.

## Mathematics Support Strategies for Paraeducators <br> EDUC $1070 \quad 3$ 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 " $C^{\prime \prime}$ or higher, or assessment score placement into MATH 1025 or higher.

## Creating Culturally Responsive Classrooms EDUC 20253 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 " $C^{\prime \prime}$ or higher. Recommendation: EDUC 1045.

## Classroom Management for Paraeducators <br> Co 2040 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 " $C^{\prime \prime}$ or higher.
Recommendation: Basic computer literacy.

## Legal Issues in Education <br> EDUC 20503 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 " $C^{\prime \prime}$ or higher.

## Writing Support Strategies for Paraeducators <br> EDUC $2055 \quad 3$ 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 " $C^{\prime \prime}$ or higher, and assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Special Education Issues for Paraeducators <br> EDUC 20703 Credits

This course provides a foundation of knowledge and practice pertaining to special education, with an emphasis on the role of the paraeducator in the EC-12 school system. Students may observe and practice skills with special education programs and populations in educational settings. Off campus activities may be included. Restriction: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "B" or higher. Recommendation: Completion of EDUC 1020.

## Emergency Medical Services

## CPR for the Professional Rescuer, American Heart EMS $1010 \quad 1$ Credit

The focus of this course is on basic life support of the cardiac and/or respiratory arrest victim for the health care provider. The techniques of resuscitation and management of airway obstruction for adults and pediatric patients are covered. Health Care Provider (level C) CPR, American Heart Association card provided at successful completion of course. Note: For basic level American Red Cross CPR, see HLTH 1005.

## First Responder

EMS $1015 \quad 2$ Credits
This course is designed to provide the First Responder at a scene of a medical or trauma emergency, the necessary knowledge and skill to manage patient care until the arrival of ambulance personnel. Recommendation: Current CPR certification is preferred.

First Responder - Refresher
EMS 10171 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 <br> EMS $1020 \quad 6$ Credits

This course will present the 7 modules of the updated National EMT Curriculum. This course will emphasize the EMT role, safety concerns, Airway Management, Patient Assessment, Medical Emergencies, Trauma Emergencies, Infants and Children, and Ambulance Operations. Students will prepare for the National Registry of EMT practical and written tests offered at the end of the semester. As a result of successful national testing, students will obtain certification as an EMT for the state of Minnesota and National Registry of EMT. Prerequisite: Health Care Provider (level C) CPR.

## Emergency Medical Technician - Refresher EMS $1022 \quad 2$ Credits

This course, approved by the Minnesota EMSRB, will refresh the student to the most current EMT-Basic standards in the State of Minnesota. It is intended as an update on revised emergency care skills and techniques for re-certification. Completion of course requirements and successful State of Minnesota practical testing will result in a new two-year certification as an EMT-Basic. Prerequisite: Must provide proof of a current Healthcare Provider CPR card prior to course completion. Must provide Minnesota EMT number and expiration date. Restriction: As a result of 1999 Minnesota Legislation, EMT's who have committed misdemeanors, gross misdemeanors, or felonies may not qualify to regain certification as a Minnesota or Nationally Registered EMT. Students 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 $1025 \quad 4$ 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 $1026 \quad 2$ 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 <br> EMS 10414 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 <br> EMS 10463 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 $1047 \quad 2$ 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 <br> EMS $1048 \quad 3$ Credits

Because the emergency workers are frequently in the mid-
dle 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 <br> EMS $1049 \quad 4$ 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 <br> EMS $1053 \quad 4$ 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 <br> EMS $1054 \quad 4$ Credits

This course prepares the paramedic student to manage medical emergencies in the prehospital setting. Various medical emergencies will be discussed including: toxicological, environmental, psychiatric, crisis, neurological and communicable diseases and infection. Material will also be presented on dealing with death and dying and the cultural diverse population. The student will be expected to manage medical emergencies in mock scenarios. Prerequisite: Completion of EMS 1049 within the past year.

## Advanced Emergency Trauma Care

EMS 10643 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 <br> EMS 10664 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 $1067 \quad 2$ 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 $1068 \quad 4$ 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 <br> EMS $1070 \quad 2$ 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 <br> EMS $1080 \quad 2$ 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 entrylevel 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 10953 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 potentially 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 $1781 \quad 3$ 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 <br> EMS 17823 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 $1785 \quad 3$ 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 <br> EMS $1786 \quad 3$ 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 <br> EMS $1787 \quad 3$ 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.

## Firefighter I

FRTA $1091 \quad 5$ 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.

## \section*{Firefighter II} <br> FRTA $1092 \quad 2$ 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.

## Engineering

## Introduction to Engineering <br> ENGR $1020 \quad 4$ 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 $1080 \quad 3$ Credits
A study of rigid body mechanics where bodies are in equilibrium. Topics include: force and moment vectors, principles of statics, equilibrium analysis; applications to simple trusses, frames and machines; distributed loads, centroids, and area moments of inertia; principles of friction. Integrated treatment of design. Offered S. Prerequisite: PHYS 1081 and concurrent enrollment in MATH 1082.

## Dynamics <br> ENGR 20803 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 <br> ENGR 20853 Credits

A sophomore level course intended for students in mechanical, civil, aerospace and other engineering fields. Topics include: stress and strain, material behavior and linary 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 20914 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 20924 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 20942 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 20954 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 <br> ECAD $1020 \quad 3$ 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 <br> ECAD $1030 \quad 2$ 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 10404 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 10503 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 $1060 \quad 3$ 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 $1070 \quad 3$ 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 " $C^{\prime \prime}$ or higher, or an assessment score placement in MATH 0030.

## Geometric Dimensioning and Tolerancing

ECAD $2020 \quad 2$ 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 <br> ECAD 20251 Credit

In this course, students will investigate tooling, machining, and inspection aspects of GDT. Prerequisite: ECAD 2020.

## Descriptive Geometry and Applications <br> ECAD $2030 \quad 2$ 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 20404 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 20503 Credits
Students will create, manipulate, and edit 3D geometry resulting in detail, assembly, and pictorial drawings. Cadkey and Draft-Pak software will be used. Prerequisite: ECAD 1050.

## Introduction to Solid Modeling <br> ECAD 20553 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 20603 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 <br> ECAD 20704 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 20753 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 <br> ENGL 00804 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 00904 Credits
This course introduces students to basic principles of com-
position, 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 " $C^{\prime \prime}$ 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 <br> ENGL 1021 <br> MnTC: Goal 01

This college composition course for all students emphasizes the expository essay, purposeful writing, selection and organization of material, and fluency. Students will be introduced to citing and documenting outside sources. Students enrolled in sections of 1021 meeting fewer than four hours per week must complete one hour per week of supervised writing center time. Prerequisite: Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher, and assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ 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 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 $2011 \quad 3$ Credits <br> MnTC: Goal 06

A study of major writers of the American Renaissance and of some of their colonial and federal forebears. Typical writers include Bradstreet, Edwards, Franklin, Emerson, Thoreau, Fuller, Hawthorne, Douglas, Melville, Poe, Dickinson, and Whitman. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

American Literature: Civil War to Present
ENGL $2012 \quad 3$ Credits
MnTC: Goals 06 \& 07
A study of major writers of the late 19th and 20th

Centuries. Typical writers studied include Clemens, Crane, Chopin, James, Cather, Fitzgerald, Hughes, Faulkner, Hurston, Hemingway, and Frost. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of $R D N G$ 0090 with a grade of " $C^{\prime \prime}$ or higher.

## African American Literature <br> ENGL $2013 \quad 3$ Credits <br> MnTC: Goals 06 \& 07

A study of the major works of literature of African American authors from the colonial period to modern time. Typical authors include Phyllis Wheatley, Jean Toomer, Nikki Giovanni, Alice Walker, Richard Wright, Langston Hughes, and James Baldwin. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Minnesota Writers <br> ENGL 20143 Credits <br> MnTC: Goal 06

A study of the works of Minnesota writers such as Rolvaag, Lewis, and Fitzgerald, as well as more contemporary authors including Judith Guest, Kate Green, Pat Hampl, Robert Bly, Carol Bly, Bill Holm and August Wilson. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## American Indian Literature

## ENGL 20153 Credits

MnTC: Goals 06 \& 07
An introductory survey of major literary works written by or attributed to American Indian authors, from the oral tradition to contemporary literature. Selections might include works by Sherman Alexie, Black Elk, Ella Vine Deloria, Louise Erdrich, Linda Hogan, N. Scott Momaday, and Leslie Marmon Silko. Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher. Recommendation: Completion of ENGL 1021 with a grade of " $C^{\prime \prime}$ or higher.

## American Folklore and Folklife

## ENGL $2018 \quad 3$ Credits

## MnTC: Goals 06 \& 07

An introduction to Folklore and Folklife by examining oral, customary, and material folklore and by examining particular aspects of folklife as seen in specific groups such as the Amish. Included in the oral folklore section will be the study of folk speech and naming, riddles, proverbs, legends and songs. Customary folklore can include the study of traditional games, superstitions, and community festivals. In material folklore, students will examine traditional arts and crafts, folk architecture, costumes and foods. Genealogy and oral history are components of folklife and will be included, as well as a close examination of the folklife ways of specific groups. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Creative Writing: Poetry \& Fiction

ENGL $2023 \quad 3$ Credits
A workshop in which students write poetry and fiction and critique one another's work. Students will also examine other forms of poetry and fiction. Prerequisite: ENGL 1022 with a grade of "C" or higher, or consent of instructor.

## Creative Writing: Nonfiction <br> ENGL 20253 Credits

A study and practice of various forms of prose writing - narrative, description, argument - with emphasis in writing for popular magazines, journals, or newspapers. Prerequisite:
ENGL 1021 with a grade of " $C^{\prime \prime}$ or higher, or consent of instructor.

## British Literature: Medieval to Romantic <br> ENGL 20313 Credits <br> MnTC: Goals 06 \& 08

A survey of British Literature from the Middle Ages to the Restoration and 18th Century. It will include works by such authors as Malory, More, Marlowe, Shakespeare, Donne, Jonson, Milton, Bunyan, Swift, and Pope. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## British Literature: Romantic to Present ENGL 20323 Credits <br> MnTC: Goals 06 \& 08

A survey of British Literature from the Romantic period to the present. It will include works by such authors as
William Blake, Percy Shelley, Mary Wollstonecraft, Charles Dickens, Robert Browning, Elizabeth Barrett Browning, Christina Rossetti, Thomas Hardy, James Joyce, Virginia Woolf, and Doris Lessing. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C$ " or higher.

## Shakespeare

ENGL 20353 Credits
MnTC: Goal 06
An introduction to some of Shakespeare's plays. Students will read representative plays and study the Elizabethan Theater and the English Renaissance. Prerequisite: ENGL 1021. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Literature and Film <br> ENGL 2043 Credits <br> MnTC: Goal 06

A study of a variety of films and how these relate to written literature and to our lives. Students read and discuss literature with particular attention to its translation from print to the screen. Some attention is given to film techniques. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Modern World Literature <br> ENGL 20513 Credits <br> MnTC: Goals 06 \& 08

An examination of world literature during the first half of the 20th century. Readings may include short stories, poems, plays, and/or novels. Offered F, S. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ " or higher.

## Contemporary World Literature <br> ENGL 20523 Credits

MnTC: Goals 06 \& 08
An examination of world literature during the second half of the 20th century. Readings may include poetry, short fiction, plays, and/or novels. Offered F, S. Recommendation:

Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Mythology

ENGL 2055

## 3 Credits

MnTC: Goal 06
An introduction to several major works of Greek, Roman, and world mythology. Students will relate the works and ideas to modern thinking and world literature. Offered F, S. Prerequisite: ENGL 1021. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Women in Literature: British \& Colonial <br> ENGL 20613 Credits <br> MnTC: Goals 06 \& 08

A study of works written in English by women in England and the British Empire. It considers social, economic, political , and cultural issues, including colonialism. Authors may include Mary Wollstonecraft, Mary Shelley, George Eliot, Elizabeth Barrett Browning, Florence Nightingale, the Brontes, Isak Dinesen, Virginia Woolf, and Nadine
Gordimer. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Women in Literature: American

## ENGL 20623 Credits

MnTC: Goals 06 \& 09
A study of works written by American women. The course examines women writers forging a distinct literary tradition with its own perspectives and themes. It considers each work as a reflection of the attitudes towards women of its time and examines the social, ethical, political, and economic conditions of society as they emerge in the works. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Women in Literature: World Voices

ENGL 20633 Credits

## MnTC: Goals 06 \& 08

A study of works written by contemporary women writers from major regions of the world. Readings include translated short stories, poems, plays and novels. Students are encouraged to better understand an increasingly interdependent world and be exposed to some intellectual and psychological challenges posed by values and ways of life that are very different from their own. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

Children's Literature
ENGL 20713 Credits
MnTC: Goal 06
An examination of the history and range of Children's Literature. Students will learn to define, analyze and evaluate the major categories of Children's Literature. Students will study children's poetry, folktales and fables, picture books and novels. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

Short Novel
ENGL 20733 Credits
MnTC: Goal 06
A study of several short novels. The course emphasizes the elements of this genre, particularly main themes, style, and

## 7 Course Descriptions

form. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Science Fiction and Fantasy <br> ENGL $2075 \quad 3$ Credits

## MnTC: Goal 06

A study of science fiction and fantasy. Representative authors may include Mary Shelley, Jules Verne, H.G. Wells, Isaac Asimov, Arthur C. Clarke, Ray Bradbury, C.S. Lewis, J.R.R. Tolkien, and Ursula LeGuin. Offered F, S.

Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Mystery <br> ENGL 20773 Credits

MnTC: Goal 06
A study of the mystery story. An examination of its 19th century roots - with an emphasis on Edgar Allan Poe and Conan Doyle - is followed by a consideration of various 20th century developments (for example the hard-boiled detective, the psychological thriller, and the spy story). Readings may include such authors as Dorothy Sayers, Dashiell Hammett, Raymond Chandler, John LeCarre, and P.D. James. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Latin American Literature <br> ENGL 20833 Credits <br> MnTC: Goals 06 \& 08

A study of Latin American literature which may include poetry, short stories, and novels by authors such as Marquez, Neruda, Borges, Allende, Cortazar, Lispector, and Paz. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Bible As Literature <br> ENGL $2085 \quad 3$ Credits <br> MnTC: Goal 06

A study of primarily Old Testament literature and its many genres: epic narrative, drama, poetry, biography, and short story. The class studies the literary techniques, individuals, and events of the Bible. The course does not study theology or doctrine, but rather focuses on the events and characters of a book which has changed the course of Western civilization. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Ethics and Environment: The Literature of Place ENGL $2095 \quad 3$ Credits <br> MnTC: Goals 06 \& 10

A study of writing about the relationship between humans and their environments. Works include historical, philosophical, scientific, and literary perspectives. Writers are chosen from among many traditions and cultures and may include Thoreau, Leopold, Carson, Abbey, Berry, and Silko. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## English for Speakers of <br> 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 00215 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 00225 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 $0023 \quad 5$ 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 $0031 \quad 5$ 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 $0032 \quad 5$ 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 " $C^{\prime \prime}$ 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 " $C^{\prime \prime}$ or higher.

## Listening and Speaking III

ESOL 00335 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 " $C^{\prime \prime}$ or higher, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample.

## Grammar and Writing IV

ESOL 00414 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 0033 with grades of " $C^{\prime \prime}$ or higher, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample.

## Reading IV

## ESOL 00424 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 " $C^{\prime \prime}$ 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 " $C^{\prime \prime}$ or higher.

## Listening and Speaking IV

ESOL 0043 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 - <br> Individualized Study

ESOL 07901 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 OO30s level courses with grades of " $C^{\prime \prime}$ or higher, or assessment score placement in to ESOL 0040s level or above, or instructor approval.

## Occupational English for Speakers of Other Languages Writing <br> 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 O030s level courses with grades of " $C^{\prime \prime}$ 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 OO30s level courses with grades of " $C^{\prime \prime}$ or higher, or assessment score placement in to ESOL 0040s level or above, or instructor approval.

## American English: Advanced Listening and Speaking ESOL 10333 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 their educational and professional careers. Prerequisite: Successful completion of ESOL 0043 with a grade of " $C^{\prime \prime}$ or higher, or oral interview and permission of the instructor.

## ESOL for College

ESOL 10353 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 " $C^{\prime \prime}$ or higher in developmental levels of ESL.

## Facility Systems Technology

## Construction Technology

FST $1000 \quad 4$ 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 <br> FST $1020 \quad 3$ 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 $1030 \quad 3$ 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 <br> FST $1033 \quad 3$ 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 <br> FST $1060 \quad 2$ Credits

This course covers cutting keys, mounting locks, lubricating locks, security systems and re-keying. Prerequisite: FST $1000^{\circ}$ or consent of instructor.

## Introduction to Hydraulics <br> FST 20003 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 <br> FST $2020 \quad 3$ Credits

Students will trace and modify low voltage electrical cir-
cuits, 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 <br> FST $2030 \quad 2$ Credits

This course includes types of air distribution systems, electric and pneumatic controls, and fan systems. Prerequisite: HVAC 1060.

## Computerized Maintenance Systems <br> FST $2050 \quad 2$ Credits <br> This course covers computerized maintenance management including preventive maintenance and scheduling and energy management using computers. Prerequisite: $F S T$ <br> Commercial Certificate; CSCI 1000 or consent of instructor.

## French

## Beginning French I

## FREN 10115 Credits

An introduction to French. Basic grammar, correct selfexpression, aural comprehension and reading are stressed. Weekly tape listening and laboratory work are required. Introduction to French-speaking cultures. Offered F. Restriction: If students have completed three years of high school French, consent of instructor is required.

## Beginning French II

## FREN $1012 \quad 5$ Credits

A continuation of French 1011. Continued development of all four language skills (speaking, listening comprehension, writing, and reading) is stressed. Weekly tape listening and laboratory work are required. Introduction to French-speaking cultures. Offered S. Prerequisite: FREN 1011 (or equivalent). Restriction: If students have completed four years of high school French, consent of instructor is required.

## Independent Study

## FREN 1790 1-3 Credits

An opportunity for an in-depth study of a particular topic.
Prerequisite: Consent of instructor and dean.

## Intermediate French I <br> FREN $2021 \quad 5$ Credits

MnTC: Goals 06 \& 08
A comprehensive review of oral and written French employing a variety of literary and cultural texts. Oral and aural skills developed in Beginning French with new emphasis on written composition. Study of historical and contemporary issues facing French speakers. Weekly tape listening and laboratory work are required. Prerequisite: FREN 1012 or equivalent.

## Intermediate French II

FREN $2022 \quad 5$ Credits

## MnTC: Goals 06 \& 08

A comprehensive review of oral and written French employing a variety of literary and cultural texts. Oral and aural skills developed in Beginning French with new emphasis on written composition. Study of historical and contemporary issues facing French speakers. Weekly tape listening and laboratory work are required. Prerequisite: FREN 2021 or equivalent.
Special Topics
FREN 2790 1-3 Credits
Topics of special interest which may vary. Prerequisite: Consent of instructor and dean.

## Geography

## Physical Geography

## GEOG 10213 Credits

## MnTC: Goals 05 \& 10

An introduction to the physical systems and features of the earth. Included in Physical Geography is the study of the distribution of and the processes influencing world patterns of climate, vegetation, and land forms. The class also focuses on the influence of human activities on environmental systems. Offered F, S, SS. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher, or concurrent enrollment in RDNG 0090.

