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 (century.edu). Students are responsible for understanding those changes that are announced publicly.
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Chapter 1

General Information

Mission Statement

Century College inspires, prepares, and empowers students to succeed in a changing world.

This means:
• We inspire students to learn and to develop as whole people: intellectually, physically, and emotionally
• We inspire students to continue learning throughout life
• We prepare and empower students to be successful by helping them develop knowledge, skills and abilities needed to enter or progress within the work force or to transfer to a four-year institution, and to adapt and thrive in our increasingly diverse and ever-changing world.

Values Statement

The Century College community values:
• inspiring learning
• broadening perspectives
• pursuing excellence
• responding to community needs
• achieving goals
• transforming lives
• celebrating achievement

Vision Statement

To be a national leader in transforming lives through an innovative, rigorous, and compassionate approach to education.

This means:
• We continually strive to strengthen and improve the positive impact we have on our students and community: transforming their lives, as well as our own, through our work
• We will become known nationally as an institution that “makes a difference”
• We continually strive to innovate – finding new and more effective ways to educate and serve students
• We sustain rigor in our work – holding high standards and expectations for both our students and for ourselves
• We approach our work with compassion – acknowledging the whole person, working with integrity and caring, accepting people where they are and moving them forward without sacrificing standards or expectations; bringing joy, honesty, and understanding to our work.

About Century College

Century College is located in White Bear Lake, Minnesota, on a 170-acre campus that includes a wildlife refuge and walking trail.
• As a comprehensive community and technical college, Century offers 40 occupational-technical programs and over 60 areas of study.
• With the sole exception of the University of Minnesota, Twin Cities, more graduates of the St. Paul public schools attend Century than any other college or university.
• Century opened its new $20-million Science/Library Building in fall 2008. The beautiful new building offers state-of-the-art science labs and a library with
increased e-services and a light-filled, welcoming environment.

- Each year, Century has over 2,000 students engaged in “service learning” experiences at various community institutions such as the Bruce Vento Elementary School in St. Paul. Century’s service learning program was one of five finalists for the Jimmy and Rosalyn Carter Partnership Award, which honors the best community-higher education partnership.
- Century has implemented a new initiative called the GPS LifePlan to assist students in making decisions on career, personal and educational choices.
- Century’s Phi Theta Kappa national honor society has been honored as the “most distinguished chapter” of the 60 chapters in Minnesota, North Dakota, South Dakota and Wisconsin.

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 recommendation of the Medical Assistant Education Review Board (MAERB); 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.
You may file an academic petition requesting academic forgiveness of previous Century College credits if Century College considers all applicants without regard to race, creed, color, sex, age, national origin or disability. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex, and by all other federal and state laws regarding equal opportunity. Students who have graduated from high school or the equivalent (GED certificate holders), individuals whose high school class has graduated and have passed the Ability to Benefit, as well as current high school students who meet the Post-Secondary Enrollment Options program criteria or supplemental enrollment criteria are eligible for admission to Century College. Students will be charged a $20.00 nonrefundable application fee.

Programs fill on a first come, first-served basis unless otherwise noted. Admission to the college does not guarantee admission to a specific major or program.

All applicants must submit an application for admission either online or to the Admissions Office. Immunization documentation is required if applicants were born after 1956, but not required if applicants graduated from a Minnesota high school in 1997 or after.
with an accurate course placement based on your current skills. For more information go to century.edu/
futurestudents/records/registration.aspx

5. Complete Orientation: 651.779.3404
All new students to Century College are required to attend an Advising &
Registration Session as well as a Welcome Day. All students will make an
online reservation for the session they plan to attend.

6. Register for Classes: 651.779.3299
Returning students go to century.edu/
currentstudents/records/registration.aspx to register for classes. New students will
register at Orientation.

7. Pay Tuition and Buy Books: 651.779.3278
You may pay your tuition and fees with
cash, check, credit card or the NBS
e-Cashier (Nelnet) payment plan. Further
details can be found online at century.edu
then click on Pay For College. Login using
your student ID and password to
e-services. Click on Bills and Payment
which allows you to access your account
and make online payments. Tuition
invoicing and/or student fee statements
are not mailed. Please check the
website for your balance.

Books may be purchased in the Bookstore
located in room 1320 west campus, or
online at centurycollegebookstore.com

The Automotive Service Technology, Nursing, Radiologic Technology, Paramedic,
Dental Assisting, Dental Hygiene, Medical
Assistant, Orthotic/Prosthetic Practitioner,
Post-Secondary Enrollment Options and
Supplemental Enrollment programs each
have their own applications and
admissions requirements. These programs
have limited enrollment and admission
is not guaranteed. 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.

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 Transfer
Student Services/DARS 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.