## Human/Cultural Geography <br> GEOG 1023 Credits

MnTC: Goals 05 \& 08
A geographic study of world cultural areas. Topics of study include: world populations (growth, distribution, migrations, characteristics), cultural geography (patterns of language and religion, folk customs, globalization of popular culture), global economic activity and development, and political organization of the world (evolution of states, territorial conflicts). The course enlists case studies from all parts of the earth to exemplify key geographic concepts. Offered F, S, SS. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher, or concurrent enrollment in RDNG 0090.

## World Regional Geography <br> GEOG 10313 Credits <br> MnTC: Goals 05 \& 08

A survey of principal world cultural realms including: Anglo-America, Latin America, Europe, the former Soviet Union, East and Southeast Asia, the Middle East and North Africa, and Sub-Sahara Africa. Emphasis is on the environmental, cultural, political, and economic differences and similarities from one world region to another, as well as how various world regions are affected by globalization. Offered S. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher, or concurrent enrollment in RDNG 0090.

## Minnesota Geography <br> GEOG 10413 Credits

MnTC: Goals 05 \& 07
A geographic appraisal of Minnesota. Included is the study and analysis of Minnesota's physical environment, the cultural landscape including human diversity, the Twin Cities, and the State's changing economy. Offered F, S.
Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher, or concurrent enrollment in RDNG 0090.

## Health

## Medical Terminology

HLTH $1001 \quad 2$ Credits
This course includes a study of the structure of medical words/terms including the spelling, definition, pronuncia-
tion, common prefixes, suffixes, word roots, and how to combine them to form medical words. Learning strategies for dealing with new terminology as students progresses in the health care field are included. 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 10031 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 10051 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 $1010 \quad 2$ 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 <br> HLTH $1020 \quad 3$ Credits

A study of health concepts and practices as applied to wellness. This is a lecture-discussion course of general health topics designed to stimulate critical thinking and awareness of where responsibility lies in the promotion of health in the home and community. Offered F, S, SS.

## Stress Management

HLTH $1040 \quad 2$ 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 $1050 \quad 3$ 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 $1060 \quad 3$ Credits

Explores the fundamental psychological and social aspects of use and abuse of mood altering chemicals. Subjects reviewed are: history of use, classification of drugs, and the
effects on the family and social concerns. Special emphasis is on the role alcohol and drugs have in our society and the responsibility we have in focusing on communication, preventing abuse and improving these health-related issues.
Offered: F, S, SS. Restriction: Closed to students who have earned credit in CDEP 1020.

## Nutrition <br> HLTH $1070 \quad 3$ Credits

Study of basic principles of nutrition throughout the lifecycle. Personal dietary analysis is included in course. Offered: F, S, SS. Recommendation: Chemistry or biology is helpful.

## Heating, Ventilation and Air Conditioning Technology

## Sheet Metal and Metal Brazing Practices HVAC $1000 \quad 2$ 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 $1020 \quad 2$ 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 10413 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 10423 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 $1060 \quad 2$ 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 10633 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 10653 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 $1067 \quad 4$ 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 $1069 \quad 2$ 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 $1070 \quad 2$ 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 <br> \section*{HVAC 10733 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 20514 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 20524 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 10213 Credits

## MnTC: Goals 05 \& 08

This course is a survey of human experience in the Western world from ancient civilizations to the 18th Century. The focus is on the West in relation to the rest of the world, with emphasis on the major social, cultural, political, and economic developments. Major topics include Classical Greece and Rome, Medieval Culture, the Renaissance, and Overseas Exploration. Factors such as social/economic class, gender, and race are a critical part of historical analysis and will be integrated throughout the course.
Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Western Civilization: From the 18th Century to the Present HIST 10223 Credits <br> MnTC: Goals 05 \& 08

This course is a survey of human experience in the Western world from the 18th Century to the present. The focus is on the West in relation to the rest of the world, with emphasis on the major social, cultural, political, and economic developments. Major topics include the Scientific Revolution and the Enlightenment, the Industrial Revolution, Victorian Culture, Imperialism, World Wars I and II, and the Post Cold War Era. Factors such as social/economic class, gender, and race are a critical part of historical analysis and will be integrated throughout the course. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## U.S. History: Pre-Columbian to 1865

## HIST 10313 Credits

## MnTC: Goals 05 \& 07

A study of American political, social, cultural, and diplomatic developments from pre-European contact through the Civil War. Topics include: Early Native American cultures, colonial settlements, the Revolution, the
Constitution, the National Period, Jacksonian America, the ante-bellum South, the Western movement and the Mexican War, and the Civil War. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in

ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## U.S. History: Since 1865 <br> HIST 10323 Credits

MnTC: Goals 05 \& 07
A study of American political, social, cultural, and diplomatic developments from Reconstruction to the present. Topics include: Reconstruction, the American West, Industrial America, Urbanization, Immigration, Imperial America, Progressivism, the decade of the 1920's, Franklin Roosevelt and the New Deal, World War II, the Cold War, the Civil Rights Movement, and American Multiculturalism. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Minnesota History

## HIST 10353 Credits

MnTC: Goals 05 \& 09
A survey of the political, social, economic and cultural developments of Minnesota from its origins to the present. Topics to be studied include the Native American background, explorers, immigration, political development and leaders, pioneer life and economic development and changes. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## East Asia Since 1600

## HIST 10513 Credits

## MnTC: Goals 05 \& 08

This course covers the political, economic, social, and intellectual history of East Asia, focusing on China, Japan, Korea, and their neighbors from the seventeenth century through the present. Recommendation: Assessment score placement in Reading 1000 or above, or completion of Reading 0090 with a grade of "C" or higher and assessment score placement in English 1021, or completion of English 0090 with a grade of " $C^{\prime \prime}$ or higher.

## World History: 1400 to Present

## HIST 10613 Credits

## MnTC: Goals 05 \& 08

This course explores global connections and disconnections, studying both global themes and regional variations. Class lectures, readings, and discussions will stress issues of diversity, power imbalances, and interactive factors such as race, ethnicity, class, and gender. In addition, we will explore intended and unexpected consequences as regions and cultures handle or resist connection or change.
Recommendation: Assessment score placement in RDNG 1000; assessment score placement in ENGL 1021.

## American Myth

## HIST 20413 Credits

MnTC: Goals 05 \& 09
An analysis of American society from the perspective of myth as a "cultural story." Special attention is given to the wide range of symbols, stereotypes, and distortions which form one's sense of American history and cultural tradition. Myths to be examined will vary, but may include such topics as race and gender in America, war and peace, common
ideals like success or freedom, immigration, the west, or American heroes. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of " $C$ " or higher.

## The United States Since 1945 <br> HIST $2043 \quad 3$ Credits

MnTC: Goals 05 \& 09
This course is a broad survey of the political, social, and economic development of the United States during the second half of the twentieth century. Using a combination of media, reading, lectures, and discussions, students will focus on a range of topics including American involvement in international affairs, changes in popular attitudes towards national institutions, issues of civil rights and multiculturalism, and the development of modern consumer society. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ 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 20453 Credits
MnTC: Goals 05 \& 10
In this survey of the American West, students will use a combination of media, reading, lectures, and discussions to investigate the historical intersection between the western environment, the region's dependence on natural resources, its ethnic and cultural diversity, popular myths, and the modern environmental movement.
Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

## 20th Century Global Conflicts and Crises <br> HIST 20513 Credits

## MnTC: Goals 05 \& 09

This course examines major international political, military, economic, and social conflicts of the 20th century from an historical and ethical perspective. How did Imperialism influence the outbreak of World War I? What can we learn by comparing the world-wide influenza epidemic of 1918 and the reactions to the devastation of Africa by HIV? How do we understand the persistence of genocide from the Holocaust to Bosnia? From the two World Wars, to conflicting interpretations of human rights, the class will explore the complex causes and of global crises and analyze the success or failure of attempted resolutions. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 1000 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Southeast Asia and the Vietnam War <br> HIST 20533 Credits <br> MnTC: Goals 05 \& 08

A survey of modern Southeast Asia history with emphasis (two-thirds of the course) on the Vietnam War. Topics include regional geography, the colonial period, nationalism and independence movements, the French and American Indochina Wars, and Southeast Asia today. Materials/activities include readings, films, and lecture-discussion. Recommendation: Assessment score placement above

RDNG 1000, or completion of RDNG 1000 with a minimal grade of " $C^{\prime \prime}$; and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a minimal grade of " $C$ ".

## U.S. Women's History <br> HIST 20613 Credits <br> MnTC: Goals 05 \& 07

This course will examine the diversity of women's history in the United States from the colonial period to the present. Students will analyze how race, class, age, and belief systems influence women's experiences and the way in which historical events often affect women and men differently. We will explore both the changes and continuity in women's roles over the last three centuries, covering topics such as Colonial Women, Changes in Family Life, Legal Position and Political Rights, Women and War, Consumer Society, Sexuality, and Work. Prerequisite: Completion of ENGL 1021 with a grade of " $C$ " or higher.

## Women, Health and Medicine HIST 20633 Credits <br> MnTC: Goals 05 \& 07

This course investigates the intersection of Western medical practice and cultural norms from the 18th century to the present. Students will analyze and discuss female physiological functions, the professionalization of medicine, and the gendered structure of medical research. Topics include Woman-Centered Childbirth, Surgical Gynecology, Reproductive Technology, and Women as Health Care Professionals.

## Special Topics

HIST 2790 1-3 Credits
Topics of special interest which may vary. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ " or higher.

## Horticulture

## Introduction to Horticulture

## HORT $1000 \quad 3$ 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 $1010 \quad 2$ Credits
Horticulture careers follow several professional tracks: natural resource management, agriculture, arboriculture, envi-
ronmental 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 <br> HORT 10213 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 10233 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 10243 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 $1025 \quad 3$ Credits

Pests can cause a great deal of esthetic and economic damage to plants. In this class, the students will look at pests that affect the quality and production of horticultural plants and ways to manage the pests by chemical means or natural methods. Students will examine weeds, diseases, insects and other pests.

## Greenhouse Crops

## HORT 10313 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 vegetables.

## Woody Plants <br> HORT 10413 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 10513 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 $1781 \quad 1$ - 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 <br> HORT 20313 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 <br> HORT 20333 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 <br> HORT 20413 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 20433 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 <br> HORT 20443 Credits

This course prepares students to handle the complex task of developing maintenance schedules and directing employees in grounds keeping for residential and commer-
cial 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 <br> HORT 20453 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 20463 Credits

Industries continually rely on equipment for an easier, faster, and more efficient work environment. The horticulture industry is becoming more mechanized. In this class, students will explore and examine equipment used in horticulture. They will learn to operate some equipment and learn about maintenance.

## Landscape Design

## HORT 20473 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 $2048 \quad 3$ 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, week barriers, edging, mulches, low voltage lighting, in addition to proper installation of plants, sod, and irrigation systems.

## Fruits, Vegetables and Minor Crops <br> HORT 20513 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 applies, 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 20523 Credits
Native plants can provide beautiful, cost-effective landscap-
ing 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 <br> \section*{HORT 20553 Credits}

The management of high quality sports turf grass requires knowledge and skill. In this class students will learn about turf grasses used in sports fields and golf courses and their management including: establishment, fertility, irrigation, pests, mowing, aeration, and other maintenance procedures.

## Horticulture Internship II

HORT 2781 1-3 Credits
The Horticulture Internship is designed to enhance the student's learning by putting to use the knowledge and skills that the student has already attained and building on them. Students will get experience working in the field and will be evaluated by employers and the instructor on a variety of skills. Prerequisite: HORT 1781.

## Horticulture Internship III

HORT 2782 1-3 Credits
The Horticulture Internship is designed to enhance the student's learning by putting to use the knowledge and skills that the student has already attained and building on them. Students will get experience working in the field and will be evaluated by employers and the instructor on a variety of skills. Prerequisite: HORT 1781.

## Human Services

## Introduction to Human Services

HSER $1020 \quad 3$ 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 10303 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 $1040 \quad 3$ 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 <br> HSER $1060 \quad 3$ 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 $1070 \quad 3$ 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 <br> 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 20003 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 20303 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 20403 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 <br> HSER 20503 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 $2060 \quad 2$ Credits

This course introduces the theory of casework from a multidisciplinary perspective. It offers students the opportunity to practice skills such as: case management, record keeping, intake procedures, assessment models and methods, and to become familiar with the state and federal requirements and mandates.

## Internship

## HSER 27804 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 $2781 \quad 4$ 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

HUM 10214 Credits
MnTC: Goals 06 \& 08
The Introduction to the Humanities is a broad survey course focusing on the arts and its value in understanding the human experience. Topics such as popular culture, the media, visual art, music, literature, and theater are explored as they apply to society and the individual. This course concentrates on the creative works from Western cultures. The artistic contributions from a wider variety of peoples and cultures are considered as well. Note: Attendance at a play or concert outside of class time may be required.

## Culture and Civilization of Spanish Speaking Peoples HUM $1030 \quad 3$ Credits

## MnTC: Goals 06 \& 08

Introduction to the culture and civilization of Spain and Spanish-speaking peoples of the Americas. The study of geography, history, arts, and literature will help students develop awareness of the cultural, religious and social values of other cultures. Students will also develop an understanding of the responsibility world citizens share for our common global future by examining interconnections with Spanish-speaking peoples. Taught in English. Offered F.

## Culture and Civilization of French Speaking Peoples HUM 10353 Credits <br> MnTC: Goals 06 \& 08

Introduction to the cultures of France and French-speaking regions of the world: North America, the Caribbean, North Africa and Sub-Saharan Africa. The study of geography, history, arts, and literature will help students develop aware-
ness of the cultural, religious and social values of other cultures. Students will also develop an understanding of the responsibility world citizens share for their common global future by comparing and contrasting their own culture with that of French-speaking cultures. Taught in English. Offered S.

## The Art of Film

HUM 10413 Credits
MnTC: Goal 06
An introduction to film as an art form. The study of film as a medium for portraying ideas, myths, human concerns, and aesthetic principles. Includes an examination of film techniques, film theories, and artistic styles of films such as formalism, surrealism, expressionism, and neorealism. Offered F, S, SS.

## International Film

HUM $1043 \quad 3$ Credits
MnTC: Goals 06 \& 08
A study of film as an art form and as a means of cultural communication from an international point of view. The course is designed to cultivate an ability to deal with film in a critical way, as well as to broaden understanding of film and culture in a global context. Each semester a variety of national cinematic traditions are examined, including film works from the Commonwealth of Independent States (the former Soviet Union), Germany, France, Scandinavia, England, Italy, Japan, Australia and New Zealand, China, India, Latin America, Canada, and a variety of Eastern European countries. The class will meet four hours per week. Offered S.

## American Film <br> HUM $1045 \quad 3$ Credits <br> MnTC: Goals 06 \& 07

A study of American film both as an art form and as a medium of cultural communication and expression. The course is designed to improve "visual literary" and to cultivate an ability to deal with film in an intelligent and critical way. The works of Edison, Porter, Griffith, Keaton, Chaplin, Ford, Capra, Welles, Hitchcock, and Spike Lee are examples of works to be studied. The course will offer representative examples of the major film genres and styles-i.e., the Western, Film Noir, Screwball Comedy, independent film, etc. The film work of African American and women directors is integrated into the course. The class meets four hours per week. Offered F.

## African-American Cultural Perspectives HUM 10513 Credits

## MnTC: Goals 06 \& 07

The study of the cultural responses of African American people to white society and to themselves. Autobiography, music, art, film, and dance will be emphasized. The course's main purpose is to increase the students' understanding and appreciation of African Americans' contribution to the arts and the humanities. Offered F.

## Gender Images: Critical Readings for Men and Women HUM $1063 \quad 3$ Credits

## MnTC: Goals 06 \& 07

A three-credit course designed to explore the role and influences of gender. A study of issues for women and men in today's changing world. In this course students will use
critical reading skills to evaluate such topics as defining gender, the politics of speaking, gender issues in popular culture and the media, and women and men at work.
Prerequisite: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of " $C^{\prime \prime}$ or higher.

## Introduction to Global Studies <br> HUM $2021 \quad 3$ Credits <br> MnTC: Goals 05 \& 08

This course introduces students to the basic concepts and various trends, perspectives and interconnections of a global society. Students will examine the growing interdependence of nations and peoples and the global issues that affect these relationships. Students will explore global and regional perspectives through such topics as politics, economics, medicine, technology, history, sociology, the arts, or ethics. Offered S, SS. Prerequisite: Completion of ENGL 1021 with a grade of " $C^{\prime \prime}$ " or higher.

## Women in the Arts

## HUM 20613 Credits

MnTC: Goals 06 \& 07
An introduction to the history of women's involvement in the visual and musical arts. The course focuses on Western Civilization and covers artistic issues for women from the Classical Greek to contemporary times both chronologically and thematically. Visual art and music created by women will be examined within social and historical contexts. Significant art works representing women will be evaluated from a feminist perspective. In both music and visual art, the course explores the cultural assumptions about gender that have influenced artistic choice and interpretation. Offered F, S.

## Special Topics

HUM 2790 1-3 Credits
Topics of special interest which may vary. Prerequisite:
Consent of instructor and dean.

## Individualized CompetencyBased Education

## Individualized Education Planning

## ICBE 10003 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 $1790 \quad 3$ 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

## CBE 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 $2780 \quad 3$ 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 <br> Telecommunications Technology

## Introduction to Information and

## Telecommunications Technology

ITT $1020 \quad 3$ 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 multimedia based technologies. Students will investigate career directions and job opportunities with respect to current and emerging industry directions.

## Networking Systems I

## ITT $1031 \quad 3$ 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 <br> ITT $1032 \quad 3$ 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 \& Data Center Design <br> ITT $1033 \quad 3$ 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 $1070 \quad 3$ 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 <br> ITT $2010 \quad 3$ 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 $2020 \quad 3$ 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 <br> ITT 20253 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 20313 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 <br> ITT 20323 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 $2035 \quad 2$ 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 Scalable Networking (CCNP-1) ITT $2041 \quad 3$ Credits <br> ITT $2041 \quad 3$ 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 CNNA certification or instructor approval.

## Remote Access Systems (CCNP-2)

## ITT $2042 \quad 3$ 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) <br> \section*{ITT $2043 \quad 3$ Credits}

This course focuses on the selection and implementation of the appropriate services to build reliable scalable multi-layer-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) <br> ITT $2044 \quad 3$ 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.

## Computer Forensics and Investigation <br> ITT $2045 \quad 3$ Credits

Computer Forensics and Investigation presents methods to properly conduct a computer forensics investigation including ethics, tools, procedures and analysis. This course also maps to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification.
Prerequisite: Consent of instructor.

## Network Management

ITT $2055 \quad 3$ 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 <br> ITT $2060 \quad 3$ Credits

This course is designed to investigate computer telephony integration and the exchange of commands and messages between computers and telephone equipment. Focus on bridging the telecommunications industry with the computer industry with an orientation to integration applications and call management. Prerequisite: ITT 1070.

## Information Security Management ITT $2065 \quad 3$ 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 $2075 \quad 3$ Credits
Wireless Network Security will focus on learning using the latest enterprise wireless LAN security and auditing equipment. The course addresses in detail Wireless LAN Intrusion, Security Policy, and Security Solutions including: Risk Assessment, Threat Analysis \& Hacking Methodology, Rudimentary Security Measures, Intermediate Security Measures, Advanced Security Measures, Wireless LAN Auditing Tools, Hardware \& Software Solutions, Prevention \& Countermeasures, Implementation and Management. Prerequisite: ITT 2070 or proof of Certified Wireless Network Administrator industry certification and ITT 2010.

## Technology Planning and Architecture <br> $2080-3$ 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 <br> ITT 2780 1-6 Credits

This course is designed to provide students with the opportunity to apply knowledge and skills learned in the Information and Telecommunication Technology program in a real life job environment. Students will learn to work in a professional environment while applying, and learning, a variety of communication, business and technical skills. Prerequisite: Consent of Instructor.

## Interior Design

## Introduction to Home Furnishings <br> INTD $1020 \quad 3$ Credits

Provides an introduction to the home furnishing industry in terms of product design, manufacturer, and distribution at wholesale and retail. This course also introduces basic drafting skills and architectural lettering.

## Design and Color

## INTD $1030 \quad 3$ Credits

Explores design and color concepts utilizing the home furnishing product as a primary medium. Projects emphasize the perception and manipulation of color and design systems and the elements and principles of design. This course will emphasize the variability and relativity of color perception.

## The Home Furnishing Product

## INTD $1040 \quad 3$ Credits

Provides a home furnishing product information base for continuing study in terms of features and benefits, relevant to function, style, maintenance, materials and construction. Students will research, compare, and utilize information to be able to sell effectively.

## Lighting, Art and Accessories

## INTD $1050 \quad 3$ Credits

Addresses specific product categories and gives an in-depth study of each. Lighting principles, sources, applications, limitations and measurement will be identified. Art, accessories, their presentation, and consumer motivations of purchase will be applied.

## Furniture Styles and Periods <br> INTD $1060 \quad 3$ Credits

The major style periods of history are explored in terms of the style and function of the home and its furnishings as a reflection of people's needs and values. A study of case and upholstery pieces, their origins and their variations.

## Floors, Walls and Windows <br> INTD $2000 \quad 3$ Credits

Students research current market trends, product information, and interior design strategies for floors, walls \& window treatments. The course covers estimating and calculating materials required for a variety of design projects using retail and wholesale showrooms and design centers as major information resources. Prerequisite: INTD 1020.

## Design Applications

## INTD $2010 \quad 3$ Credits

An introduction to the process of furnishing the home in terms of human behavior and the physical, social, economic and philosophical environment. The selection and arrangement of home furnishing products are examined while considering function, style, and maintenance factors as these relate to customer needs and wants. Prerequisite: INTD 2000 and INTD 1020 or furniture sales experience.

## Selling the Concept

## INTD 20203 Credits

The skills and insights needed to define, resolve, and present complex design solutions for different home living areas are examined. These are then applied to general home furnishing situations of increasing complexity.
Prerequisite: INTD 1020, MKTG 2060.

## Advanced Sales Techniques <br> INTD $2030 \quad 3$ Credits

Designed to build upon basic selling skills in the areas of selling with credit, handling objections, self marketing, relationship selling, and customer service. Prerequisite: $M K T G$ 2060 or furniture sales experience.

## Dimensional Design Drawing <br> INTD 20403 Credits

Students will learn the technical skills necessary to complete dimensional design drawings of interiors and furniture. This course will include completing isometric drawings, onepoint and two-point perspective drawings. Both mechanical-ly-drawn and sketch-drawn approaches will be utilized. Additionally, students will learn how to properly detail and enhance their drawings to make them look like actual interior spaces or pieces of furniture. Prerequisite: Instructor's consent. Recommendation: Students must have basic drafting skills and be able to interpret basic design floor plans and elevations.

## Interior Design Topics

INTD $2750 \quad 1-3$ Credits
Focuses on the recent trends and developments in the special interest area of the industry. Topics could include technology for designers, contract design, marketing directions and home office design. Prerequisite: Consent of instructor.

## Design Specialties

INTD $2760 \quad 1-2$ Credits
Focuses on the specialty areas of the Interior Design business. These specialties enable students to discover opportunities in the Interior Design business that allow them to express their personal interests and goals. Specialties could include window treatment portfolio, furniture product portfolio, advanced color study, advanced lighting study, art exploration, and sketching for designers. Prerequisite:
Consent of instructor.

## Internship in Interior Design <br> INTD $2780 \quad 2$ Credits

Students wanting a competitive edge in today's job market use an internship to get on-the-job training that complements program's academic work. This course involves analyzing one's own work style and skills, and then matching personal traits and needs to the realities of the workplace. On the job, students are evaluated by employers on a variety of skills.

## Kitchen and Bath Design

Note: Kitchen and Bath Design classes are held at the International Market Square-Suite C-19, 275 Market Street, Minneapolis, MN 55405. For further information, please leave a message at 651-748-2600.

## Presentation Standards for Kitchen and Bath Design KBD $1010 \quad 3$ 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 $1020 \quad 3$ 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 <br> KBD $1030 \quad 3$ 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 $1040 \quad 2$ 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 com-
plete the necessary "paperwork" from beginning to completion of a project.

## Lighting for Kitchens and Baths

KBD $1050 \quad 1$ 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 $2010 \quad 3$ 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 $2020 \quad 3$ 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: $K B D ~ 1020, ~ K B D ~ 1030, ~ K B D ~ 1040, ~$ KBD 1050.

## Business Practices for Kitchen and Bath Design <br> KBD $2030 \quad 1$ 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 $2060 \quad 3$ Credits

Students will learn advanced applications of a computeraided 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 soft-
ware 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 $2080 \quad 3$ 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 <br> KBD $2781 \quad 2$ 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 <br> KBD $2782 \quad 3$ Credits

Kitchen \& Bath Design students must complete a total of 225 hours of industry internship to receive their Kitchen \& Bath Design certificate. This course consisting of 3 credits (135 hours) may be completed either during Fall (concurrently with KBD 2781) or Spring Semester following the completion of KBD 2781. Internship positions must be held within some facet of the Kitchen \& Bath Design industry, and approved by faculty prior to enrollment. Students are required to complete the internship requirements as stated in their internship packet. This course can be completed concurrently with Fall Semester courses and KBD 2781; and/or concurrently during Spring Semester with or following KBD 2781, or with instructor's consent.

## Marketing

## Store Planning and Visual Merchandising <br> MKTG $1020 \quad 3$ Credits

Emphasizes store design and layout plus merchandise presentation in coordination with advertising strategies and other elements in the retail promotional mix. Includes visual merchandising (display) as a seller's tool for getting customers and clients "in touch" with products and services for
sale - including conventional retail settings, trade show/booth displays, or showroom presentations. Students analyze visual image in existing stores and retail products (or services), and devise ways to physically present products/services to targeted markets. A hands-on course, applying principles and elements of design to create store fronts, floor plans, wall elevations, design fixturing layouts, lighting techniques, and use props, mannequins, and fixtures. Stresses innovation in class projects and outside assignments that relate to student interests or current employment. A useful elective for any major offering products or services for sale.

## Professional Development <br> MKTG $1025 \quad 3$ Credits

Reading the corporate culture correctly is one of the first steps to projecting an appropriately professional image and landing a satisfying job upon graduation. This course alerts students to techniques for understanding workplace culture, values, and ethics, and offers self-management, timemanagement, and stress-management strategies to maintain employee wellness and satisfaction on the job. This course can be useful for certificate and degree candidates in Marketing, Business, and other majors.

## Fashion Concepts

MKTG $1040 \quad 3$ Credits
Students examine the fashion cycle and the psychological, economic, and sociological factors that influence fashion. In addition, the course concentrates on historical and contemporary styling, silhouettes, details, and design trends in fashion centers all over the globe. Students identify the influentials of the industry - the designers, manufacturers, and retailers who put fashion products into the hands of the consumer.

## Ready to Wear Fashion Coordination

MKTG $1045 \quad 3$ Credits
This course focuses on fashions for men, women, and children. Students learn to identify design and production processes, recognize fashion details, and use appropriate terminology and fashion co-ordination skills as a sales tool to increase sales and profitability. The goal - multiple sales using accessorizing skills to create unique fashion statements for each customer.

## Event/Festival Marketing <br> MKTG 10653 Credits

This course helps the event planner to target the appropriate geographic markets and demographic segments that will attend the event/festival. It addresses positioning events in the minds of potential participants and how to convey the marketing messages that invite and motivate attendance using promotions, public relations, direct mail, sponsorship, and advertising tools. Recommendation: MKTG 2050, MKTG 2063.

## Event Operations/Risk Management <br> MKTG $1067 \quad 3$ Credits

Risk management is a dynamic process that begins at a time of calmness and safety prior to an event. It increases in activity as one plans for the unexpected, continues by managing difficult situations as they occur, and returns conditions on-site to normal as quickly as possible. This course covers the event/festival professional's basic safety and secu-
rity plan, underscoring the risks and obligations entailed by inviting the public to attend an event and offering planning methods to ensure safety, service, and satisfaction for all event participants, be they guests or staff.
Recommendation: MKTG 2050, MKTG 2063.

## Fashion Retail Management Independent Study

MKTG 1790 1-3 Credits
Independent study projects will be developed cooperatively between the student and the instructor in order to help the student pursue specific areas of interest relative to the industry. Projects may include niche marketing, exceptional customer service, security, creative thinking and futuring, market activities, business practices, or specific activities related to job performance in the field.

## Customer Service Strategies

## MKTG 20003 Credits

In the competitive environment, exemplary customer service describes an important tool used by businesses that must effectively differentiate their products and services from those of others. This course investigates trends and changing conventions in the customer service sector, and focuses on development and management of cost-effective, value-adding service strategies, policies, and procedures that include techniques for telephone, e-mail, and Web site customer service activities as well as face-to-face communication with both external and internal customers in a variety of industries.

## Entrepreneurship Fundamentals <br> MKTG $2005 \quad 3$ Credits

This course emphasizes basic elements that potential entrepreneurs must consider when preparing and marketing a new business venture. It stresses innovation in class projects and assignments related to the student's knowledge and expertise in an interest area with business potential. The course focuses on tasks involved with the launch of a business, product or service - financial planning, market planning and research, advertising, and project management. Students will also investigate ethical issues, learn about succession planning, and write and present a business plan.
Recommendation: MKTG 2050, BMGT 1020 or MKTG 2080.

## Supervision

## MKTG 20103 Credits

Current theories, methods, and techniques for supervision are essential to profitable business operations. Topics include goal-setting, productivity, budgets, team-building, motivation, delegation, and performance appraisal. Part of the training comes from readings, case problems and/or simulations, part from seminar discussion. Projects may be applied to a student's area of specialty, e.g. quality control, automotive, etc. A useful elective for many employment-oriented majors with low-middle management entry points.

## Negotiation Strategies

MKTG $2020 \quad 3$ Credits
Negotiating is a fundamental skill that can be learned. The skill of negotiation is used regularly by people engaged in business but is often overlooked by the same people in the conduct of their daily lives. Although the course focuses on sales negotiation techniques and tactics, it is of immense practical value to most people.

Trend Analysis
MKTG 20353 Credits
Designers, marketers, manufacturers and retailers must stay current with today's trends and must anticipate tomorrow's business opportunities. This course focuses on the directions in which consumer trends, industry trends, and product trends are moving - with an eye to the future. Projects tailored to student interests are paired with class sessions to make this a hands-on application for specific career areas. This course is an appropriate elective for anyone interested in prospering from future trends.

## Principles of Marketing

MKTG $2050 \quad 3$ Credits
Principles of Marketing focuses on the issues of product development, pricing, promotion, and distribution of products and services in both domestic and international economies. In particular, the course emphasizes the importance of the consumer during the development and implementation of a marketing strategy. It should also be noted that the principles learned in this course are equally applicable to the public and private not-for-profit sectors. This course provides the theoretical foundation needed prior to taking more specialized courses in marketing.
Recommendation: BMGT 1020.

## Electronic Marketing Concepts MKTG 20553 Credits

To be competitive in today's job market, students pursuing careers in the marketing discipline must be familiar with basic issues and marketing activities related to electronic marketing (e-commerce or e-tailing). This introductory course exposes students to the basic tools of marketing electronically in the business-to-business ( B 2 B ) or business-toconsumer (B2C) marketplace. Topics covered include basic e-commerce processes, translating marketing strategies into accessible, attractive, and profitable options for consumers, planning and developing e-commerce components, payment processing, security issues, and customer service.
Recommendation: CAPL 1010 and MKTG 2050, or BMGT 1020.

## Professional Selling

MKTG $2060 \quad 3$ 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.

## Advertising and Sales Promotion <br> MKTG $2063 \quad 3$ Credits

This course focuses on sales promotion and advertising as parts of effective sales campaigns that stimulate consumer demand. Under the umbrella of the promotional mix, advertising, publicity, and special promotional activities (special events, premiums and contests) will be designed to increase sales of products and services. Students will create, discuss, and analyze advertisements and promotional pieces, and select media as they devise coordinated promotional campaigns employing several promotional tools.
Recommendation: MKTG 2050.

## Retailing Principles and Practices

MKTG 20803 Credits
This course will assist students in the development of a retailing strategy that includes an examination of various types of retailing in the 21st century marketplace. Topics include: consumer behavior, store organization, store and non-store retailing trends and computerization.
Recommendation: MKTG 2050.

## Marketing Internship

MKTG $2780 \quad \mathbf{1 - 6}$ Credits
The internship experience provides an opportunity for marketing students to work beside marketing practitioners in the field. Students will select specialized areas of interest to pursue in the internship setting-sales, advertising, sales promotion, visual merchandising, special events, customer service, and sales force supervision. Prerequisite: Advisor approval.

## Mathematics

Note: Students registering for a mathematics course for the first time must take a mathematics assessment test as described in the Assessment section of this publication. Students must begin any mathematics coursework at their assessed skill level. Students who do not follow listed assessment and prerequisite requirements will be required to change registration to comply with Century's Assessment Policy. Students should be aware that they will not receive credit for a course which is a prerequisite for a course for which they have already received credit. Students are restricted from back tracking in the math sequence.

## Basic Mathematics

## MATH $0010 \quad 3$ 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 <br> MATH $0030 \quad 5$ 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 " $C^{\prime \prime}$ or higher, or assessment score placement in Math 0030.

## Intermediate Algebra

## MATH $0070 \quad 5$ Credits

This course is equivalent to a second course in high school algebra. Topics include polynomials and rational expres-
sions 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 " $C^{\prime \prime}$ or higher, or assessment score placement in MATH 0070.

## Introductory Trigonometry

MATH $0090 \quad 2$ Credits
This course is designed for students who have never had a course in trigonometry or who need to review trigonometry before attempting college level trigonometry. Topics include definitions of trigonometric functions, solving right triangles, laws of sines and cosines, trigonometric identities, trigonometric equations, radian measure, graphs of trigonometric functions. Math 0090 Introductory Trigonometry may be taken concurrently with Math 1061 Precalculus I. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered F, S, SS.
Prerequisite: MATH 0070 with a grade of " $C^{\prime \prime}$ or higher, or assessment score placement in MATH 0090.

## Medical Dosages Calculations

MATH $1000 \quad 1$ Credit
This course is designed for students who are currently enrolled in or planning to enroll in the nursing or other health programs. Topics include metric, apothecary, and household systems; conversion between systems; measuring oral medication; parenteral therapy; preparation of solutions and pediatric dosages. Offered F, S, SS. Prerequisite: MATH 0010 with a grade of " $B$ " or higher, or assessment score placement in MATH 1000.

## Applied Mathematics

MATH $1015 \quad 5$ 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 " $C^{\prime \prime}$ 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 " $C^{\prime \prime}$ or higher.

## Statistics

MATH 1025

## 4 Credits

## MnTC: Goal 04

This course is an algebra based statistics course that introduces the basic concepts involved in collecting, analyzing, and interpreting data. Topics include graphs, frequency distributions, measures of central tendency and variation, probability, probability distributions, expected value, sampling distributions, normal distribution, confidence intervals, hypothesis testing for one and two population means and proportions, chi square, linear regression, and correlation. This course includes analysis and interpretation of

Start where your assessment test places you.
See a counselor, your program advisor, or the mathematics department for assistance.

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 " $C^{\prime \prime}$ 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.

\section*{Mathematics for the Liberal Arts <br> MATH $1030 \quad 3$ Credits

## MnTC: Goal 04

## 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 " $C^{\prime \prime}$ 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 " $C^{\prime \prime}$ or higher.

## Finite Mathematics

## MATH $1050 \quad 3$ 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 " $C^{\prime \prime}$ 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 " $C^{\prime \prime}$ or higher.

## College Algebra I

## MATH $1061 \quad 4$ Credits

## MnTC: Goal 04

College Algebra 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 " $C^{\prime \prime}$ or higher.

## College Algebra II with Trigonometry <br> MATH 10624 Credits <br> 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 " $C^{\prime \prime}$ or higher, or MATH 1061 with a grade of " $C^{\prime \prime}$ 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 " $C^{\prime \prime}$ or higher.

## Survey of Calculus <br> MATH $1070 \quad 4$ Credits <br> 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 " $C^{\prime \prime}$ 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 <br> MATH $1081 \quad 5$ Credits <br> 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 " $C^{\prime \prime}$ 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 " $C^{\prime \prime}$ or higher.

## Single Variable Calculus II MATH $1082 \quad 5$ Credits <br> MnTC: Goal 04

This course is the second course of the two-semester sequence of single variable calculus. Topics include applications of the definite integral, techniques of integration, numerical integration, improper integrals, infinite series, and polar coordinates. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered F, S. Prerequisite: MATH 1081 with a grade of "C" or higher. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

## Probability and Statistics <br> MATH $2025 \quad 4$ 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. Anal-ysis 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 " $C^{\prime \prime}$ or higher. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Multivariable Calculus

MATH $2081 \quad 5$ 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 " $C^{\prime \prime}$ or higher, or consent of instructor. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Linear Algebra and Differential Equations <br> MATH 20825 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 " $C^{\prime \prime}$ or higher, or consent of instructor. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

## Medical Assistant

## Laboratory Techniques I

MEDA $1001 \quad 5$ 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 $1002 \quad 5$ 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 " $C^{\prime \prime}$ or higher and concurrent enrollment in MEDA 1012.

## Clinical Assisting I

MEDA $1011 \quad 5$ 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 $1012 \quad 5$ 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 " $C^{\prime}$ or higher and concurrent enrollment in MEDA 1002.

## Administrative Procedures for Medical Assistants MEDA $1020 \quad 4$ 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 $1780 \quad 6$ Credits
This course provides students with learning experiences in administrative, clinical, and laboratory procedures through performance in selected physician's offices and clinics. The 320 hour externship is unpaid. Prerequisite: All program requirements must be completed prior to externship. Instructor's signature required. Must obtain CPR certification, Healthcare Provider-American Heart Association, or Professional Rescuer American Red Cross.

## Microcomputer Support Technology

Note: Purchase of a removable hard drive is required for classes in the MCST Program. It is strongly recommended that hard drives be purchased through the Century College Bookstore.

## PC Hardware Service Technician

## MCST $1000 \quad 3$ Credits

This course is designed to provide the beginning computer student with basic knowledge of installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems and network servers. The course also includes an introduction to Personal Digital Assistants and Tablet computing. MCST 1000 is one of two courses designed to help students prepare for the CompTia A+ Operating Systems Technologies Exam and the A+ Core Hardware Service Technician Exam leading to the A+ Certification. If possible, students should also take MCST 1010 concurrently. Features in-depth case projects so skills can be practiced as they are learned.

## Operating Systems Technology

## MCST 10103 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 $1018 \quad 3$ CreditsDesigned to provide students with the knowledge to support Microsoft Office in a network environment.
Prerequisite: OFFT 1001 and CAPL 1010.

## UNIX Operating System

## MCST 10303 Credits

Presents basic UNIX operating system concepts, file commands, and editor commands from a user's viewpoint. UNIX installation, file backup, print service, and network management are presented from a system administrator's viewpoint. Prerequisite: MCST 1000, MCST 1005 or MCST 1010.