If you are transferring credits to Century
College and plan to complete a degree or
program at Century College, your official
transcript(s) will be evaluated as long as you
are enrolled in courses at Century College for
the current semester or summer and based
on the date the transcript was received. Every
effort will be made to evaluate transcripts
in time for the next scheduled registration
session and/or in time for your graduation.
You will be notified via your Century College
student email address when your transfer
credits have been processed and are reflected
in your degree audit report.

eTranscripts: If you have attended or are
currently attending one or more MnSCU
institution(s), not including the University
of Minnesota, and have applied to Century
College, your official transcripts from that
MnSCU institution may be electronically
retrieved by Century College. There is no
cost for this service. Transcripts cannot be
electronically retrieved if you have holds on
your records from the MnSCU institution you
previously attended including, but not limited
to, unpaid balances. It is your responsibility to
ensure that your records are free of holds in
order for institutions to send or electronically
retrieve your academic transcript. You must
notify the Century College Transfer Student
Services/DARS Office (dars@century.edu)
when your records have been cleared for
retrieval.

TRANSFER STANDARDS
1. Transfer credit from institutions
   accredited by regional associations (North
   Central, Middle States, etc.) will normally
   be accepted by Century College subject to
   limitations in this catalog.
2. Treatment of grades: Grades earned prior
to transfer are evaluated according to the
   following standards:
   a) All college courses in which students
      have received a grade of A, B, C, or D
      shall be considered for transfer
      evaluation. Grades of F shall be
      accepted as earned credit. 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.
   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.

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 or see the college website under “Transfer Students.”

NONDEGREE-SEEKING APPLICANTS
(not planning to earn a Century College degree, diploma or certificate)

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

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

APPLICANTS CURRENTLY ENROLLED IN HIGH SCHOOL: POST SECONDARY ENROLLMENT OPTIONS (PSEO)

The Post-Secondary Enrollment Options (high school options program) enables 11th and 12th grade students who meet PSEO-specific admissions requirements to enroll in courses for secondary school credit. PSEO is NOT an open enrollment program.

Students must meet specific minimum requirements to qualify for PSEO. The specific purposes of this program are to promote rigorous educational pursuits and provide a wider variety of options for students.

This program is not available during the summer session. However, students may enroll under supplemental enrollment guidelines (see below) during the summer. For an enrollment packet outlining PSEO application procedures, deadlines and requirements, students should contact their high school guidance counselor and the Century College Admissions Office at 651.773.1700.

SUPPLEMENTAL ENROLLMENT

Students may qualify for supplemental enrollment but must meet the same entrance requirements as Post Secondary Enrollment Options (PSEO) students. This program is used primarily by PSEO students enrolling during the summer. Students are responsible for all costs. For an enrollment packet outlining application procedures and deadlines, please contact the Admissions Office at 651.773.1700.

INTERNATIONAL STUDENT APPLICANTS

Prospective international students seeking an F-1 Form for full time F-1 visa status will be considered for admission after submitting the following:
1. The International Student Application for Admission. Forms are available from the Admissions Office or online at century.edu/futurestudents/admissions/internationalstudentadmissions.aspx.
2. Official transcripts from each secondary school/high school, college, university, and English as a Second Language program attended. Transcripts must be sent directly to Century College. If students intend to transfer international education credits to Century, they must request an evaluation through World Education Services at www.wes.org or Educational Credential Evaluators, at www.ece.org, to request transcript evaluations. (NOTE: Students who have entered the United States to attend a college or university other than Century College must successfully complete one quarter/semester of academic work prior to transferring to Century College.)
3. Proof of English proficiency in the form of an official TOEFL score, MELAB score, or IELTS score. Scores must be sent directly to Century College from the testing organization.
   a. Acceptable minimum scores for TOEFL are: 500 (paper test), 173 (computer) and 61 (IBT).
   b. Acceptable minimum score for MELAB is 70.
   c. Acceptable minimum score for IELTS is 5.5.
   d. English proficiency for prospective international students may also be determined by sufficient placement on the Accuplacer ESL test. The minimum placement for admission is ESOL 30s in all components of the test including: grammar, reading and listening.
   e. Students transferring from a US college who have completed college-level English composition and Reading courses with grades of C or better may be waived from submitting official test scores as listed above.
4. A Financial Guarantee along with supporting bank documents or proof of support. Students must demonstrate they have sufficient financial resources available to pay for tuition, fees, books, room and board, transportation, and all incidental expenses before they can be admitted to Century College.

Once admitted to Century College, international students are required to purchase the Minnesota State Colleges and Universities (MnSCU) International Student Injury and Sickness Insurance in addition to providing proof of immunization for diphtheria, tetanus, measles, mumps, and rubella. International students will be required to take a Tuberculin Skin Test to determine exposure to tuberculosis during their first semester.