## Applied Technical Sales Strategies <br> MCST $1070 \quad 3$ 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 $1080 \quad 3$ Credits
This course examines the various methods utilized by Information Technology departments and professionals to maximize their effectiveness within an organization.

## Project Management

MCST $1090 \quad 3$ 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 20113 Credits
Designed to provide students with an introduction to Microsoft Windows XP Professional. Prerequisite: MCST 1000 or MCST 1010.

## Supporting Microsoft Windows 2003 Server <br> MCST 20133 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 <br> MCST 20153 Credits

Designed to provide students with the knowledge and skills necessary to implement and support Microsoft Windows 2000 Server in Wide Area Network (WAN) environment. Prerequisite: MCST 2013.

## Microsoft Windows Server 2003 Network Infrastructure

 MCST 20173 CreditsThis 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 20203 Credits

Covers the concepts of systems analysis and design from the microcomputer end-user standpoint. New system planning, documentation, feasibility, data collection and analysis, system integration and implementation are all topics that will be covered. Students are required to work as a member of an analysis team to design a system network solution to a given problem and to present the solution to the class as an oral presentation. Prerequisite: MCST 2013.

## Implementing and Supporting Microsoft Windows XP Professional <br> MCST $2110 \quad 3$ Credits <br> 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 <br> MCST $2120 \quad 3$ 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 $2130 \quad 3$ 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 $2140 \quad 3$ 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 $2160 \quad 1$ CreditThis 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 <br> Services Infrastructure

## MCST $2170 \quad 2$ 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 $1000 \quad 1$ 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 <br> \section*{MUSC 10051 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 10101 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 10151 Credit
The Century Concert Band is a musical ensemble dedicated the study and performance of quality band literature. The music performed is from a wide variety of styles ranging from the Baroque period to the music of today. The objective of this course is to expand students' understanding and enjoyment of music through the performance and study of music of various periods and styles. The membership in the band includes students and community members. Registration for band may be done as an activity for academic credit or through Continuing Education. Students may repeat this course up to four times and receive academic credit.
Prerequisite: Must have prior experience playing a wind or percussion instrument.

## Century Jazz Ensemble

MUSC 10171 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 $1020 \quad 2$ 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 10211 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 $1025 \quad 2$ 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 10303 Credits

## MnTC: Goals 06 \& 08

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.

## Introduction to Classical Music <br> MUSC $1035 \quad 3$ Credits <br> MnTC: Goal 06

Introduction to 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.

## Jazz: Red Hot and Cool <br> MUSC $1040 \quad 3$ Credits

## MnTC: Goals 06 \& 07

An introduction to the development of jazz as an art form in America. Various styles (ragtime, dixieland, swing, bebop, fusion, etc.) will be discussed along with recordings and some live performances of these styles. Prior music background is not required for this course. Offered S, SS.

## Popular Music in American Society <br> MUSC $1045 \quad 3$ Credits <br> 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 hiphop, 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 <br> MUSC $1061 \quad 3$ 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 10623 Credits

This course is the continuation of Music Theory I (MUSC 1061). The course focuses on music texture, two- and fourpart 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 10712 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 <br> 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 $2011 \quad 2$ Credits
This course is individual instruction in learning to play a woodwind, brass, string, or percussion instrument. The student's needs and interests will determine the selection of music literature. Students may repeat this course up to four times and receive academic credit.

## Private Instrumental-Advanced

MUSC $2012 \quad 2$ Credits
This course is individual instruction on a woodwind, brass, string, or percussion instrument for the advanced player. The student's progress will be reviewed at the end of each semester by the music faculty (jury). Students may repeat this course up to four times and receive academic credit.

## Beginning Group Guitar <br> MUSC $2020 \quad 2$ 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 <br> MUSC 20212 Credits

This course is individual instruction in learning to play the guitar. The student's needs and interests will determine the selection of music literature. Students may repeat this course up to four times and receive academic credit.

## Private Guitar-Advanced <br> MUSC $2022 \quad 2$ Credits

This course is the study of the guitar for the advanced player. Depending on the student's needs and interests, this course will have a Classical, Jazz, or Rock and Blues emphasis. The student's progress will be reviewed at the end of each semester by the music faculty (jury). Students may repeat this course up to four times and receive academic credit.

## Private Piano

## MUSC $2031 \quad 2$ Credits

This course is individual piano instruction for elective credit. The focus of the course is on the development of elementary and intermediate keyboard skills with an emphasis on technique, theory and interpretation of musical styles.
The student's needs and interests will determine the selec-
tion of music literature. Students may repeat this course up to four times and receive academic credit.

## Private Piano-Advanced <br> MUSC 20322 Credits

This course focuses on the development of advanced keyboard skills. Standard classical literature from the Baroque, Classical, Romantic, Impressionist, or Modern periods will be studied. The student's progress will be reviewed at the end of each semester by the music faculty (jury). Students may repeat this course up to four times and receive academic credit.

## Private Voice

## MUSC 20412 Credits

This course is individual instruction for elective credit. The emphasis of this course is on proper voice function in speaking and singing through basic techniques including correct posture, breath management, free tone production, proper diction, and expression. The student's needs and interests will determine the selection of music literature. Students may repeat this course up to four times and receive academic credit.

## Private Voice-Advanced

## MUSC $2042 \quad 2$ Credits

This course focuses on vocal development for the advanced singer. A variety of vocal literature will be studied. The student's progress will be reviewed at the end of each semester by the music faculty (jury). Students may repeat this course
up to four times and receive academic credit. Prerequisite: Consent of instructor.

## World Music

## MUSC $2051 \quad 3$ Credits

## MnTC: Goals 06 \& 08

This course introduces students to traditional music from a variety of cultures, such as India, China, Japan, Indonesia, Ghana, Zimbabwe, and the Middle East. The course also examines the relationships between American popular music and non-Western societies. There is an emphasis on focused listening, with the purpose of enhancing the ability to appreciate and understand music.

## Natural Science

## Earth Science

## NSCI $1020 \quad 4$ Credits <br> MnTC: Goals 03 \& 10

This survey of the earth sciences is a broad and nonquantitative introduction to topics in geology, oceanography, meteorology, and astronomy. The solid earth, the liquid hydrosphere, and the gaseous atmosphere are viewed in terms of the continuous interactions as air comes in contact with rock, rock with water, and water with air. Laboratory investigations and hands-on experiences provide the framework for the study. Offered F, S, SS.

## Physical Geology <br> NSCI 10304 Credits <br> MnTC: Goals 03 \& 10

This is a study of rocks \& minerals, geologic time, and the processes of global tectonics as related to the changing landscape. Laboratory investigations provide the framework for rock and mineral identification and map and model interpretation. It is intended for students considering a geology major. Offered F. Prerequisite: Minimum assessment score placement in RDNG 0090, or completion of RDNG 0080 with a grade of " $C^{\prime}$ " or higher.

## Energy Concepts

NSCI $1040 \quad 3$ Credits
MnTC: Goals 03 \& 10
Energy is the topic. Energy production, supply, efficiency, and future needs are examined. The potential of solar, biomass, photovoltaics, wind, and other continuous flow sources are studied. Crude oil, natural gas, coal and nuclear are considered. The impact of our current U.S. policy is viewed from an interdisciplinary approach that includes environmental, political, economic, and ethical considerations. Offered F, S, SS.

## Energy Concepts Lab <br> NSCI $1045 \quad 1$ Credit <br> MnTC: Goals 03 \& 10

This course will examine various energy concepts through hands-on learning. Topics will include, but not limited to: liquid fuels, solid fuels, biomass, wind, solar, insulation, heat storage, pollution, and conservation. Offered S, SS.
Prerequisite: NSCI 1040 or concurrent enrollment; assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of " $C^{\prime \prime}$ or higher.

## Introduction to Meteorology <br> MnTC: Goals 03 \& 10

A descriptive course which introduces students to basic scientific principles involved in meteorology. This includes a study of the basic properties of the atmosphere, weather instruments, weather phenomena, and terminology, and forecasting. Offered F, S.

## Meteorology Lab <br> NSCI 10551 Credit <br> MnTC: Goals 03 \& 10

This introductory meteorology laboratory will require students to construct and interpret graphs, analyze weather maps, and gather, record, and interpret weather data. Concepts covered will include structure of the atmosphere, solar and terrestrial radiation, stability of the atmosphere, atmospheric motion, weather map analysis, and severe storms. Offered F, S. Prerequisite: NSCI 1050 or concurrent enrollment.

## Introduction to Oceanography <br> NSCI $1060 \quad 3$ Credits

## MnTC: Goals 03 \& 10

Principles of historical, geological, biological, chemical, and physical oceanography are presented in this introductory course. Contemporary problems of marine pollution, resources, and the Law of the Sea are also considered. Offered S.

## Natural Disasters

NSCI $1080 \quad 3$ Credits
MnTC: Goals 03 \& 10
Students will investigate the physical processes, origins, and the human and economic impacts caused by natural disasters. This course will examine earthquakes, volcanism, severe weather, climate change, wildfires and floods, among other natural catastrophic phenomenon. Students will have the opportunity to access information from government agencies and universities involved in the study of these phenomena. Offered F, S, SS.

## Earth Science for Educators <br> NSCI $1090 \quad 4$ Credits

This course is intended for education majors. It includes a survey of the Earth sciences with a broad and non-quantitative introduction to topics in geology, oceanography, meteorology, and astronomy. In addition, course will provide curriculum surveys of media and instruction models for Pre-Educators in K-8 education tracks. It will cover four major Earth event to spheres (lithosphere, hydrosphere, atmosphere, and biosphere) modeling projects with an emphasis in interrelated systems analysis that are applicable to grades K-8. Students will develop these four models working in small collaborative groups. Laboratory investigations, field work, collaborative projects and a minimum 20 hour service learning component, arranged through the Service Learning Coordinator, will provide hands on, real time individual, and group learning opportunities for this class.

## Nursing

## Directed Study in Nursing <br> 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 <br> NURS 10014 Credits

This course introduces concepts of basic human needs, health/illness continuum and basic nursing skills in longterm care and/or home care environments. Skills are taught in a simulated laboratory setting utilizing demonstration and role-playing. Upon successful completion of classroom studies, the student will participate in 24 hours of supervised clinical experience. This clinical experience will be in a long-term care facility. This course meets the objectives of the Federal OBRA and Minnesota Department of Health requirements as detailed for educating the nursing assistant. Prerequisite: Placement into RDNG 0080 or ESL 0083. Liability insurance fee required at time of registration. Criminal background clearance. Restriction: Minnesota State Registry of Nursing Assistants requirement is 18 years of age or older.

## Acute Care Skills for the Nursing Assistant - Registered (N.A.R.) <br> NURS 10053 Credits

This course builds on skills and concepts learned in the basic Federal Nursing Assistant curriculum. More complex theories and procedures are introduced as they pertain to nursing assistants' role with patients in acute care settings. Students will participate in classroom, skills lab, and attend a supervised clinical in an acute care environment. Prerequisite: NURS 1001 or Nursing Assistant-Registered.

## The Registered Nurse Role in Health and NURS 10204 Credits

This course introduces the role of the Associate Degree Registered Nurse in healthcare. Concepts include holistic therapies, cultural diversity, nursing process, assessment, pharmacology, communication, teaching-learning theory, documentation, legal-ethical issues and professional boundaries. Course emphasis includes holism, critical thinking and primary, secondary and tertiary prevention with patients and families throughout the lifespan. The fundamental concepts of therapeutic nursing interventions and the relationship to health and wellness are integrated throughout the course. This course prepares the Associate Degree Registered Nursing Student to care for patients in chronic and acute care settings. Prerequisite: Admission to the Nursing Program, concurrent enrollment in NURS 1025, MATH 1000, and BIOL 1031 unless previously successfully completed.

## Clinical Application for NURS 1020

NURS 10254 Credits
This course applies theoretical concepts to nursing practice in individual, small group and large group settings. The
therapeutic nursing interventions include medication administration, physical assessment, sterile technique, catheterization, wound care, enteral tubes, and intravenous fluid administration. The practicum experiences include contact with patients across the lifespan in a variety of settings such as nursing lab, long term care, acute care, ambulatory clinics and the community. Prerequisite: Nursing Assistant-Registered course or equivalent, Healthcare Provider CPR certification, background clearance, and required immunizations. Concurrent enrollment in NURS 1020.

## Applied Nutrition <br> NURS $1026 \quad 2$ Credits

This course focuses on the application of nutrition knowledge to altered needs during stages of the life cycle, to chronic diseases and to medical nutrition therapy leading to improved overall health. After a brief introduction of major nutrient groups, course content areas will include assessment of nutritional status with application to disorders of the GI tract, liver, pancreas, cardiovascular system, lungs, kidneys, and the wasting disorders of cancer and AIDS. Prerequisite: NURS 1020 and NURS 1025.

## Nursing Intervention I: Health, Healing <br> and Holism \& the Role of the RN

## NURS 10304 Credits

This course provides students with theoretical content related to acute, chronic, and terminal health conditions of the respiratory, immune, renal, endocrine, neurological and musculoskeletal systems, cancer and infectious diseases. The course includes exploration of patterns of health and wellness for patients within their environment. Course emphasis includes critical thinking in the application and analysis of therapeutic nursing interventions, pain management, and levels of prevention in relation to the health of patients across the lifespan. Prerequisite: NURS 1020, NURS 1025, MATH 1000, BIOL 1031, concurrent enrollment in BIOL 1032 and NURS 1035.

## Clinical Application for NURS 1030 <br> NURS 10354 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, Healthcare Provider CPR certificate and required immunizations.

## Assessment of LPN Nursing Knowledge and Skills NURS $1110 \quad 13$ Credits

Allows qualified Licensed Practical Nurses to gain advanced standing in the RN Nursing Program in compliance with the Minnesota Board of Nursing Rules. Credits are awarded based on the student being a qualified, admitted accelerated nursing student in the Nursing Program. Prerequisite: LPNs admitted to Inver Hills-Century Colleges Associate Degree Nursing Program, accelerated track.

## Clinical Specialty Focus <br> NURS 2025 1-6 Credits

Provides an opportunity to increase knowledge and nursing skills within a specialized clinical setting utilizing acute care or community settings. The course builds upon content taught within the Nursing Program, but also provides the opportunity to expand experiential learning and go beyond the basics in a specialized field of nursing. Prerequisite: Admission to the Nursing Program and consent of instructor.

## Nursing Interventions II: Health, Healing and Holism \& the Role of the RN <br> NURS 20304 Credits

This course provides the student with the theoretical content related to health and wellness in the infant, child and adult. Primary, secondary and tertiary health care management and health conditions are discussed throughout the lifespan. Critical thinking skills, therapeutic nursing interventions, communication, prioritization, collaborative care and the holistic nursing process are emphasized. Major content areas include maternal/child health, mental health, cardiac, and gastrointestinal conditions as well as emergency and trauma care. Prerequisite: NURS 1030, NURS 1035, and concurrent enrollment in NURS 2035.

## Clinical Application for NURS 2030 <br> NURS 20354 Credits

This course applies theoretical concepts to nursing practice. This practicum, with clinical experiences in acute, specialty and community settings, provides the student with opportunities to provide comprehensive nursing care to multiple clients. Course content emphasizes team leading, health teaching, holism, nursing process with an emphasis on evaluation, communication and the RN role. Unique to this course is community screening, following a pregnant person to delivery and a newborn assessment, and a comprehensive family assessment. Concepts of supervision/delegation, critical thinking and prioritization are emphasized. Additional application includes identification and facilitation of patterns in health and wellness for clients within their environment. Prerequisite: Concurrent enrollment in NURS 2030, background clearance, Healthcare Provider CPR certification and required immunizations.

## Synthesis and Transition to the Registered Nurse Role NURS $2050 \quad 2$ Credits

This course synthesizes concepts taught previously such as health, healing, and holism. There is a special focus on leadership, supervision, delegation, management of patient caseloads, economic, social, political, and current trends in health care. The course also includes self-care strategies, preparation to enter the work force and exploration of other nursing opportunities. There is continued emphasis on group dynamics and processes, teaching/learning projects and experiences with different types of healthcare delivery systems presented via case study methodologies. Prerequisite: NURS 2030, NURS 2035, and concurrent enrollment in NURS 2055 and NURS 2220 unless NURS 2220 previously completed.

## Clinical Application for NURS 2050 <br> NURS 2055 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 \& Holism and the Role of the RN

## NURS $2130 \quad 4$ Credits

This course provides the accelerated nursing student (LPN) with the theoretical content related to health and wellness in the infant, child and adult. Primary, secondary and tertiary health care management and health conditions are discussed throughout the life span. Course emphasis includes critical thinking skills, therapeutic nursing interventions and communication, prioritization, collaborative care and the holistic nursing process. Major content areas include maternal/child health, mental health, cardiac and gastrointestinal conditions as well as emergency and trauma care. Prerequisite: NURS 1110, NURS 1140, and concurrent enrollment in NURS 2135.

## Clinical Application for NURS 2130

## NURS $2135 \quad 4$ Credits

This course applies theoretical concepts to nursing practice. This practicum, with clinical experiences in acute, specialty and community settings, provides the student with opportunities to provide comprehensive nursing care to multiple clients. Course content emphasizes team leading, health teaching, holism, nursing process with an emphasis on evaluation, communication and the RN role. Unique to this course is community screening, following a pregnant person to delivery and a newborn assessment, and a comprehensive family assessment. Concepts of supervision/delegation, critical thinking and prioritization are emphasized. Additional application includes identification and facilitation of patterns in health and wellness for clients within their environment. Prerequisite: Concurrent enrollment in NURS 2130, background clearance, Healthcare Provider CPR certification and required immunizations.

## Synthesis and Transition to the Registered Nurse Role

 NURS $2150 \quad 2$ CreditsThis 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.

## Accelerated Clinical Application for NURS 2150 NURS 21553 Credits

This course applies and synthesizes concepts represented in NURS 2150. The practicum experience focuses on critical thinking, leadership/management, and decisionmaking/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.

## Pathophysiology

NURS $2220 \quad 2$ Credits
This course analyzes the progressive changes that take place in the human organism when normal adaptive processes are unable to cope with chemical, microbial, genetic and/or psychological stress. The course focuses on the pathophysiology of major health problems that lead to mortality and morbidity. This knowledge is applied to the planning of holistic nursing care of patients with these health problems. Prerequisite: NURS 1020 and NURS 1025 or admission to Accelerated Track, and BIOL 1032.

## Clinical Internship

## NURS 27851 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 <br> OFFT 00911 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 00921 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 10011 Credit
This keyboarding class will integrate keyboarding instruction with word processing. The student will create professionallooking 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 <br> OFFT $1035 \quad 3$ Credits

Students will reinforce and apply previously learned skills to complete complex and integrated business projects such as itineraries, newsletters, expense reports, forms and other business-related tasks. Students will complete business documents using multiple software applications. The course requires proficient use of word processing and spreadsheet software. Prerequisite: CAPL 1010 and CAPL 1023 or consent of instructor.

## Independent Study

OFFT 1790 1-6 Credits
The intent of this course is to allow flexibility in providing learning experiences to meet the unique needs of both the student and the college. Prerequisite: Enrolled in an office careers program and consent of instructor.

## Records Management

OFFT 20003 Credits
Presents techniques for the control of records including the four basic methods of filing - alphabetic, numeric, geographic, and subject. Provides students with skills to maintain the system being used in the organization or for establishing/revising a records management system. Uses computer for application of database concepts. Offered S.
Prerequisite: CAPL 1010 or CSCI 1020, or consent of instructor.

## Introduction to the Medical Office <br> OFFT 20053 Credits

This course introduces students to the health care office environment. Topics covered in the course include: professional organization guidelines; organization of health care facilities and the role of health care office personnel. Students will be introduced to the various medical specialties and the language of each specialty. Use of medical reference materials will be incorporated, along with an introduction of medical records and the issue of confidentiality. Recommendation: RDNG 0080 with a grade of " $B$ " or higher, or appropriate assessment score, or recommendation of reading instructor.

## Office Application of Medical Terminology <br> OFFT $2010 \quad 3$ Credits

This course will supplement Basic Medical Terminology with an office employee focus, stressing word-building techniques, spelling, and terminology usage related to physi-cian-generated correspondence and dictation. Offered F, S. Prerequisite: OFFT 2005.

## Medical Office Procedures <br> OFFT $2020 \quad 3$ Credits

Course intended to develop skills used in the medical office. Students will gain skills in preparing patient records, billing, telephone procedures, appointments, professional reports, medical meetings and travel arrangements.
Prerequisite: OFFT 1001, OFFT 2005.

## Insurance and Coding for the Medical Office <br> OFFT 20303 Credits

Covers basic coding for the physician's office (CPT-4 and ICD-9-CM) together with insurance procedures for the
medical office. Offered S. Prerequisite: OFFT 2010.

## Medical Machine Transcription I

## OFFT 20413 Credits

A beginning course in medical machine transcription which will utilize keyboarding and computer skills along with medical terminology to produce medical documents from physician's dictation. Offered F. Prerequisite: OFFT 1001, keyboarding at skill level of 50 wpm and OFFT 2010, or consent of instructor.

## Medical Machine Transcription II <br> OFFT 20423 Credits

An advanced course in medical machine transcription which will build and expand transcription skills. Offered S. Prerequisite: OFFT 2041.

## Office Procedures

OFFT $2055 \quad 3$ 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 $2780 \quad 3$ Credits

Provides a realistic occupational experience in the student's major field. Prerequisite: Consent of instructor.

## Medical Secretary Internship

OFFT 2783 1-3 Credits
This course is designed to provide a realistic occupational experience in the medical office working directly with a professional medical secretary. Prerequisite: Consent of instructor.

## Orthotic Practitioner

## Applied Orthotic Biomechanical <br> Physics and Patient Analysis <br> ORPR $2900 \quad 4$ 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 <br> ORPR $2910 \quad 4$ 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 $2920 \quad 3$ 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 $2925 \quad 2$ 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 <br> ORPR $2930 \quad 3$ 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 $2935 \quad 3$ CreditsStudents 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, <br> Pathology, Patient Evaluation

ORPR $2950 \quad 2$ 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.

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## Orthotic Spinal Anatomy, Pathology, Patient Evaluation

 ORPR $2970 \quad 3$ CreditsThe 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 $2975 \quad 3$ 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 $2980 \quad 3$ 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 $2990 \quad 7$ Credits
During the 7 -credit orthotic practicum, the student will be placed in an orthotic facility or department. This provides the opportunity to apply the theory and skills learned in the program to actual patient contact under the direction of a certified orthotist supervisor at the practicum site, as well as the program instructor. Prerequisite: Completion of all ORPR program curriculum and consent of instructor.

Orthotic Practitioner Advanced Practicum Internship ORPR 2995 1-12 Credits
During the 1-12 credits of the Orthotic Practitioner Advanced Practicum Internship, the post-graduate Orthotic Practitioner student will be placed in an orthotic facility or department. This provides the opportunity to apply the theory and skills learned in the Orthotic Practitioner program to actual patient contact under the direction of a certified orthotist supervisor at the practicum site as well as the program instructor. The course will assist in tracking the student's clinical experience and progress toward fulfillment of the prerequisite, postgraduate clinical exposure required by the American Board for Certification in Orthotics and Prosthetics prior to national certification testing.
Prerequisite: Graduation from the Orthotic Practitioner Program or Orthotic Associate Practitioner Program.

## Orthotic Technology

## Introduction to the Orthotic Lab and Basic Hand Skills ORTE $1020 \quad 5$ 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 <br> ORTE $1030 \quad 5$ 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 $1040 \quad 3$ 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 $1050 \quad 3$ Credits

This course will introduce students to the basic musculoskeletal system of the human body, along with body movements and planes that divide the body. Students interrelates this knowledge with the theory needed to properly correct a layout of the lower limb and fabricate a stirrup. Lab work will consist of correcting the lower limb layout and properly shaping and attaching the stirrup to the shoe to accommodate various ankle deformities. Prerequisite: ORTE 1040.

## Ankle-Foot Orthosis Fabrication <br> ORTE $1060 \quad 3$ 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 anklefoot orthosis with and without tibial torsion. Prerequisite: ORTE 1050.

## Knee-Ankle-Foot Orthosis Fabrication <br> ORTE $1070 \quad 5$ 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 $2000 \quad 4$ 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 <br> ORTE 20104 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 $2020 \quad 4$ 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 $2780 \quad 4$ Credits
During this 180 -hour orthotic clinical, the student will be placed in an orthotic facility or department. This provides the opportunity to apply the theory and skills learned in the program. These will be performed under the direction of a certified orthotist clinical supervisor in each facility.
Prerequisite: Completion of all ORTE program curriculum and consent of instructor.

## Pharmacy Technology

## Pharmacy Introduction

## PHAR 10203 Credits

This course introduces the function of the pharmacy department as a whole and the duties and responsibilities of the pharmacy technician. It also reviews pertinent laws, pharmacy medical terminology, pharmacy calculations, pharmaceutical chemistry, and other introductory material relating to the pharmacy technician. The OSHA requirements regarding bloodborne pathogens will also be covered. Prerequisite: Assessment score placement in RDNG 0090 or above or completion of RDNG 0080 with a grade of "C" or higher; and assessment score placement in ENGL 0090 or above or completion of ENGL 0080 with a grade of " $C^{\prime \prime}$ or higher; and assessment score placement in MATH 1000 or above or completion of MATH 0010 with a grade of " $B$ " or higher.

Pharmacodynamics
PHAR $1030 \quad 3$ Credits
Provides a broad and general discussion of the major dis-
ease states. Emphasizes the broad spectrum of available drugs, drug products and drug therapies, and their role in the management of these diseases. Topics include basic drug actions, indications for drug therapy, toxicity, side effects, and safe therapeutic dosage range. Prerequisite: PHAR 1020, or concurrent enrollments.

## Pharmacy Techniques <br> PHAR $1040 \quad 3$ Credits

This course is an orientation to the working dynamics of the pharmacy and the skills necessary to prepare and distribute medications. Students develop skills in physician order interpretation, medication errors, pharmacy reference books, pharmacy communications, preparation, packaging, purchasing, inventory control, generic brand name medication, routes of administration, and anatomy. Continuous quality improvement (CQI) practices are included. Prerequisite: PHAR 1030 or concurrent enrollment.

## Pharmacy Immunology,Toxicology \& Herbatology PHAR $1050 \quad 3$ Credits

Students will develop a basic knowledge of homeopathic and herbal medication, how herbs work, why herbs work, and how they are most effective. Basic immunologic concepts, including structure and function of the immune system and its relationship to specific disease states and therapies will also be covered. This course will also include toxicology and related to drug overdose, drug interactions, allergic reactions, AIDS awareness, and virology.
Prerequisite: PHAR 1030.

## Pharmacy Medication Technology

PHAR $1060 \quad 3$ Credits
Students will develop a basic knowledge of pharmacy equipment, computerized unit dose and outpatient pharmacy, and develop an awareness of medication, equipment, tour pharmaceutical and manufacturing companies, prepare for the PTCB examination, and pharmaceutical care. Students will learn the PMA (Pharmacy Medical Assistant) concept. Prerequisite: PHAR 1020.

## Pharmacy Laboratory

## PHAR $1781 \quad 3$ Credits

This course describes how hospitals and nursing homes use many different types of dispensing procedures and methods in preparing drugs for administration. The primary system used is the unit dose system. Some prescription products are not commercially available, so students learn to properly fill prescriptions by obtaining the proper medication, labeling it correctly and completing any necessary paperwork for the pharmacist to check and deliver to the patient. Prerequisite: Completion of or concurrent enrollment in PHAR 1040.

## Pharmacy Experientials UD <br> PHAR $1782 \quad 2$ Credits

To improve their skills, students participate in unit dose dispensing in an off-campus pharmacy under actual job conditions and the supervision of a pharmacist. Prerequisite:
PHAR 1781.

## Pharmacy Experientials OP <br> PHAR $1783 \quad 2$ Credits

To improve their out-patient prescription preparation skills, students participate in an off-campus pharmacy
under actual job conditions and under the supervision of a pharmacist. Prerequisite: PHAR 1781.

## Pharmacy Sterile Products Lab

PHAR $1784 \quad 3$ Credits
Using strict aseptic technique, students learn to prepare large volume parenterals, intravenous piggy backs, total parenteral nutrition solutions, cytotoxic agents, irrigation solutions, and other sterile products. Prerequisite: PHAR 1781.

## Pharmacy Experientials I.V.

PHAR $1785 \quad 3$ Credits
To improve their intravenous admixture skills, students participate in an off-campus pharmacy under the supervision of a pharmacist and actual job conditions. Prerequisite: PHAR 1784.

## Philosophy

## Introduction to Philosophy PHIL 10213 Credits <br> MnTC: Goal 06

Designed to introduce students to the discipline, history, problems, and pleasures of philosophy. Study will include methods and schools of philosophical analysis as well as historical and contemporary views. Offered F, S, SS.

## Ethics

PHIL $1031 \quad 3$ Credits

## MnTC: Goals 06 \& 09

Designed to introduce students to the discipline, history, pleasures and problems of ethics. Study will include analysis and discussion of principle methods and schools of ethical analysis as well as their application to specific contemporary ethical problems. Offered F, S, SS.

## Moral Issues in Health Care PHIL $1035 \quad 3$ Credits <br> MnTC: Goals 06 \&c 09

This course provides background material in basic ethical theories, principles, and decision-making guidelines used in health care ethics. It examines moral issues confronting health care practitioners, patients, and others involved in medicine. It emphasizes the philosophical analysis of moral reasoning on specific topics such as truth-telling, confidentiality, human cloning, medical research, abortion, transplantation, allocation of resources, and euthanasia. Readings are selected from contemporary literature in bioethics. The course will be of interest to anyone interested in health care ethics but will be especially of interest to the education of health care professionals. Offered F, S, SS. Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher. Recommendation: For non-native English speakers, completion of ESL 1010 with a grade of "C" or higher, or English language proficiency equivalent to ESL 1010.

## Introduction to Logic <br> PHIL $1041 \quad 3$ Credits <br> MnTC: Goal 04

Designed to introduce students to the discipline, problems, and evaluation of logical reasoning. Study will include
methods and techniques of classical and contemporary logical analysis. Offered F, S. SS.

## World Religions

## PHIL 10513 Credits

## MnTC: Goals 06 \& 08

An introduction to major world religions in India, China and Japan, and indigenous religions from around the world. The course will focus on the scriptures, formative periods, and historical development of these great religions. It will also include ways in which fundamental religious questions are answered and the critique of religion from the perspective of secular Humanism. Offered F, S.

## Physical Education

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 $1000 \quad 1$ Credit
Beginning fundamentals of archery including selection, care and knowledge of equipment. Shooting technique, safety practices, and etiquette are all included.

## Badminton

## PE $1010 \quad 1$ 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 10131 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 $1015 \quad 1$ Credit
Students will actively participate in learning the basic fundamentals of golf, including selection and care of equipment, etiquette, scoring, and actual play on a local golf course. Intended for beginners and students who have not had formal golf instruction. Offered F, S, SS.

## Snowboarding

## PE $1020 \quad 1$ 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 10231 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 <br> PE $1025 \quad 1$ 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.

## $\begin{array}{lll}\text { Recreational Volleyball } \\ \text { PE } & 1030 & 1 \text { Credit }\end{array}$

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 <br> PE $1035 \quad 1$ 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 $1040 \quad 2$ 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 $1045 \quad 1$ 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 $1055 \quad 1$ 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 $1060 \quad 2$ 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 <br> PE $1063 \quad 2$ 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 $1064 \quad 1$ 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 $1065 \quad 2$ 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 <br> PE $1067 \quad 2$ 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 $1070 \quad 2$ 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 $1073 \quad 2$ 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 $1075 \quad 2$ 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 <br> PE $1080 \quad 3$ 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, sports management and sports facility management. Students will develop a professional philosophy of physical education.

## Internship: Sports Facility/Operations Management PE $1780 \quad 1-12$ 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 $2080 \quad 3$ 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 $2090 \quad 1$ 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 <br> PE 2780 1-12 Credits

This course is designed to provide students with the opportunity to apply knowledge and skills learned in the Sports Facility Management program in a real life job environment. Students will work in a managerial environment while applying a variety of human relations, communication, sales and/or marketing, operation/event management skills. Designed for an Associate of Applied Science degree students. Internship positions must be held within some facet

## 7 Course Descriptions

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 I <br> PHYS $1021 \quad 4$ Credits <br> MnTC: Goal 03

A conceptual physics course in mechanics. The course consists of some of the basic concepts of physics: motion, force, momentum, energy, and the theories of relativity. This course is intended for those students who have not had a recent course in high school or college physics. The laboratory work deals with experiments with emphasis on measurement, analysis and interpretation of the results. Offered: F, S, SS. Prerequisite: Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of " $C^{\prime \prime}$ or higher.

Physics Concepts II
PHYS $1022 \quad 3$ Credits
MnTC: Goal 03
A conceptual physics course dealing with the basic concepts of electricity, magnetism and the electromagnetic wave. Prerequisite: PHYS 1021.

## General Physics I <br> PHYS $1041 \quad 5$ Credits

MnTC: Goal 03
An algebra-trigonometry level general physics course which will cover the topics of mechanics, fluids, and waves. It is intended primarily for students enrolled in liberal arts and science/technology related majors. It includes a laboratory component where students collect, analyze, and interpret data. Computer-based laboratory tools are utilized. Offered: F. Prerequisite: MATH 0090 or MATH 1015, or appropriate test score.

## General Physics II <br> PHYS $1042 \quad 5$ Credits <br> MnTC: Goal 03

A continuation of Physics 1041. An algebra-trigonometry level general physics course which will cover the topics of mechanics, fluids, and waves. It includes a laboratory component where students collect, analyze and interpret data. Computer-based laboratory tools are utilized. Offered: S.
Prerequisite: PHYS 1041.

## Descriptive Astronomy <br> PHYS $1070 \quad 3$ Credits

## MnTC: Goal 03

Descriptive Astronomy is an introductory course intended for students with an interest in the stars and planets. In this course students will learn about 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 so students understand how astronomers know the properties of the universe and then use their observations to construct
scientific models about how the universe works. Prerequisite: Completion of MATH 0010 with a grade of " $C^{\prime \prime}$ or higher or assessment score placement in MATH 0030. Recommendation: MATH 0030.

## Descriptive Astronomy Laboratory PHYS 10751 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. Prerequisite: MATH 0030 with a grade of " $C^{\prime \prime}$ or higher or assessment score placement in MATH 0070. PHYS 1070 or concurrent enrollment.

## Introductory Physics I <br> PHYS $1081 \quad 5$ Credits <br> MnTC: Goal 03

The first of a comprehensive two-semester sequence of cal-culus-based introductory physics. The whole sequence is intended for students in science and engineering. The laboratory work deals with quantitative measurements, data and error analysis, and the interpretation of results. The application of the microcomputer-based laboratory tools is emphasized throughout the sequence. The course deals with particle mechanics and rigid-body mechanics. Offered: F.
Prerequisite: PHYS 1021 or high school physics, and concurrent enrollment in MATH 1081.

## Introductory Physics II <br> PHYS 10825 Credits <br> MnTC: Goal 03

A continuation of Physics 1081. This course deals with sound and wave, light and optics, and electricity and magnetism. Offered: S. Prerequisite: PHYS 1081 and concurrent enrollment in MATH 1082.

## Modern Physics

PHYS $2081 \quad 4$ 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, МАТН 1082.

## Political Science

## Introduction to Political Science POLS $1020 \quad 3$ Credits <br> MnTC: Goals 05 \& 09

Examination of the principles, structure, and operation of modern political systems. The processes of politics in any political system, including major political systems, will be emphasized. Problems in the world arena such as democracy, communism, socialism, and totalitarianism will also be studied. Offered F, S.

## Introduction to International Relations <br> POLS $1023 \quad 3$ Credits

MnTC: Goals 05 \& 08
A study of the dynamics of global politics. How do history, economics, and trade influence foreign policy? What is the role of international organizations (the U.N., NGOs, multinational companies) on the world stage? Emphasis on the countries and regions of Russia, China, India, Africa, Latin America, and the Middle East. How do these areas interconnect and affect the U.S.?

## The World Today: Global Problems and Issues POLS 10253 Credits

MnTC: Goals 05 \& 08
Survey of some intractable problems and major issues in the world today: war, international peacekeeping, terrorism, revolution, guerrilla movements, civil wars, sectarian violence, poverty and famine, refugees and migration, human rights, environmental degradation (deforestation, land mines). How do these affect global stability and influence U.S. policy?

## American Government <br> POLS 10313 Credits

MnTC: Goals 05 \& 09
An analysis of the political process in the United States with special attention paid to citizen participation, political parties, interest groups, the Presidency, Congress, Federal Courts, and domestic/foreign policy. Offered F, S, SS.

## State and Local Government <br> POLS $1033 \quad 3$ Credits <br> MnTC: Goals 05 \& 09

The study of state and local politics with particular emphasis on Minnesota politics and government. Special attention will be paid to the Legislature, Governor, Courts, County, and City governments. Offered S.

## Constitutional Law

POLS 10353 Credits

## MnTC: Goals 05 \& 09

Analysis of the development of constitutional principles, Judicial review, commerce power, due process, civil rights and liberties, and the pivotal role of the U.S. Supreme Court in maintaining the checks and balances of our federal system of government will be examined. Offered F, S.

## Independent Study

POLS $1790 \quad 1-3$ Credits
Intended for advanced students in political science only. The course content and method of evaluation must be arranged in advance with the instructor. Only students who have completed introductory courses, and who wish to increase their knowledge in a specific area, are eligible to register for this course. Prerequisite: Consent of instructor.

## Contemporary Topics in Government and Politics POLS 2790 1-3 Credits

A course in which a variety of contemporary topics could be selected as the focus for study. The specific topic will be announced in advance, and at the time of registration. Topics selected would range from elections to a current American domestic or foreign policy issue or problem. Credit would be based on the range and breadth of the topic. Recommendation: A previous course in Political Science is desirable.

## Prosthetic Practitioner

## Introduction to Prosthetic Practitioner Program PRPR $2900 \quad 3$ 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 musculoskeletal 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 29053 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 <br> PRPR 29103 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 29154 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 $2930 \quad 2$ 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-Femeral Suction Prosthesis
PRPR 29353 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 <br> PRPR $2940 \quad 1$ 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 $2945 \quad 3$ 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 <br> PRPR $2960 \quad 3$ Credits

This course involves evaluation, measuring and recording patient information and making a mold for a long transradial 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 <br> PRPR $2965 \quad 3$ 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 transradial prosthesis. Prerequisite: PRPR 2960 or concurrent enrollment.

## Externally Powered Prosthesis

PRPR $2970 \quad 2$ 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 <br> PRPR $2975 \quad 3$ 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 $2990 \quad 7$ Credits
During the prosthetic practicum, the student will be placed in a prosthetic facility or department. This provides the opportunity to apply the theory and skills learned in the program to actual patient contact under the direction of a Certified Prosthetist supervisor in each facility, as well as the program instructor. Prerequisite: Completion of all PRPR program curriculum and consent of the instructor.