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.
Determination of Minnesota Residency

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

Assessment Services

ASSESSMENT TESTING

Students must complete the Accuplacer tests in Reading, Writing, and Mathematics prior to registering for courses at Century College (see Assessments for Transfer Students for possible exceptions). The Minnesota State Colleges and Universities System requires assessment testing to determine proper course placement and to support students’ academic success. Students must complete the appropriate assessment(s) prior to enrolling in any course for which a given assessment level is required. Students must begin any course work in reading, writing, and mathematics at their assessed skill levels. Students may not register for courses above their assessed skill level. Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers we take appropriate measures to assess each student’s ability to participate and benefit through placement testing and counseling. Based on assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation at Century College.

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

Students must have a valid picture ID and a Century College Student ID number in order to take the assessment test. If students do not have a Century College Student ID number, they will have to complete a prospective information form for Century College in the assessment area or complete a Century College application prior to taking the assessment test. Children are not allowed in the testing center, and must not be left unattended anywhere on campus.

Accuplacer, Accuplacer ESL, Companion to Accuplacer, or ACT test scores are approved for placement purposes by the Minnesota State Colleges and Universities Assessment/Placement Director and Committee and Century College. Assessments scores in reading, writing and ESOL are valid for six (6) semesters, and assessment scores in mathematics are valid for four (4) semesters, following the test date (excluding summer session). After this period of time, if a student has not begun taking the required reading, writing, or mathematics, or ESOL courses, the appropriate Accuplacer test(s) must be retaken.

Assessment scores from other institutions that use the above listed assessment test system will be considered and will be valid for either six (6) semesters (for reading, writing and ESOL) or four (4) semesters (for mathematics) following the test date (excluding summer session). An official copy of a student’s assessment scores must be mailed, or faxed 651.779.5831 to the Century College Assessment Center from the institution where they took the assessment test. A copy of a student’s ACT scores must be hand carried, mailed, or faxed 651.779.5831 to the Century College Assessment Center.

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

Preparation for Assessments

These assessments are important because they determine which courses a student must take at Century College. The Accuplacer assessments consist of reading, writing, and mathematics tests. The questions include evaluating grammar in a series of sentences; answering several questions following the reading of a particular passage; and completing arithmetic, elementary algebra, and college level mathematics. Generally, special preparation for the assessments is not required.

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 petition annually for resident tuition.

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.

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.
However, students may benefit from becoming familiar with the testing format and may wish to review sample test questions at websites listed on the Century College assessment web page: century.edu/futurestudents/assessment/default.aspx

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

Assessment Scores
Students will receive a printed report of their assessment scores immediately upon completion of testing. The report indicates the assessment scores along with the appropriate course placements in reading, writing, and mathematics. Assessment scores will be maintained in the students’ files at Century. Students must bring their assessment score report to New Student Orientation 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 regardless of where the test was administered to the student. Upon retesting the student may register based on either placement or consult a counselor for advice.

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 or 651.779.3477. PLEASE NOTE: To receive accommodations, you must provide the Access Center with appropriate documentation about your disability.

ASSESSMENTS FOR TRANSFER STUDENTS
Students transferring college-level courses and holding an associate in arts or baccalaureate degree from a United States college/university that holds regional accreditation may not need to complete some parts of the assessment. Students applying to some special program areas (e.g., Nursing or Radiologic Technology) may still be required to take some assessments even when transferring college-level courses. Students should refer to published program information and see a counselor or a faculty member to determine if assessments are required for special programs. Century College must receive an official transcript(s) from institutions previously attended to determine any assessment exceptions. Official transcripts should be sent to the Transfer Services/DARS Office. The director of Assessment Services, Transfer Services staff, Admissions advisors, counselors, registrar and dean of students shall have authorization to review 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 when transferring from a United States college/university that holds regional accreditation:

1. Students who are transferring credits in college composition equivalent to English 1021 with a grade of “C” or better do not need to take the writing assessment.
2. Students who are transferring credits in college-level mathematics (Math 1025 or higher) with a grade of “C” or better do not need to take the mathematics assessment. If a student is planning to take any more mathematics classes, however, the mathematics assessment is highly recommended.
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 are transferring credits and have completed a minimum of three (3) reading intensive courses with grades of “B” or better do not need to take the reading assessment. Reading intensive courses may include English literature, philosophy, history, humanities, sciences and the social and behavioral sciences.
5. Students who are transferring credits and have completed an associate in arts or bachelor’s degree do not need to take the reading, writing, and mathematics assessments. Students are still responsible for meeting any specific course prerequisites, however. Mathematics and science courses may require students to complete the mathematics assessment and meet prerequisites.
6. Students who have international education credentials must take the Accuplacer ESL and/or reading, writing, and mathematics assessments. If students intend to transfer international education credits to Century, they must request an evaluation of their transcripts through World Education Services (WES) or Educational Credential Evaluators (ECE) for credits earned outside the United States. Refer to the WES website at wes.org or the ECE website at ece.org.

7. Students who have valid assessment scores from other Minnesota State Colleges and Universities institutions and/or institutions that use the Accuplacer, Accuplacer ESL or the Companion to Accuplacer will be considered and will be valid for six (6) semesters for reading, writing and ESOL and for four (4) semesters for mathematics following the test date (excluding summer session). An official copy of a student’s assessment scores must be mailed or faxed 651.779.5831 to the Century College Assessment Center from the institution where they took the Assessment test.

8. An ACT test score of 24 or above in the reading, writing, or mathematics components of the ACT exempts a student from taking the associated course readiness assessment in that academic subject. It also authorizes a student’s placement in introductory college-level courses in that academic subject. ACT reading and writing test scores are valid for six (6) semesters and the mathematics test score is valid for four (4) semesters following the test date (excluding summer session). A copy of a student’s ACT scores must be hand carried, mailed, or faxed 651.779.5831 to the Century College Assessment Center.

Initial Placement Appeal Process

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

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

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

Orientation

Orientation provides new students with an opportunity to get acquainted with Century College. To help facilitate a successful transition to college life, Century offers a two-part orientation process that includes a 90 minute Advising and Registration Session and Welcome Day, which last approximately 3 hours. Students will have an opportunity to meet with a counselor for help with course selection, receive assistance with Century technology, attend workshops, and take a tour of the campus. After attending orientation, student will feel prepared to begin their first semester at Century.

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, in person or online 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.

Online and On-Campus Registration

Century College offers interactive online registration for returning students only. If you are a new student, you will register at orientation. Students can register for classes, check for holds on their records, look up open class sections, look up and print their class schedules, look up their grades, add and drop classes, and withdraw online. Please check Century’s website for instructions and details at century.edu.

Returning students register in order of the number of credits earned. The returning students’ priority registration schedule is published prior to each semester online at century.edu. Counselors or program advisors are available by appointment and quick-stop to help students plan a program prior to registration and on a quick-stop 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 an Advising and Registration session (see
also Orientation). Students will be given a short overview of the college, which covers essential Century information and have the opportunity to meet with a counselor and/or program advisor for help with first semester course selection. Completion of the college assessment is required prior to attending orientation.

Transfer students have the opportunity to complete an online orientation and registration process. For more information about the online orientation and registration process, students can visit century.edu/futurestudents/orientation/transfer.aspx.

Students who attended one of these sessions within the past year, but did not register, may register anytime during orientation and do not have to attend again. For specific policies, see next section: Change of Registration, Adding Courses.

Change of Registration

Adding Courses
Courses may be added during the first five days of the semester/session (three days for summer term). Students should register carefully. Students are liable for tuition/fees for any registered courses. Students must cancel/drop their registration at the Records Office or online if they do not plan to attend. Adding courses must be done before the beginning of the sixth day of the semester. Late adds will be processed only with the approval of the instructor and the appropriate academic Dean.

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 fall and spring semester for day courses. Instructors’ signatures are required to add evening, Saturday, alternative start courses, and all summer session courses after the first class meeting.

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

Withdrawals from Courses (Student-Initiated)
Students are expected to withdraw from a course as soon as possible after their last active participation. Students who withdraw from courses after the first five days of the semester will have the grade of W recorded on their transcripts. Students may withdraw (without instructor’s approval) until three weeks prior to the end of the semester unless otherwise specified. No withdrawals will be permitted during the last three weeks of any semester. (Exception: A withdrawal can be processed after the deadline during the current term if there are special circumstances that prevent further participation. Students must complete a Refund or Late Withdrawal Petition form available at the Business Office and provide a doctor’s statement for injury or illness.)

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

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

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

Important: Three ways to add, drop and withdraw with your student ID and PIN:
1. Via Century’s website at century.edu (click on Register for Classes).
2. In-person at the Records Office, room 2220 west campus.
3. Written request with your signature by U.S. mail. Telephone messages or email requests for Records Office staff are not considered valid processing methods.

Costs

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

Tuition Payment
All registered students are financially committed for tuition and fees. Students’ registration involves a seat reservation in each of their classes, all of which have a limited number of 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 Century College website at century.edu for payment information and dates. Student can view their fee statement online at century.edu. Click on Online Services. Contact the Business Office at 651.779.3278 for payment options.

Important note: Students who have not made payment arrangements by the down payment due date MAY be dropped from all of their classes unless at least one of the following conditions is met:
1. You have paid at least 15% or $300 of the amount owed.
2. You have applied for the NBS e-cashier (NELNET) Tuition Management Payment Plan and have submitted the required down payment.
3. Your agency submitted a Third Party Billing Authorization to the Business Office. This
will defer your charges until you’re agency billing has been processed.
4. 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 online at century.edu or complete a drop form in person at the Records Office up through the 5th day of the semester.
5. The Business Office has received a scholarship notice to cover tuition and fees.
6. 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 online at 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
Students who are legal residents of Wisconsin, North Dakota, South Dakota, and Manitoba can attend Minnesota public colleges at special tuition rates. Formal applications must be made according to application deadlines and filed with the higher education services office in the student’s home state. For more information, contact the Records Office, 651.779.3299.