## Prosthetic Practitioner Advanced Practicum Internship

PRPR 2995 1-12 Credits
During the 1-12 credits of the Prosthetic Practitioner Advanced Practicum Internship, the post-graduate Prosthetic Practitioner student will be placed in a prosthetic facility or department. This provides the opportunity to apply the theory and skill learned in the Prosthetic Practitioner program to actual patient contact under the direction of a certified prosthetist supervisor at the practicum site as well as the program instructor. The course will assist in tracking the student's clinical experience and progress toward fulfillment of the prerequisite, postgraduate clinical exposure required by the American Board for Certification in Orthotics and Prosthetics prior to national certification testing. Prerequisite: Graduation from the Prosthetic Practitioner Program or Prosthetic Associate Practitioner Program.

## Prosthetic Technology

## Introduction to Prosthetics

## PRTE $1020 \quad 3$ 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 <br> PRTE $1030 \quad 4$ 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 $1040 \quad 3$ CreditsThis 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 $1050 \quad 3$ CreditsIn 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 $1060 \quad 3$ Credits
This course is designed to familiarize students with laminat-
ing 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 <br> PRTE 10703 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 10804 Credits

This course is designed to familiarize students with making plaster of Paris models of trans-femoral limbs. Students will prepare and lay-up a trans-femoral plastic socket, and laminate a trans-femoral plastic socket. Students will place a trans-femoral socket in an extension block and statically align the trans-femoral socket on the adjustable leg. Students will be familiarized with duplication of the alignment of a trans-femoral prosthesis. Students will learn to attach the trans-femoral flexible leather belt and hip joint components. Prerequisite: PRTE 1070 or concurrent enrollment.

## Finishing Procedures for Trans-Femoral

## PRTE 20003 Credits

In this course, students will prepare the trans-femoral prosthesis for finish laminating and assembling the transfemoral prosthesis. Prerequisite: Second year enrollment in Prosthetic Technician program.

## Thermo-Plastic Check Socket Fabrication PRTE 20103 Credits

This course is designed to familiarize students with vacuum forming a plastic trans-tibial check socket, and transfemoral 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 transhumeral limb. Prerequisite: Second year enrollment in Prosthetic Technician program.

## Anatomy of Upper Limb Amputations <br> Long Trans-Radial Fabrication <br> PRTE 20203 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 <br> and Trans-Humeral Prosthesis <br> PRTE $2030 \quad 4$ 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 <br> PRTE $2780 \quad 4$ 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 $1000 \quad 3$ 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 " $C^{\prime \prime}$ or higher or consent of the instructor
General Psychology

## PSYC $1020 \quad 4$ Credits

## MnTC: Goal 05

An introduction to the science of behavior and mental processes. Includes the study of theories, experimental procedures, and the physiological and environmental forces which shape human behavior. Offered F, S, SS. Prerequisite: Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher. Restriction: Students who have taken PSYC 121 and PSYC 122 quarter courses cannot receive credit for this course.

## Psychology of Adjustment PSYC $1030 \quad 3$ Credits <br> MnTC: Goal 05

This course is a survey of the psychological factors involved in human adjustment and healthy personal development, covering the main approaches of contemporary psychology: psychoanalytic, behavioral, humanistic, cognitive, and biological. This course includes discussion of motivation, theories of personality, emotions, stress, mental health, relationships, and psychological disorders and therapies.

## Lifespan Psychology <br> PSYC $1040 \quad 3$ Credits <br> MnTC: Goal 05

The focus of this course is on human development from conception to death. The course includes research methodology, theoretical perspectives and the physical, cognitive, and psychosocial changes occurring in human development across the lifespan. Emphasis will be placed on the application of research and theory to current issues. Offered F, S, SS. Prerequisite: Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher. Recommendation: PSYC 1020.

## Introduction to Child Development <br> PSYC $1043 \quad 3$ Credits <br> MnTC: Goal 05

A comprehensive investigation of child development from the prenatal period through middle childhood. The course includes research methods, theories of child development, and an exploration of the genetic and environmental influences that affect children's social and cognitive development. Offered F, S, SS. Recommendation: PSYC 1020.

## Adolescent Development <br> PSYC $1044 \quad 3$ Credits <br> MnTC: Goal 05

A survey of the developmental period of adolescence. The course includes research methodology, theoretical perspectives, and the physical, cognitive, and psychosocial changes in adolescent development. Emphasis will be placed on the application of research and theory to current issues.
Offered S. Recommendation: PSYC 1020.

## Adulthood, Aging and Death <br> PSYC $1045 \quad 3$ Credits <br> MnTC: Goal 05

An overview of the development tasks and issues of adulthood, with particular reference to aging and death.
Includes the study of psychological, cognitive, social and physical aspects of the aging process. Normal, typical aging is emphasized in contrast to abnormal and/or disease processes. Offered F. Recommendation: PSYC 1020.

## Abnormal Psychology <br> PSYC $2021 \quad 3$ Credits <br> MnTC: Goals 05 \& 07

An introduction to the diagnosis, classification, etiology, and treatment of mental disorders. Offered F, S, SS.
Prerequisite: PSYC 1020 or consent of instructor; and assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of " $C$ " or higher.

## Special Topics in Psychology <br> 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 " $C^{\prime \prime}$ or higher; and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Radiologic Technology

## Fundamentals of Radiography <br> RADT $1020 \quad 3$ 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 <br> RADT 10315 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 <br> RADT $1032 \quad 3$ 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 <br> RADT $1040 \quad 3$ 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 <br> RADT 10511 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 <br> RADT 10521 Credit

During this course the student will review advanced bone densitometry topics. Topics of discussion include bone com-
position 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 <br> RADT $1781 \quad 6$ 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 $1782 \quad 6$ 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 $1783 \quad 1-6$ 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 <br> RADT $2000 \quad 1$ 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 $2010 \quad 1$ 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 <br> RADT $2020 \quad 2$ Credits

This is an introductory course designed to prepare stu-
dents 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 <br> RADT 20302 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 <br> RADT $2060 \quad 2$ 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 $2090 \quad 1$ 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 20951 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 <br> RADT $2100 \quad 1$ Credit

Introduction to Computed Tomography (CT) is a required course which includes the fundamentals of computed tomography, equipment components, image creation and manipulation, CT protocols and their applications in radiology and specialized examinations performed in the CT department. Students will have the opportunity to apply the theoretical component in Clinical Radiography III, IV and V, under the direct supervision of a qualified radiologic technologist. Prerequisite: RADT 2020, RADT 2030, RADT 2783 and concurrent enrollment in RADT 2010, RADT 2090 and RADT 2784.

## Clinical Radiography III

## RADT $2783 \quad 8$ 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 $2784 \quad 8$ 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 $2785 \quad 6$ 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 <br> 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 $2790 \quad 6$ 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.

## 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 00804 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 00904 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 $0093 \quad 4$ 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 " $C^{\prime \prime}$ or higher, or appropriate assessment score.

## Critical Reading and Thinking for College

RDNG $1000 \quad 3$ 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 $1000 \quad 3$ 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 " $C^{\prime \prime}$ or higher or consent of the instructor.

## Introduction to Sociology <br> SOC $1020 \quad 3$ 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 " $C^{\prime}$ " or higher.

## Sociology of Families in Crisis <br> SOC $1033 \quad 3$ Credits

## MnTC: Goals 05 \& 07

This course is designed to provide students with a sociological perspective of family functions and dysfunctions at a critical state of systemic crisis. Such family dynamics as physical and sexual violence, child neglect, divorce, unemployment, poverty, and homelessness are addressed. The various turning points within the family as a social institution and a social group are also considered. Offered F, S.
Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Sociology of Social Problems <br> SOC $1041 \quad 3$ Credits <br> 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 socialstructural 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 " $C^{\prime \prime}$ or higher. Recommendation:

Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Sociology of Gender and Work

## SOC $1061 \quad 3$ Credits

## MnTC: Goals 05 \& 07

A study of society and changing gender roles relative to work in the United States from historic and cross-cultural perspectives. Norms of work and life course are analyzed at the macrolevel. The focus is on examining men's and women's gendered work similarities and differences relative to societal institutions: family, economy, politics, education, and religion. Offered S. Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Introduction to the Criminal Justice System SOC $1080 \quad 3$ Credits <br> MnTC: Goals 05 \& 09

An overview of the criminal justice system - including the roles of the police, courts, corrections, crime and victimization, ethics, and the concept of justice. Sociological perspectives are used to analyze the nature of social structure, function, and meaning of the criminal justice system in society. Although American society is the focus, attention is given to cross-cultural comparisons of the criminal justice systems in other countries. Offered F, S, SS. Recommendation: SOC
1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

## Sociology of the Family <br> SOC $2031 \quad 3$ 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 " $C^{\prime \prime}$ or higher. Prior completion of SOC 1020 or WST 1061 with a grade of " $C^{\prime \prime}$ or higher.

## Sociology of Race and Ethnicity <br> SOC 20513 Credits

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, contemporary 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 " $C^{\prime \prime}$ or higher.
Recommendation: Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade " $C^{\prime \prime}$ or higher.

## Social Psychology <br> SOC 20713 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 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 " $C^{\prime \prime}$ 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 " $C^{\prime \prime}$ or higher.

## Police in the Community <br> SOC 20813 Credits

This course is an examination of the role of the police in various types of communities. The course analyzes the background and development of today's community relations problems. It takes a look at the difference in needs between large and small departments insofar as police community relations is concerned. The general and specialist approach to police community relations as well as a study of the problems involved in the training and evaluation of police community relations performance are considered. Offered S, SS. Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Introduction to Corrections <br> SOC $2083 \quad 3$ Credits

This course will explore a sociological analysis of corrections and correctional policy within the criminal and juvenile justice system in American society. The systematic organization of punishment and incarceration will be studied according to institutional and community-based programs with regard to recurrent and chronic issues for management and officers. Offered F. Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

## Juvenile Justice

SOC 20853 Credits
This is an introductory survey of the juvenile justice system. It accommodates a thorough treatment of terminology, laws, and procedures unique to the juvenile in the system. Also addressed are potential problems, corrective actions, custody, and disposition issues. Offered F. Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

## Criminology and Criminal Behavior

SOC 20873 Credits
This course is designed to develop a sociological understanding of crime by comparing crime theories, considering trends in criminal behavior, methods of criminal investigation, and by exploring current and future issues for
public policy on all levels of government within American society. Offered S. Recommendation: SOC 1020; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ " or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Criminal Law

SOC 20893 Credits
This course will give 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: SOC 1080 or SOC 1020 and an assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher. If students haven't taken the required course, certification in the area of law enforcement, corrections, or emergency services such as EMT or Paramedics will be acceptable.

## Crime and Incident Mapping for Public Safety I SOC 20913 Credits

This course is the first in a two course sequence. 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. Material and experience in 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. Sociological theories, issues, and the content necessary to explore emergent patterns of crime and other events related to location and social significance will be developed. Students will be instructed in how to become interactive with GIS software for mapping sociological indicators and geographical information. By the end of this course students will begin to learn how to add data to a GIS database. Prerequisite: SOC 1080 or SOC 1020 and an assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ 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 or have certification in the area of law enforcement, corrections, or emergency services such as EMT or paramedics. CAPL 1000 or equivalent computer experience is required.

## Spanish

## Spanish for Health Professionals I

## SPAN 10013 Credits

Basic practical Spanish for health professionals. No previous Spanish required. This course will place emphasis on oral communication in Spanish to help health professionals who encounter Spanish speaking patients at work when no interpreter is available.

## Spanish for Health Professionals II SPAN 10023 Credits

Basic practical Spanish for health professionals. This course will place emphasis on oral communication in Spanish to
help health professionals who encounter Spanish speaking patients at work when no interpreter is available.
Prerequisite: SPAN 1001.

## Spanish for Public Safety Professionals I <br> SPAN 10053 Credits

Basic practical Spanish and Latino culture for law enforcement and other public safety professionals. No previous Spanish required. This course will place emphasis on oral communication in Spanish and understanding of Latino culture to help peace officers and other public safety professionals who encounter Spanish speakers when no interpreter is available.

## Spanish for Public Safety Professionals II <br> SPAN 10063 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 10115 Credits

An introduction to Spanish language. Basic grammar, correct self-expression, aural comprehension, and reading are stressed. Weekly tape listening and laboratory work are required. Introduction to Spanish-speaking cultures is included as well. Offered F, S, SS. Restriction: If students have completed three years of high school Spanish, consent of instructor is required.

## Beginning Spanish II <br> SPAN 10125 Credits

A continuation of SPAN 1011. Continued development of all four language skills (speaking, listening comprehension, writing, and reading) is stressed. Weekly tape listening and laboratory work are required. Introduction to Spanishspeaking cultures is included as well. Offered F, S.
Prerequisite: SPAN 1011 or equivalent. Restriction: If students have completed four years of high school Spanish, consent of instructor is required.

## Independent Study <br> SPAN $1790 \quad 1-3$ Credits

An opportunity for an in-depth study of a particular topic. Prerequisite: Consent of instructor and dean.

## Intermediate Spanish I

## SPAN 20215 Credits

## MnTC: Goals 06 \& 08

A comprehensive review of oral and written Spanish employing a variety of literary and cultural texts. Oral and aural skills developed in Beginning Spanish with new emphasis on written composition. Includes study of historical and contemporary issues facing Spanish speakers. Weekly tape listening and laboratory work are required. Offered F. Prerequisite: SPAN 1012 or equivalent.

## Intermediate Spanish II <br> SPAN 20225 Credits

MnTC: Goals 06 \& 08
A continuation of SPAN 2021. A comprehensive review of
oral and written Spanish employing a variety of literary and cultural texts. Oral and aural skills developed in Beginning Spanish with new emphasis on written composition. Includes study of historical and contemporary issues facing Spanish speakers. Weekly tape listening and laboratory work are required. Offered S. Prerequisite: SPAN 2021 or equivalent.

## Special Topics

SPAN 2790 1-3 Credits
Topics of special interest which may vary. Prerequisite: Consent of instructor and dean.

## Speech-Communication

## Fundamentals of Public Speaking SPCH 10213 Credits

MnTC: Goals 01 \& 09
Study techniques for effective public speaking in academic, business, professional, and community settings. Then practice these skills by giving informative and persuasive presentations in class. Topics include audience analysis, speech purpose, organization, language, delivery, visual aids, demonstrations, proposals, and speaker evaluation. Emphasis on practical application of communication concepts. Offered F, S, SS. Prerequisite: For non-native speakers of English: completion of ESL 1010 with a grade of " $C^{\prime \prime}$ or higher, or English language proficiency equivalent to ESL 1010.
Recommendation: Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of " $C$ " or higher.

## Introduction to Intercollegiate Debate <br> SPCH $1023 \quad 3$ 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 " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher, or consent of instructor. Recommendation: Speech 1021 should be completed prior to or during course. For non-native English speakers, completion of ESL 1010 with a grade of " $C^{\prime \prime}$ or higher, or English language proficiency equivalent to ESL 1010.

## Advanced Intercollegiate Debate

SPCH 10243 Credits
Students will develop skills learned in Introduction to Intercollegiate Debate by preparing for and competing in intercollegiate debate competition. Students will learn advanced debate theory, advanced current events research techniques, and advanced presentation skills necessary to enter advanced levels of debate competition. Note: Interested students should contact instructor concerning weekend travel for competition and other requirements for participation on the debate team. These requirements may happen outside of scheduled class time. Students traveling
off-campus for competition must meet established academic standards. The instructor can answer any questions about travel, extra meetings or academic standards. Prerequisite: SPCH 1023 or consent of instructor.

## Interpersonal Communication

## SPCH $1031 \quad 3$ Credits

## MnTC: Goals 01 \& 07

Study basic communication concepts and practice interpersonal communication skills. Topics include self and others as communicators; verbal and nonverbal messages; listening; conflict management; communication apprehension; and the dynamics of human relationships. Applies to everyday situations at home and on the job. Offered F, S, SS. Recommendation: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 0090 or above, or completion of ENGL 0080 with a grade of " $C$ " or higher.

## Small Group Communication <br> SPCH $1041 \quad 3$ Credits

## MnTC: Goals 01 \& 09

Study communication in small groups. Topics include effective group communication theory and skills; group leadership, cohesion, and roles; conflict-resolution and decision-making; planning and conducting meetings and parliamentary procedure. Applies to everyday situations in the workplace and with public policy-making groups. Emphasis on practical application and practice of oral skills. Some group meetings and activities outside scheduled class hours are required. Offered F, S.
Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Intercultural Communication

SPCH $1051 \quad 3$ Credits

## MnTC: Goals 01 \& 08

Study cultural differences and how they affect communication and cause misunderstanding. Are people really different from one another or are they basically alike? Topics include the role of culture in human behavior; cross-cultural relationships, especially between "Americans" and "foreigners"; and the influence of culture on domestic and international business. Materials/activities include readings, films, discussions, group events, and personal interviews. Offered F, S, SS. Prerequisite: For non-native speakers of English: Concurrent enrollment in ESL 1010, or completion of ESL 1010 with a grade of " $C^{\prime \prime}$ or higher, or English language proficiency equivalent to ESL 1010. Recommendation: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of " $C^{\prime \prime}$ or higher.

## Communication, Travel and Tourism <br> SPCH $1053 \quad 1$ Credit <br> MnTC: Goals 01 \& 08

Learn how to be a cross-culturally effective traveler: study intercultural communication applied to international travel. Topics include world tourism, its positive and negative effects on people and countries; appropriate everyday tourist behavior; and survival skills for any trip abroad. A practical course for those who go overseas on business or pleasure, and for travel agents and other tourism professionals. Offered S.

## Introduction to Mass Communication SPCH 10613 Credits <br> MnTC: Goals 05 \& 09

A critical study of mass media, including its historical development and cultural impact. Topics may include corporate control, the role of government, freedom of expression, values and ethics, journalism, advertising, and media effects. Specific media industries, including radio, television, movies, newspapers, books, magazines, and the Internet, will be examined. Offered F, S. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; completion of ENGL 1021 with a grade of " $C$ " or higher.

## Minnesota's New Immigrants: <br> Communication, Culture and Conflict SPCH 20513 Credits <br> MnTC: Goals 05 \& 07

Half of Minnesota's recent population growth is due to immigration, with unique characteristics that are different from the rest of the U.S. This course examines four of the five most visible new Minnesota immigrant/refugee groups and the regions they come from: Southeast Asia (Hmong), Horn of Africa (Somali), Latin America (Mexican), and former Soviet Union (Russian). Why did they leave their homeland? How did they get here? What culture and communication did they bring with them? What personal adjustment and cultural conflicts do they experience? What are major issues in their Minnesota communities? Materials/activities include readings, films, discussions, guest speakers, interviews. Offered S. Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; and completion of ENGL 1021 with a grade of " $C^{\prime \prime}$ " or higher, or current enrollment in ENGL 1021, or permission of instructor.

## Communication and Gender <br> SPCH 20713 Credits

## MnTC: Goals 01 \& 07

A study of how communication and culture create, maintain, and change gender. Patterns in women's and men's communication, why these patterns differ, and how communication differences are perceived will be emphasized.
Various communication contexts covered in this course will include the family, friendship, romantic relationships, education, the workplace, and the media. Offered S.
Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

Special Topics
SPCH 2790 1-3 Credits
Topics of special interest which may vary. Prerequisite:
Consent of instructor.