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

Fee Rates
The following per-credit fees are charged each semester:
- Minnesota State College Student Association (MSCSA): Students are required to pay a fee to the Minnesota State College Student Association.
- Parking (not assessed for online courses): The parking fee supports parking lot maintenance and repair.
- Student Life: This fee supports student activity programs, health services, fine arts programs, symposiums, lounge furniture, and day care equipment.
- Technology: The technology fee is used for purchasing instructional equipment and materials such as computers and software, audio-visual equipment, and library technology.

Fees are subject to change annually. Current fee rates will be posted on the Century College website at century.edu.

Transcript Processing Fee
There is a charge for each academic transcript requested for mailing or pickup within three business days (approximately one week for technical college courses). An additional fee is charged for rush/immediate transcript preparation. You may request delivery of an official, sealed transcript online through your student portal, online through National Student Clearinghouse, by mail, fax, or in-person. If you have attended or are currently attending one or more Minnesota State Colleges and Universities (MnSCU), your official transcripts can be electronically retrieved by all MnSCU institutions, including Century College. If you want your Century transcript sent to another MnSCU institution, please contact the other institution to find out what their procedure is for them to retrieve your Century transcript.

Late Payment Fee
Tuition payments received after the due date will be subject to a one-time administrative fee and monthly late fees.

Administrative Fee
A single administrative fee for placing students on the college payment plan is assessed if tuition and fees are not paid in full by the due date.

Returned Payment Fee
A fee is charged if a payment is returned to the College due to insufficient funds, closed account, or any other reason.

Diploma Replacement Fee
A fee is charged for a replacement graduation display diploma.

Books and Supplies
Books may be purchased in the Bookstore, room 1320 west campus, or online at centurycollegebookstore.com Textbooks and supply costs vary greatly from program to program. Contact the program advisors or bookstore for more specific information.

Senior Citizen Fee
Senior citizens who are 66 years or older, legal residents of Minnesota, and who register for credit the day after the first day of class are charged a nominal fee per credit if space is available or no charge if they audit. If a senior citizen registers prior to the second 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 and fees will be refunded. Students do not have to petition for a refund.

Special Course 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 indicated in the class listing at century.edu.
Refund Policy

Dropping a course or totally withdrawing from school according to college policies may result in a refund of tuition and fees. The method of refund is determined by the method of payment. Refunds for payments that were made by cash, check or e-check will be mailed to the student as a check. Refunds for payments made online with a credit card will automatically be refunded to that same card.

<table>
<thead>
<tr>
<th>Registration Changes</th>
<th>Drop/Withdrawal from some, but not all classes</th>
<th>Drop/Withdrawal from all classes</th>
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</thead>
<tbody>
<tr>
<td>Prior to 1st day of the semester</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>Prior to 1st day of the summer session</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>1st-5th day of the semester</td>
<td>100%</td>
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<tr>
<td>1st-5th day of the summer session</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>6th-10th day of the semester</td>
<td>0%</td>
<td>75%</td>
</tr>
<tr>
<td>6th-10th day of the summer session</td>
<td>0%</td>
<td>50%</td>
</tr>
<tr>
<td>11th-15th day of the semester</td>
<td>0%</td>
<td>50%</td>
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<tr>
<td>Remainder of the summer session</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>16th-20th day of the semester</td>
<td>0%</td>
<td>25%</td>
</tr>
<tr>
<td>Remainder of the summer session</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Remainder of the semester</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Remainder of the summer session</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

EXCEPTIONS
100% refunds are given after the first five days of the semester/session, when a class is canceled. Refunds other than the scheduled amount may be given when there is injury or illness, or when there is college error. This is done through the petition process. Complete a Refund or Late Withdrawal Petition form at the Business Office, room 2340 west campus. Documentation will be required. Refund requests must be made by the end of the following semester for the course in question. Note: Refunds are based on the first day of the semester/session, not the first day of the class (except for late-start classes).

Late Start Courses:
Courses starting after the first 5 days of the semester/session. Refunds are calculated according to the beginning date of the course. 100% refunds are available only through the day after the first scheduled class day.

Short Courses:
For short courses running less than three weeks, 100% refunds are available only through the day after the first scheduled class day.

Refund Policy for Financial Aid Return of Title IV
If a student completely withdraws from all credits (either officially or unofficially) 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.

Refunds for Students in 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.
Chapter 3

Student Services & Resource Information

Campus News

Cancellation of Classes
Classes may be canceled due to an instructor's illness or faculty professional development activities or other emergencies. When absences are known in advance, instructors will notify students during class periods and give alternative assignments. For unplanned absences, a notice will be posted outside the classroom and on the Century College website at century.edu 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 century.edu

Student Newsletter, All Student Email
This email is sent weekly to your my.century.edu email account. This assists in informing students of important reminders, events and activities on campus.

The Wood Duck Weekly
The Wood Duck Weekly is published weekly and is an important way to communicate with students regarding upcoming activities and events. This newsletter is available throughout the campus.

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, East Campus, or the Administration Office, West Campus, must approve other displays.

Admission Services

The office of Admissions and New Student Services, located in room 2303, West Campus, serves prospective students as well as students preparing for their first semester of enrollment at Century. The office provides services pertaining to applications for admission, international students, high school student enrollment, applications for programs requiring supplemental admission materials, and New Student Orientation. For more information, call 651.773.1700.

myCentury Student Portal System/Email

Century College utilizes many forms of communication for official College business such as the U.S. Postal Service, telephone, email, and the Internet. Official College business includes all actions of the College, including but not limited to providing general information, course information, disciplinary notice, and performing other administrative functions of the college.

Email is the primary means by which the College communicates important information with students; as such, the College has provided an email account to every student. The Century address is the only email address the College will maintain and use to communicate to students. Vital college communications are sent to students via their Century email addresses on a regular basis. Students are held responsible for the information communicated via email.

By activating your myCentury account you will gain access to college computers, software, and printers. From the myCentury Portal you will be able to check your email, manage your personal or shared files on the network, access Library resources, and numerous other services.

The College encourages all students to activate their account upon admission at
catalogs online or available in the Century transfer guide sheets, refer to transfer college, use appropriate Century College information, use uSelect, contact the transfer elective, or not at all. To obtain this information, you can discuss and explore areas of concern that may interfere with academic success, such as:
- Transition to college
- Test anxiety
- Chemical abuse
- Time management
- Stress management
- Relationships
- Identity issues
- Mental health
- Veterans’ 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. See Personal Plan at gpslifeplan.org/century/.

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 quick-stop basis. For more information, call 651.779.3285, and see Career Plan at gpslifeplan.org/century/.

Career Center
The Career Center, room 2400 West Campus, is your resource to gain up-to-date information on careers (for example, employment outlooks and salary ranges) and educational planning (for examples, college catalogs and scholarship information). Computer-assisted career guidance programs, such as the Internet System for Education and Employment Knowledge (ISEEK), and Minnesota Career Information System (MCIS) are tools that help you identify your career interests and skills, research occupations, and prepare for the world of work. For more information call 651.779.3285.

Career Services provides resume assistance and many job search preparation resources. The resources and services available help students prepare for and understand the
importance of identifying and utilizing the tools available to connect them to their career and/or industry. They also help those seeking off-campus employment through opportunities to connect with local businesses and employers. Services also include: resume and cover letter writing assistance, on-campus employer recruiting, interview techniques and preparation, career statistics and additional job search resources and workshops. These Services are located in the Career Center, room 2402 West Campus, and open to all students. Check out the Career Plan at gpslifeplan.org/century for more career resources.

Degree Audit Reporting System (DARS) and uSelect Course Transfer 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 century.edu/dars.aspx and at the Counseling and Career Center.

Web-Based Course Transfer System (u.select)
The transfer resource u.select is a free nationwide web-based course transfer system that offers up-to-date information about transferring between schools, including course descriptions and equivalencies, planning guides and program requirements. Students can log onto uselect at uselectmn.org to access information from hundreds of colleges and universities.

English for Speakers of Other Languages (ESOL) Advocate

The English for Speakers of Other Languages (ESOL) Advocate serves to assist new students who are taking the Accuplacer ESL test and who seek aid in getting admitted and enrolled at Century College. The Advocate’s office is on the west campus. For more information call 651.747.4087.

Financial Aid for Students

The Financial Aid Office located in room 2201 west campus assists students in applying for and receiving financial aid to help pay the cost of education. The financial aid website contains a wealth of information about application procedures and links to many non-Century sites to make the search for financing easier. The office staff can be reached at 651.779.3305 or by email at finaid@century.edu.

1. APPLICATION PROCESS

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

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

The FAFSA is completed online at fafsa.gov. A signature is required to complete the FAFSA and be signed electronically provided the student (and parent of a dependent student) has a PIN number. To apply for a PIN, visit pin.gov. The Federal Code to release FAFSA results to Century College is 010546.

STUDENTS MUST APPLY FOR FINANCIAL AID ANNUALLY.

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

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

Award Notice
The College will determine award eligibility after all documents are received and verified and send the student an email with instructions on how to access their award notice online at century.edu. Students can access application and award information with their Century password and pin at Century College’s Online Services.