## Study Skills

## Introduction to Information Literacy

STSK $1000 \quad 1$ Credit
Information literacy is the ability to retrieve and use information effectively. This course provides instruction in the use of various On-Line library catalogs, print and electronic
reference sources, and the Internet. Terminology and evaluation techniques relating to information retrieval are also covered. Recommendation: Basic keyboarding skills.

## How to Study

STSK 10053 Credits
This course is designed to aid students in attaining academic success through learning experiences in organization, time management, concentration memory improvement, listening and note taking, textbook processing, content specific reading, vocabulary development, test-taking, test anxiety management, library research, and learning styles.
Recommendation: RDNG 0090 or higher, or appropriate assessment score.

## Vocabulary Improvement

STSK $1010 \quad 1$ Credit
Vocabulary improvement is designed to help students improve their vocabulary both by learning college-level words and by helping student's develop strategies for learning words independently. Recommendation: RDNG 0090 or higher, or appropriate assessment score.

## Independent Study

STSK 17901 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 $1010 \quad 1$ 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 <br> THTR $1020 \quad 3$ Credits

MnTC: Goal 06
This course is a survey of the elements out of which theatre emerges. Students view, discuss, read and write about two or three full-length plays. They also attend and write a review of at least two live performances. Study of the means by which the play moves from the printed page to the stage will be included. Two additional hours per week on backstage work is optional. Offered F, S, SS.

## Beginning Acting <br> THTR 10313 Credits <br> 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 $1041 \quad 4$ Credits
MnTC: Goal 06
This course provides a foundation in production for the stage. Course content applies to work in theatre, entertainment, education and design. Students learn design process and application principles, general history of theatre technical arts, construction, creative process in technical organizations and stage management. In addition to course presentations, readings, and quizzes, students complete lab assignments, a design project, a written design assessment, attend a professional production and build and run Century
Theatre Department shows. Recommendation: THTR 1020.

## Creative Dramatics <br> THTR $1051 \quad 3$ 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 $2031 \quad 3$ 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 <br> THTR 20613 Credits

This course introduces the beginning director to the basic tools of the director's craft. Students will learn the basics of interpretation, blocking, movement, composition, communication, and terminology of stage direction. The needs of students interested in theatre, acting, television, film, video production, or elementary and secondary education are served by this course. Recommendation: THTR 1020.

## Visual Communications Technology

## Introduction to Visual Communications Technologies VCT 10103 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 com-
munications 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

## VGT 10123 Credits

This first semester course provides the student with an introduction to the technical and conceptual principles of the visual communications field and how those principles are applied in industry. Creating projects by combining digital mediums such as graphics, sound, animation, video, photography, text and interactivity starts the student with a strong foundation for classes in the future. Students will develop, and present these projects in a variety of digital formats. Prerequisite: VCT 1010 or concurrent enrollment; assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of " $C^{\prime \prime}$ or higher.

## Design Basics

## VCT 10134 Credits

All visual communicators (multimedia experts, videographers, photographers, graphic designers) need to know the fundamentals of design to be effective problem solvers for their clients. Students with good design and typographic skills are needed in industry to communicate efficiently and effectively. In this class, beginning students will learn the formal elements, principles of design, and build typography skills to create visual communication messages.
Prerequisite: VCT 1010 or concurrent enrollment; assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of "C" or higher; assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of " $C$ " or higher.

## Project Planning <br> VCT 10153 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 preproduction planning as well as how to close out a project. The course content will apply to all areas within Visual Communications Technologies. Prerequisite: VCT 1012; assessment score placement in MATH 0070 or completion of MATH 0030 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Digital Imaging

## VGT $1018 \quad 3$ Credits

Digital imaging is manipulating, creating and editing bitmapped and vector imagery. Using industry standard
applications such as Adobe Photoshop and Adobe
Illustrator the student will explore topics such as file formats, optimization of web graphics, digital photography and illustration. Students will use a design process to create portfolio quality imagery. Prerequisite: VCT 1012; assessment score placement in MATH 0070 or completion of MATH 0030 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher; assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of " $C$ " or higher.

## Multimedia Authoring I <br> VCT 10213 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 10233 Credits

This course covers the use of HTML (Hypertext Markup Language) to design Web pages for visual communications on the World Wide Web. The concepts of using the technology of HTML to create efficient, well designed Web pages will be discussed and applied. Hands-on projects will include student-produced multiple page Web sites, using text, graphics, tables, frames and interactivity with hyperlinks. Prerequisite: VCT 1011, VCT 1013, VCT 1014 or concurrent enrollments, or consent of instructor.

## Web Page Design with DHTML VCT 10273 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 10303 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

## VGT 10313 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

## VGT 10353 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 <br> VCT $1040 \quad 2$ 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 10413 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 10423 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 $1044 \quad 3$ 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 $1045 \quad 3$ 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

VGT 10513 Credits
This course introduces page layout and assembly using

Adobe PageMaker software. Additional emphasis will be placed on page layout principles, typography, and design concepts. Students will work on hands-on exercises including the importing of graphics and text. Prerequisite: VCT 1011, VCT 1013 or concurrent enrollments, or consent of instructor.

## Electronic Publishing II

VGT 10523 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 10553 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 <br> VCT 10573 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 10593 Credits
This course includes RGB to CYMK conversions as needed for four color process printing. Additional necessary color correction along with color management, color proofing, output devices, creating color separation films, dot gain, color viewing variables, color gamuts, GCR, UCR, spot color, and color ink systems will be examined. Paper, as a substrate, will be discussed as it effects color printing.

## Prerequisite: VCT 1018.

## Multimedia Authoring II

VCT 20213 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 $2025 \quad 3$ 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 handson 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 $2026 \quad 3$ 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 <br> VCT 20291 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 $2030 \quad 3$ 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 $2031 \quad 3$ 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 20323 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 $2035 \quad 3$ 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 20371 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 $2040 \quad 3$ 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 20423 Credits

Students will operate a large format studio view camera ( $4 \times 5$ ). 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

VGT 20443 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 <br> VCT 20461 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 20523 Credits
In this course, students will advance their skills by using a combination of software such as PageMaker, QuarkXPress, Illustrator, Photoshop, and others to produce a variety of projects. These projects will include: newsletters, brochures, business stationary, business forms, flyers, posters, etc. These projects will become part of the student's portfolio.
Prerequisite: VCT 1052.

## Electronic Image Imposition <br> VCT 20533 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 <br> VCT 20543 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 <br> VCT 20561 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 <br> 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

VGT $2951 \quad 3$ 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 10012 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 10022 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 $1005 \quad 2$ 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 10111 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 10122 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 <br> WLDG $1015 \quad 2$ 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 <br> WLDG $1021 \quad 1$ 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 $1022 \quad 2$ 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 $1025 \quad 2$ Credits
This course focuses on developing welding skills in the vertical down and overhead positions with 6011 and 6013 rod using the ARC welding process. Prerequisite: WLDG 1021.

## Women s Studies

## Foundations in Women's Studies <br> WST 10613 Credits <br> MnTC: Goals 05 \& 09 <br> Foundations of Women's Studies is an interdisciplinary

course which examines women's experiences throughout history and across cultures, races, classes, ethnic groups, and religions. The course introduces the theories and methodologies of the discipline of Women's Studies with a focus on factors such as gender, sexuality, sexual orientation, age, and life course. This course is required for the Women's Studies Certificate.

## Introduction to GLBT Studies

WST $1071 \quad 3$ 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 " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Women in Global Perspective

## WST 20613 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 " $C^{\prime \prime}$ or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.

## Special Topics in Women's Studies

## WST 2790 1-3 Credits

Topics of special interest which may vary. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or above, or completion of ENGL 0090 with a grade of " $C^{\prime \prime}$ or higher.


## 8 Continuing Education \& Customized Training

## Mission \& Services

To be the preferred provider of customer-
focused educational programs and services which:

- Enhance workforce skills
- Promote personal, professional, and intellectual growth
- Develop an informed citizenry, and
- Impact the economic and social development of our diverse community.

Century College's Continuing Education and Customized Training Division (CECT) is the largest in the MnSCU System, serving over 15,000 individuals annually. CECT serves the business sector and our diverse community through:

- Customized Services to Business and Industry
- Professional Continuing Education
- Career Training Opportunities
- Personal Enrichment Courses

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
Number of Classes
15,000+
Number of Instructor
1,427
Corporate Clients
362
Number of Staff
Annual Budget
Delivery Options
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.

## e-Training

Training delivered via electronic media is rapidly becoming a necessity for many Minnesota businesses. e-Training can deliver just the right training to just the right people at just the right time. Century College can design and develop training to be delivered via CD-ROM, DVD, VHS, Internet or Intranet, satellite, ITV, or handheld.

## 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 90002001 Auditing and Implementation and more.


## Environmental Health and Safety Programs

Extensive programming in Environmental Health and Industrial Safety serves the specialized needs of business and industry. Offerings include:

- Right-to-Know/HAZCOM
- HAZWOPER Technician
- First Responder-Chemical
- On-Scene Incident Command
- Annual Refreshers
- Respiratory Protection/Fit Testing
- Forklift Training
- Personal Protective Equipment (PPE)
- Lock Out/Tag Out
- Confined Space Entry/Rescue
- Electrical Safety
- OSHA Standards
- Terrorism Response


## Language and Culture Programs

Training programs serve managers, supervisors, and employees through a variety of specialities:

- 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 highimpact, 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 Workers
- Real Estate Agents/Appraisers
- Office Professionals
- Quality Professionals
- Payroll Workers
- Human Resources Managers
- . . . And Others

Century College continues a tradition of providing continuing education for professionals who must satisfy licensure or credentialing requirements. Qualified experts teach courses designed to meet the continuing education "clock hour" requirements mandated by:

- American Heart Association
- Minnesota Board of Nursing
- Minnesota Board of Social Work
- Minnesota Department of Human Services
- Minnesota Department of Commerce
- Minnesota Corrections Association
- Board of Peace Officer Standards and Training (POST)
- Minnesota Board of Psychology
- Minnesota Supreme Court
- Minnesota Board of Real Estate
- Minnesota Department of Health
- American Associations for Medical Assistants
- Board of Marriage and Family Therapy


## Career Training Opportunities

## Career Clinic

The Career Clinic provides three services:

- The Career Clinic Workshop is designed to assist participants, in an instructor-led small group setting, explore career options. The career clinic 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.
- The Career Clinic 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 available to individuals and organizations in a range of topics from Electrical Certification to Boiler Operation licensure. Courses are delivered through multiple media including industry-related correspondence programs. Courses are designed to fulfill most apprenticeship requirements. Offerings include:

- Boiler Operation
- Bricklaying
- Building Contractor
- Carpentry/Cabinet Maker
- Electrical Maintenance
- Electronics
- Custodial Maintenance
- Electricity
- Home Inspection
- Machining
- Plant Maintenance
- Plumbing
- Culinary Arts
- Refrigeration/HVAC
- Sheet Metal Working
- Welding
- and others


## Health Careers

Century provides entry-level career training for nursing assistants, home health care workers, trained medication aides, and health unit coordinators. Training is also offered for phlebotomy technicians, emergency department technicians, and medical coding and medical billing specialists.

## Supervisory Management

This credit or noncredit program is practical, highly interactive, and workplace relevant. Courses address a full range of skills such as leadership, interpersonal communication, performance management, intercultural competence, managing change, budgeting, and more! Courses can be customized to meet the needs of your organization and can lead to a certificate, a diploma, or a degree.

## Personal and Professional Enrichment

New and exciting offerings make lifelong learning opportunities available to all ages.

## Adult Enrichment

Century's Adult Enrichment Program serves adults pursuing avocational interests and skills or seeking personal fulfillment through learning. Computers, languages, health and fitness, fine arts, and music are just a few of the popular class topics available year round. Instructors are experts in their fields and bring a lively enthusiasm for their subjects and a genuine interest in the needs and preferences of adult learners.

## Professional Enrichment

Many short courses are offered each year to help adults build or improve skills that are needed on the job or for their own professional advancement. These include courses in supervision and management, business writing, making presentations, computer applications, desktop publishing, web design, and other IT courses.

## E-Learning

Hundreds of courses are offered at Century via the Internet, with new offerings added continuously. Web-based learning is available in the areas of computer training, personal enrichment, small business, health care, medical, legal, and many other areas.

## Children's Programming

Kaleidoscope is a summer enrichment program for children ages 7-16. It offers a lively array of hands-on learning, allowing children to explore the arts, science, and other creative topics in a college setting.

Co-sponsors include the Science Museum of Minnesota, the Minnesota Zoo, Science Explorers, Minnesota Karate Association, and the American Red Cross. Sample courses: Clay Sculpture, Karate, Science Explorers, Get Set to be a Vet, Babysitting,
Cartooning, Carpentry, and Improv.

## Motorcycle Safety

Century College offers a variety of motorcycle safety
classes starting in the month of April and continuing through September. The Motorcycle Safety Foundation "Basic 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

## 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

## Susan Ehlers

Dean of English, Humanities and Speech-Communication
A.B. University of Missouri-Columbia
M.A.T. University of Missouri-St. Louis

Ph.D. St. Louis University
Kay Ellingwood
Dean of Student Support Services
B.A. College of St. Catherine
B.S. University of Wisconsin
M.B.A. University of St. Thomas

## Mark Felsheim

Dean of Instructional Support, Services $\mathcal{E}$ Technology
A.A. Madison Area Technical College
B.S. University of Wisconsin-Madison
M.S. University of Wisconsin-Madison

Ph.D. University of Wisconsin-Madison
Jeralyn Jargo
Dean of Business, Extended Education $\mathcal{E}$ Health Sciences
B.S. University of Iowa
M.S. University of North Dakota
A.B.D. St. Mary's University

Brenda Lyseng
Dean of Behavioral $\mathcal{E}$ Social Sciences, Mathematics $\mathcal{E}$ 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

## Janet Wacker

Dean of Students
B.A. University of North Dakota
B.S. University of Mary
M.S. Minnesota State University-Mankato

License: Technical College Counselor

## Kristin Hageman

Associate Dean of Students
B.A. University of St. Thomas
M.A. University of St. Thomas

License: Technical College Counselor

## Nick Maras

Executive Director, Foundation
B.S. Arizona State University
M.Ed. University of Minnesota

Ed.D. University of South Dakota
Certificate: Harvard University

## Kathleen Bell

Director of Nursing ( $R N$ )
A.D. Anoka-Ramsey Community College
B.A. University of Minnesota
M.S. University of Minnesota

## Nancy Livingston <br> Director of Community Relations and College Advancement <br> 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

David Piechowski
Director of Finance
B.A. St. John's University

## Faculty

| Al-Ghalith, Asad $\ldots \ldots \ldots \ldots \ldots \ldots \ldots \ldots \ldots \ldots \ldots$ |  |
| :--- | :--- |
| A.B. | University of Missouri |
| M.A. | University of Missouri |
| Ph.D. | West Virginia University |

Anderson, Linda (Sandra) . . . . . . . . . . . . . . . . . . Interior Design B.S. University of Minnesota

License: Home Furnishing Sales/Merchandising/
Management
License: Interior Design
Aspelund, Allan . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Accounting
B.S. St. Cloud State University
M.Ed. University of Minnesota

License: Accounting
License: Administrative Services
Aspnes, Mary. . . . Reading/Study Skills/Humanities
B.A. St. Olaf College
M.A. University of Wisconsin-Madison
M.A. College of St. Thomas

Auld, Carol . . . . . . . . . . . . . . . . . . . . . . . Radiologic Technology B.S. Cardinal Stritch University

Diploma: Radiologic Technology

M.A. University of Minnesota

| Ballata, Phy | lish |
| :---: | :---: |
| 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. U | University of Minnesota |
| B.S. U | University of Minnesota |
| M.Ed. U | University of Minnesota |
| License: D | Developmental Reading |
| Bender, Edward ............................. . . Mathematics |  |
|  | University of Chicago |
| Berkner, Karen . . . . . . . . . . . . . . . . . . . . . . . . . . .Cosmetology |  |
| License: C | Cosmetology |
| Bilkadi, Dagny ................... .Reading/Study Skills/ESL |  |
| B.A. St | Stanford University |
| M.A. U | University of Minnesota |
| Birkeland, Darlene ....................... . Dental Assisting |  |
| Certified D | Dental Assistant |
| License: D | Dental Assisting |
| Blesi, Michele ................................... Medical Assisting |  |
| Diploma: Medical Institute of Minnesota CMA |  |
| License: M | Medical Assisting/Office Component |


| $\begin{array}{ll}\text { Borden, Susan .............. } \\ \text { B.A. } & \text { University of Iowa } \\ \text { M.A. } & \text { University of Iowa }\end{array}$ |  |
| :---: | :---: |
|  |  |
|  |  |

Ph.D. University of Minnesota
Bordenave, Melissa ..................................................