Important Note: Receiving the Award Notice is not necessarily the last step for receiving financial aid. Additional steps are required for both student loans and student employment.

See the Century College website for details at century.edu.
2. FINANCIAL AID POLICIES

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

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

Financial Aid for Developmental/Remedial Coursework
Students can receive financial aid for developmental coursework (below 1000 level courses) with a limit of 30 credits.

Withdrawal from College/Return of Title IV (Financial Aid) Funds
If a student completely withdraws from all credits (either officially or unofficially) 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.

Changes in Enrollment
When you change your enrollment level, your financial aid eligibility may change. The source of your aid and the date of your drop or withdrawal affects the amount of your financial aid. Contact the Financial Aid Office if you have questions.

Late Start Classes: If you drop a late start class before it begins and have received financial aid for your enrollment in the class, the Financial Aid Office will recalculate your eligibility and you may have to repay all or part of the financial aid for the semester.

Pell Grant Recipients: Your class schedule MUST BE FIRM at the beginning of each term. Your Pell Grant cannot be increased if you decide to add a course after the 10th day of the term. If you drop a late start course, your Pell Grant may be adjusted to reflect the reduction in the total credit load EVEN IF you add another course for the same number of credits.

Satisfactory Academic Progress Policy for Financial Aid Summary:
The Satisfactory Academic Progress Policy for Financial Aid requires that a student maintain acceptable academic standards in the pursuit of their chosen degree, diploma, or certificate. The student is required to maintain, at a minimum:
- A cumulative GPA of 2.0
- Completion rate of 67% of credits attempted, and/or
- Have not reached or exceeded 150% of the maximum credits needed to attain the chosen academic goal (including transfer credits).

The complete policy and appeal process can be found on the website at 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 can appeal their suspension.

3. SOURCES OF FINANCIAL AID

Federal Pell Grant:
Available to undergraduates only and does not need to be repaid. For 2010-2011, grants range from $400 to $5550.

Federal Supplemental Educational Opportunity Grant (SEOG):
The SEOG is a grant for exceptional need students but has limited availability. The Financial Aid Office determines eligibility on a first-come, first-served basis.

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

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

Federal Direct Loan Programs:
A low interest loan program is available under the Subsidized or Unsubsidized Direct Loan Programs. Students must be enrolled for at least six credits to apply for these student loans. First year students can borrow up to $5500 and second year students (after earning 30 credits) are eligible for $6500.

LOAN PRORATION: An undergraduate Direct Loan borrower is subject to certain prorated loan limits if the student is enrolled in a program of study that is less than 24 credits. Loan limits must also be prorated if the program’s duration is equal to or longer than 24 credits but the borrower is completing the remainder of the program in a period of enrollment that is shorter than an academic year such as with a fall term graduation.

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, East Campus, by calling 651.779.3356, or visiting the website at 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, associate in applied science, or associate in fine arts degree, and have not earned a bachelor’s or other higher degree. Funding is available for free tuition for one class, up to 5 credits. Students do, however, pay the fees (i.e., technology fee, student association fee, application fee, student life fee, parking fee, and special course fees). For more information, contact the Admissions Office, West Campus, 651.773.1700.

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

GPS LifePlan (Goals+ Plans= Success)

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

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

Health Service

The 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 the College Health Service 651.779.3954.

Student Accident or Illness Insurance

A group health insurance is available for students to purchase. To qualify, students must be enrolled in six or more credits in the Minnesota State Colleges and Universities System. Application forms and information are available from the Counseling Center, west campus, and the College Health Service, East Campus.

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

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

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

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

For more information, call the College Health Service 651.779.3954.

Records & Registration Office

The Records Office, located in room 2220 West Campus, provides services pertaining to student schedules, veteran certifications, registration, grade changes, withdrawals, residency, change of programs, address and name changes, graduation confirmation, evaluation of academic progress, and academic transcript requests. For enrollment verification/certification use the myCentury Student Portal. Please see website for information and Records forms.

Transcript Service: Transcripts are sent at the written request of the student through the myCentury Student Portal or online at getmytranscript.com, with designated fee. Transcripts will NOT be faxed. There is an additional $5.00 charge for rush transcripts. Note: NE Metro transcripts cannot be done as a rush. Refer to the Records and Registration webpage at century.edu/registration/transcriptreq.html. The college follows the Student Privacy Act. See the Student Handbook section in this catalog for student privacy information.

Voters Registration Forms are available at the Records Office. For complete information regarding voting and downloadable forms go to: sos.state.mn.us/home/index.asp?page=204. Note: All students are responsible for keeping address and phone number information current with the Records Office.