## B.S.N. College of St. Benedict

Borrett, David ................................EMS/Paramedic License: 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 |  |

License: Cosmetology

| Burns, | Cullen Bailey $\ldots \ldots \ldots \ldots \ldots \ldots$ |
| :--- | :--- |
| B.A. | Western Michigan University |
| M.A. | Western Michigan University |
| MFA | Western Michigan University |







| O'Connor, | Pauline . . . . .Microcomputer Support Technology | Reedich, Kurt . . . . . . . . . . . . . . . . . . . . . . . . . . . . $M$ Mathematics |
| :---: | :---: | :---: |
| A.A.S. | Northeast Metro Technical College | B.S. University of Wisconsin |
| License: | Microcomputer Specialist | M.S. University of Wisconsin |
| O'Connor, Stanley . . . . . . . . . . . . . . . . . . . . . . . . . . .Prosthetics |  | Retzer, Arlene . . . . . . . . . . . . . . . . . . . . . . . . . Dental Assisting |
| A.A. | Minneapolis Community College | Certified Dental Assistant |
| B.S. | Crown College | Registered Dental Assistant |
| M.Ed. | Bethel College | License: Dental Assisting |
| License: | Prosthetics Technician |  |
| License: | Prosthetics Practitioner | Reutter, Michael . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Biology |
|  |  | B.A. Gustavus Adolphus College |
| Ohmann, GingerBell . . . . . . . . . . . . . . . . . . . . . . . . Nursing (RN) |  | M.S. Florida State University |
|  | Bemidji State University | Ph.D. University of Florida |
| M.S. | Metropolitan State University |  |
|  |  | Roach, Paul . . . . . . . . . . . . . . . . . . . . . . . . . . . . Anthropology |
| Oldre, Bon | nie . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Librarian | B.S. California Polytechnic State University |
| A.A. | Metro Community College | M.S. University of Oregon |
| B.A. | University of Minnesota |  |
| M.L.I.S. | Dominican University | Robey, Jennifer . . . . . . . . . . . . . . . . . . . . .Reading/Study Skills |
|  |  | B.A. University of Nebraska |
| Olson, Bob | . . . . . . . . . . . . . . . . Automotive Service Technology | Ph.D. University of Minnesota |
| Diploma: | Northeast Metro Technical College |  |
| License: | Auto Mechanics | Rosik, Greg . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Mathematics |
|  |  | B.S. University of Wisconsin |
| Olson, Rog | ger . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Mathematics | M.S. Marquette University |
| A.A. | Normandale Community College |  |
| B.S. | St. Cloud State University | Roy, Judith . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . History |
| M.Ed. | University of Minnesota | B.A. University of Colorado |
| License: | Developmental Math | M.A. University of Colorado |
| License: | Applied Math |  |
|  |  | Ruggles, Gary . . . . . . . . . Visual Communications Technology |
| Palmer, Ka | aren . . . . . . . . . . . . . . . . . . . .Radiologic Technology | B.F.A. Lamar University |
| B.A. | Metropolitan State University | M.A. California State University |
| License: | Radiologic Technology | License: Commercial Art |
|  |  | License: Media Production |
| Pehoski, Tony . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Orthotics |  |  |
| A.A. | University of Minnesota | Saks, Dawn . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Art |
| License: | Orthotics Technican | B.F.A. Colorado State University |
| License: | Orthotics Practitioner | M.F.A. University of Illinois |
| Peterman, Brian . . . . . . . . . . . . . . . . . . . . . . . . . . . Mathematics |  | Saylor, Katherine . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .English |
| B.A. | Wheaton College | B.A. South Dakota State University |
| M.A. | University of Minnesota | M.A. South Dakota State University |
| Peterson, Glen . . . . . . . . . . . . . . . Health/Physical Education |  | Schmitzer, Kimberly . . . . . . . . . . . . . . . . . . . . . . . . . .Paramedics |
| B.A. | Augsburg College | A.S. Inver Hills Community College |
| M.S. | Chadron State College | A.A.S. Century College |
| Ph.D. | University of Minnesota | B.A. Bethel College |
|  |  | License: Paramedic |
| Pfeiffer, Joann . . . . . . . . . . . . . . . . . . . . . . . . . . . .Chemistry |  |  |
| B.A. | St. Benedict College | Schultz, Frank . . . . . . . . . . . . . . . . . . . . . Quality Technology |
| Ph.D. | University of Wisconsin | B.S. University of Minnesota |
|  |  | M.Ed. University of Minnesota |
| Poferl, Con | nnie . . . . . . . . . . . . . . . . . . . . . . . Office Technology | License: Quality Control Technician |
| B.S. | Mankato State University |  |
| M.Ed. | University of Minnesota | Shannon, Maureen . . . . . . . . . . . . . . . . . . . . . Human Services |
| License: | Administrative Support | B.A. Hamline University |
|  |  | M.S. St. Mary's University |
| Purcell, Carol . . . . . . . . . . . . . . . . . . . . . . . . . . . . Mathematics |  |  |
| B.A. | St. Louis University | Silman-Greenspan, Judith . . . . . . . . . . . . Pharmacy Technician |
| M.A. | Catholic University | B.S. University of Minnesota |
|  |  | M.Pharm.Science Hebrew University |
| Ramsey, Steven . . . . . . . . . . . . . . . . . . . . .Business Management |  | License: Registered Pharmacist |
| B.S. University of Minnesota-Duluth |  |  |
| J.D. | William Mitchell College of Law | Simenson, Scott . . . . . . . . . Information \& Telecommunication B.S. University of Wisconsin |
| Randall, Carol . . . . . . . . . . . . . . . . . . . . . . . German/Spanish |  |  |
| B.A. | St. Olaf College | Simons, Angela . . . . . . . . . . . . . . . . . . . . . . . . . . .Mathematics |
| M.A.T. | University of St. Thomas | B.A. Macalester College |
|  |  | M.Ed. University of Minnesota |
| Rasmussen, James . . . . . . . . . . . . . . . . . . . . . . . . . .Carpentry |  |  |
|  |  |  |




## 10 Minnesota State Colleges and Universities

## MN State Colleges \& Universities

Anyone interested in inquiring about the courses and services provided by Minnesota's state colleges and universities should contact the college and direct inquiries to the Office of Admissions.

Alexandria Technical College www.alextech.edu

Anoka Technical College www.anokatech.edu

Anoka-Ramsey Community College www.anokaramsey.edu

Bemidji State University
www.bemidjistate.edu
Central Lakes College
www.clcmn.edu
Century College
www.century.edu
Dakota County Technical College
www.dctc.edu
Fond du Lac Tribal \& Community College www.fdltcc.edu

Hennepin Technical College www.hennepintech.edu

Hibbing Community College
www.hcc.mnscu.edu
Inver Hills Community College
www.inverhills.edu
Itasca Community College
www.itascacc.edu
Lake Superior College
www.lsc.edu
Mesabi Range Community and Technical College www.mr.mnscu.edu

Metropolitan State University
www.metrostate.edu
Minneapolis Community \& Technical College www.minneapolis.edu

Minnesota State College - SE Technical www.southeastmn.edu

Minnesota State Community \& Technical College www.minnesota.edu

Minnesota State University, Mankato www.mnsu.edu

Minnesota State University Moorhead www.mnstate.edu

Minnesota West Community \& Technical College www.mnwest.edu

Normandale Community College
www.normandale.edu
North Hennepin Community College www.nhcc.edu

Northland Community \& Technical College www.northlandcollege.edu

Northwest Technical College www.ntcmn.edu

Pine Technical College
www.pinetech.edu
Rainy River Community College www.rrcc.mnscu.edu

Ridgewater College
www.ridgewater.edu
Riverland Community College
www.riverland.edu
Rochester Community \&\& Technical College www.rctc.edu

St. Cloud State University www.stcloudstate.edu

St. Cloud Technical College www.sctc.edu

Saint Paul College
www.saintpaul.edu
South Central College
www.southcentral.edu
Southwest Minnesota State University www.southwestmsu.edu

Vermilion Community College www.vcc.edu

Winona State University 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 Associate Dean of Student Life, located in room 2252, West Campus, or by calling (651) 773-1780.

## Student Activities Program

The Student Activities Program is designed to provide opportunities for student growth through students' extracurricular activities. This program enriches higher education for students by providing both educational and social events. By becoming involved in activities such as academic-related events, cultural diversity programs, health and fitness programs, campus clubs, student government, student publications, fine arts, and the intramural/recreation program, students will share in the ownership and leadership of such programs and experience a positive connection to Century College. Although the Student Activities Program provides many avenues for student growth, the decision to participate is based on personal desire.

## Student Center

The Student Center, room 1490, West Campus, is where great beginnings take place. It is an area for student activities. One of its main functions is to assist various clubs and organizations with their planned events. In addition, many campus-wide events are sponsored by the Office of Student Life. Any students should feel free to drop in and present new ideas or suggestions that will enhance student activities on campus.

## Game Room

Free time between classes, or at the beginning or end of the day? Located in room 1480, West Campus, the Game Room is a great place to unwind and enjoy recreational game activities. Billiards, table tennis, and video games are available for students' enjoyment. Tournaments in various activities are also conducted each semester. The Game Room is also a great place to relax, enjoy a cup of coffee, watch television, meet old friends, and make new friends. It is also an area that offers students a place to play billiards, table tennis, and darts.

## Student Clubs \& Organizations

## How To Get Involved

To join, get involved, or learn more about one or more of the many student activities at Century College, please contact the Associate Dean of Student Life, (651) 773-1780, or feel free to stop by The Connection, located in room 1520 on West Campus. Students may contact the Student Senate Office at (651) 779-3317, also located in the Student Center.

## How to Start a Club

If students have an idea for a new club or would like to reactivate one of Century's former clubs (i.e. Anthropology, Business, Creative Writing, German, Outdoor Adventurers, Photography, Speech) they will need to follow the steps below:

1. Survey other students on campus to see if there is a reasonable amount of interest for the proposed club.
2. If the club is course-related, be sure to contact everyone taking that particular course.
3. Find an advisor, faculty, or staff member of Century, who can help with the details of organizing and carrying out the long-range objectives of the club.
4. Bring the proposal to the Student Center Office room 1490, West Campus, to receive information on how to draw up a constitution and how to petition the Student Senate and college for recognition.
5. After working with the advisor and other prospective members of the club, submit the constitution to the Student Senate for approval.
6. Groups may assemble for the purpose of organizing a club but will not become eligible for any of the privileges granted active organizations until they have been approved through the proper procedures.

## Special Interest Clubs

Alpha and Omega - meets weekly for Bible study and fellowship, plans campus-wide events. (Richard Kuss, office 3393W, 779-3314)

Asian Student Association - open to everyone, plans a fashion/talent show, craft fair, Halloween dance, assists Asian students in their role at Century. (Blong Yang, office 2250W, 773-1793)

Black Student Association - welcomes all students to come together to discuss current issues; the group develops a variety of fun activities designed to create a sense of community among students while exploring the African and African American experience. (Eric Harmony, Brenda Hill, Herbert King, office 773-1794)

## Century College Information Technology

Association - explore the exciting world of information technology (Scott Simenson, office 1207E, 7793236)

Century College Parliamentary Debate - hone your debate skills through local and national competitions (Patricia Steck, office 1118W, 779-3248)

Choir/Theatre - audition for the choir or any of the numerous theatre productions (Theatre: Roberta Cullen, office 1107W, 779-3201, Choir: Jocelyn Kalajian, office 1092W, 779-3212)

Creative Arts Alliance - plans a variety of events including pumpkin decorating, chalk-the-walk, raku pottery and trips to art centers. (Ken Maeckelbergh, office 1053W, 779-3202)

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, 7793201)

Engineering Club - open to all, explore the field, have fun with robotics (Tim Grebner, office 1373E, 779-3332)

French Club - students come together to practice French, explore the culture and further their education. (Rita Newton, office 2550W, 779-3951)

Intercultural Club - share other cultures and do activities with people who are from different cultures. (Andy Stoltzman, 747-4039)

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 SOAR and other special events. Must apply, is a stipend position. (Dara Sjolund, office 2356W, 779-3315)

## Student Life Committee

This committee consists of student, faculty and staff representatives that make decisions regarding the student life budget, expenditures, and the student life activity fee.

## Student Leadership Recognition Program

In the spring of each year the Student Center sponsors a Recognition Program for students and club advisors who have contributed to the development of student life at Century through their involvement in student activities. This program includes the presentation of leadership awards. Club advisors and officers select the participants and award recipients.

## Photo I.D.'s

Students will need a Century College Photo I.D. to access the Library and other college services. I.D.'s are made at the Records Office, room 2330W.

## Student Newsletter

## The Bridge

The Bridge covers the events and issues affecting the Century community.
The Bridge is published 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 1520 W , 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)

## Intramural/Recreation Programs

Fitness Center-located in Room 1605 on the West Campus, the Fitness Center provides a full complement of weight training and aerobic machines for use by current Century students and staff.

Watch for on-going workshops and personal training opportunities. Location: room 1790W. (651) 7795803.

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.

Intercollegiate Athletics-tournaments and exchanges take place between other colleges in Minnesota during the year. Currently, Century supports a men's and women's golf team (Kathy Gates, office 2534W, 7793327).

Recreation-in addition to the more competitive intramural opportunities, students are invited to participate in a variety of recreational programs. Recent programs include: self-defense, tae kwon do, aerobics, walking, fitness, plus special single day events for bicycling, running, skiing, kayaking, and hiking.

## Outdoor Rental Center

The Outdoor Rental Center, located in room 1530W, has everything from snowshoes to golf clubs for you to check out on a daily or weekly basis.

- Tents
- Sleeping pads
- Backpacks
- Snowshoes
- Golf clubs
- Fishing poles and equipment
- In-line skates and protective equipment
- Cross-country skis
- Sports equipment (basketball, soccer balls, lacrosse sticks, volleyballs, disc golf set, racquets, footballs)
- Outdoor games (volleyball, badminton, bocce ball)
- Ice skates


## Gymnasiums

Two gymnasiums are available: one for flexibility exercise, general conditioning, and aerobic dance classes, one for a variety of "court" activities (i.e. basketball, volleyball, and badminton).

## Outdoor Volleyball and Basketball Courts

The courts 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 Performmance 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.

## SOAR

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

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

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

## College Policies

## Students' Right To Know

## Campus Security Report

Century College is committed to the safety and security of its students and employees, and asks that students read the publication, Right to Know, available in the Counseling Center, in the display racks inside most entrances of the college or by calling (651) 779-3929. The Campus Security Report is supplied in compliance with state and federal laws and the Minnesota State Colleges and Universities regulations. Century monitors criminal activity, maintains a three-year statistical history of crime on the campus, and publishes it in this report.

Century College encourages all students and college community members to be fully aware of safety issues on campus and to take action to prevent and to report illegal and inappropriate activities to Public Safety, (651)747-4000, or other College employees and/or by calling the White Bear Lake Police Department or Washington County Sheriffs Department.

Personal awareness and applying personal safety practices are the foundation of a safe community. All allegations will be investigated. If there is a threat to the campus community, Public Safety will issue timely warnings through flyers on entry doors, announcements on monitors, class announcements, e-mail and voice mail. When alleged perpetrators are identified as students, the case will be forwarded to the College student conduct officer for investigation and appropriate action.

Public safety officers are available to escort students to their vehicles from 7:30 a.m. to 10:00 p.m.
Monday through Thursday; 7:30 a.m. to 4:00 p.m. on Friday, and 7:30 a.m. to 3:00 p.m. on Saturday.

## Drug and Alcohol-Free Campus Policy

The standards of conduct at Century College clearly prohibit the possession, use or distribution of drugs and alcohol by students and staff on the campus premises or in conjunction with any college-sponsored activity or event whether on- or off-campus. Please read the Right to Know booklet for specific information on the state and federal laws regarding drugs and alcohol on a college campus. The Right to Know booklet is available in the Counseling Center, in brochure displays inside most entries of the college, and by calling (651) 779-3929.

The College will take steps to educate its community regarding the health risks associated with alcohol and drug abuse. Appropriate referrals to counseling and health agencies will be made to individuals as needed.

The College will impose sanctions on students and employees who violate this policy. Disciplinary action may include, but is not limited to, the following:

- completion of an education program
- completion of community service hours
- referral to law enforcement agencies for prosecution of felony, gross misdemeanor or misdemeanor charges
- referral to the Counseling Center or other appropriate department
- suspension or separation from the College
- expulsion from the College

The Right to Know booklet lists health risks associated with abuse of alcohol and drugs; and if anyone needs
assistance with a drug or alcohol problem, the booklet contains a list of services available.

## Smoke-Free Campus

According to the Minnesota Clean Indoor Air Act of 1988, Century College is a smoke/tobacco-free campus.

## Harassment and Discrimination

Harassment Officer:<br>Kristin Hageman<br>(651) 773-1780<br>Room 2252, West Campus

Century College will not tolerate harassment, discrimination or sexual violence toward its students, faculty or staff. In all its forms, harassment, discrimination, sexual violence and assault violate fundamental rights and the law, giving cause for disciplinary action, including dismissal or expulsion.

Harassment and discrimination can happen to anyone in any place. Harassment and discrimination are not the victim's fault. The Minnesota State Colleges and Universities System has established policies and procedures to handle such incidents in a timely manner. If you see or experience harassment, discrimination or assault at Century, please report the incident. Supervisors are charged with promoting and maintaining an atmosphere which properly deters and responds to harassment, discrimination and sexual violence. Administrators and supervisors must report these incidents to the College harassment officer in a timely manner.

The College's concern is to provide appropriate support to the victim while recognizing the rights of the accused. Every effort will be taken to ensure confidentiality and provide effective remedies, including protection of victims and witnesses from retaliation.

A copy of this policy is available on-line at http://www.mnscu.edu/Policies/1B1.html, in the Counseling Center, room 2410 West Campus, or on-line at the Century College website at www.century.edu.

## Student Conduct/Academic Honesty

## Student Conduct

All students at Century College have the right to an education, and it is the responsibility of the College to provide an environment that promotes learning. Any action by students that interfere with the operations of the College in carrying out its responsibility to provide an education will be considered a violation of this rule. Disciplinary action will be handled in an expeditious manner while providing due process.

Violations, the informal and formal processes, the appeals process, and sanctions are described in the Student Conduct Policy available in the Counseling Center, West Campus. Also, for more information, see the Associate Dean of Student Life, room 2252 West Campus, (651) 773-1780.

## Academic Honesty

Students are expected to be honest when preparing work for courses and when taking exams. Violations of academic honesty consist mainly of cheating and plagiarism. A faculty member who has evidence that students are guilty of cheating or plagiarism will initiate the appropriate disciplinary action. The faculty member may assess a penalty such as a warning, reduction of passing grade for course, or a grade of "F" for the course. (See the Student Conduct Policy handout, Section 2, for further information). The Student Conduct and Academic Honesty Policy is available in the Counseling Center, West Campus, or from the Associate Dean of Student Life, room 2252 West Campus, (651) 773-1780.

## Student Complaint/Grievance Policy

## Student Complaint Process

(Unfair Treatment by College Employee) Students may file a complaint concerning alleged improper, unfair, arbitrary, or discriminatory treatment and discuss it with the appropriate employee or with the employee's supervisor. 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 Associate Dean of Student Life, (651) 773-1780.

## Student Data Privacy

Century College, in compliance with the Federal Education Rights and Privacy Act (FERPA), affords students certain rights with respect to their educational records. Students can inspect and view their
records within 45 days of the day the college registrar (Records Office) receives a written request for access. Students may ask the College to amend a record by writing to the registrar and clearly identifying what part of the record is inaccurate and why it is inaccurate. Certain educational records will not be released to other persons without permission from the students 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
4. Disciplinary record
5. Evaluations
6. Financial aid records
7. Medical information
8. Recommendations
9. Social security number
10. Telephone number
11. 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 subpoenabut 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 ased 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 parttime 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 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.
$\mathbf{U}$ of $\mathbf{M}$ 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 individuals life and work experiences into college level credit. All schools do not recognize experiential education credits or limit the number that may be used in a degree.

CLEP (College Level Examination Program) is a nationally standardized exam generally taken before entering a college or university. Credit may be used in general education, subject matter areas and as elective credit.

AP (Advanced Placement) is a nationally standardized program of advanced college level courses offered during a student's high school experience. Credit may be used in general education, subject matter areas and as elective credit.

IB (International Baccalaureate) is an internationally recognized program through which high school students complete a comprehensive curriculum of rigorous study and demonstrate performance on IB examinations. Credit may be used in general education, subject matter areas and as elective credit.

Military credits. College or university credit may be earned from education experiences completed while in the military.

## Others

International coursework is coursework completed at a college or university outside of the United States. Coursework could be completed by international students or by students who are legal residents of the U.S. International coursework may transfer to regionally accredited institutions if it was completed at a recognized or government sponsored school. Any student who has completed or plans to take coursework from a school outside of the U.S. should contact the transfer specialist at the school where they plan to earn their final degree, to determine the school's policy on the transfer of international coursework.

Age of credit. Some schools and/or some majors/ programs will place a time limitation on previously earned credits they will allow in transfer. This limit could apply to general education courses and to courses in a major.

State-to-state transfer processes would be similar to transfer within Minnesota. However, students should check with the transfer specialist at their current school to determine if there are any transfer agreements with schools in other states.

## Resources

MnTransfer.org is a website with a tremendous amount of information on transfer within Minnesota and links to other states' transfer sites. This website provides direct links to most other regionally accredited Minnesota schools and also provides a "Transfer Orientation" section that answers questions about the transfer process.

Transfer specialists for Minnesota schools and selected Wisconsin schools may be found at MnTransfer.org under "Transfer Resources."

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## CenturyCollege

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[^0]:    NOTE: Any of the procedures in this chapter are subject to change. Changes are published on the Century College website at www.century.edu.

[^1]:    Goal I - Communication: 10 credits
    ENGL 1021 Composition I.. 4
    ENGL 1022 Composition II .....  3
    Select one of the following SPCH courses: .....  3

    SPCH 1021 Fundamentals of Public Speaking
    SPCH 1031 Interpersonal Communication

[^2]:    Career/Occupational Requirements: 9 Credits
    Select 3 credits from the following courses:
    MKTG 1020 Store Planning and
    Visual Merchandising3

[^3]:    Upper Limb Orthoses
    ORPR $2955 \quad 3$ 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.