Services for Students with Disabilities

Access Center

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

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

The office is located in room 2440, West Campus, Contact Ed Sapinski, Director and ADA Coordinator, 651.779.3354 or Christine Simonson, Disability Services Advisor, 651.779.3477 or 651.773.1715 TTY. Fax is 651.779.5831.
TRiO Programs

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

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

Student Support Services

The Student Support Services program serves 200 students who intend to transfer into a bachelor degree program. The program seeks to enhance academic skills among its participants and increase their retention and graduation rates through tutoring, academic support, and personal enrichment activities. Students must meet eligibility for one of the following: family income, parent education, and/or documented disability. For more information, call 651.779.3226.

Upward Bound

Upward Bound seeks to develop the skills and motivation necessary for its participants to successfully complete high school and prepare for a college education. Century College’s Upward Bound program serves 65 students at St. Paul’s Como Park, Harding and Johnson High Schools. Students receive a variety of services that include: after-school tutoring, academic advising, ACT prep, college admission assistance, Saturday sessions, and a six-week academic 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 (West)

The Academic Support Center is located on west campus in room 2461 and houses the Peer Tutoring, Tutors Linked to Classes, and the Student Support Services offices. For more information about these programs see Student Support Services under TRiO Programs and Peer Tutoring Program under Resource Centers.

East Student Support Center

Located on East Campus, room 2542, the center provides academic support. Other services include study groups, professional and peer tutoring, counseling services one day per week, and GPS LifePlan 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.

English for Speakers of Other Languages (ESOL) Center

The ESOL Center assists bilingual and multilingual students in adjusting to college academic and social life. We offer ESOL tutoring, study groups, contact with English speaking volunteers, and a place to meet other students. The college lab assistant and faculty are available to assist students in many ways.

No appointment is needed. The ESOL Center also connects students to appropriate resources in the college at large, such as the Intercultural Club, financial aid, and multicultural activities. The ESOL Center is located on the East Campus in room 1552. For more information, call 651.747.4039.

Information Technology Division

The Information Technology Division has two computer labs (room 3165, West Campus, and room 1710, East Campus) which provide computer access to all registered Century students. The centers are equipped to support courses with IBM-compatible computers. Staff provides assistance in the use of the computer equipment. Student e-mail service is also available to all registered students.

Language Laboratory

Located in room 1130 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

Located in room 1836 East Campus, the Library provides 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, century.edu/library/.

Handouts with further information on library resources are available in the library. 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.
3 Student Services & Resource Information

Multicultural Student Center
The Multicultural Student Center, located in room 1220 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.

Peer Tutoring Program
The Century College Peer Tutoring Program located in the West Academic Support Center in room W2461 and in the East Student Support Center in room E2542, provides one-on-one tutoring assistance free to everyone currently enrolled in classes at Century College. Tutors are available in a variety of courses. Appointments are encouraged, but not required.

The Tutors Linked to Classes Program is also located in the Peer Tutoring Offices with liberal arts courses coordinated out of the West Academic Support Center and Science and Technical programs coordinated out of the East Student Support Center.

For more information please call 651.779.3258 on the West Campus and on the East Campus call 651.779.3293.

Reading Center
All enrolled students are welcome to seek assistance from the Reading 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 student success 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.

Veterans Resource Center
Located in room 1217, West Campus, the Veterans Resource Center is a place where veterans can study, socialize and network. A newly formed student club for veterans will hold its meetings there. Century currently has over 240 student veterans. For more information call 651.779.3218.

Writing Center
The Century College Writing Center located in room 3280 west campus 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
Metro Transit buses stop at both the east and west campuses and provide connecting service to Maplewood Mall and downtown St. Paul. Schedules are available at The Connection, West Campus, and reception desk, second level, East Campus or by calling 612.373.3333 or visiting metrotransit.org. Discounted bus passes are also available for purchase at The Connection.

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 in room 1320 West Campus. Books may be purchased in the Bookstore or online at centurycollegebookstore.com. Some of the merchandise available includes new and used textbooks, backpacks, school and art supplies, imprinted clothing and trade books. You can also order textbooks online. The bookstore sponsors a “textbook buy back” during finals week of each semester and once at the end of summer sessions. For more information, call 651.779.3284 or centurycollegebookstore.com.

Business Office
The Business Office located in room 2340 west campus, processes payments and distribution of financial aid, grants, loans, and scholarships. Students may pay their tuition and fees online, via mail, or in person at the Business Office which is located on west campus.

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

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

The foundation encourages philanthropic support from community members. Donations help Century College provide scholarships, upgrade outdated equipment, expand
learning resources, ensure facilities meet the needs of students with disabilities, and support life enrichment programs to benefit the community.

Each year the Century Foundation awards more than $100,000 in scholarships to new and returning students. Awards are designed to encourage cultural diversity, service learning, academic achievement, and career development. For more information contact the Foundation Office, room 2511, East Campus, call 651.779.3356, or visit the website at 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 in college classes.

Emergency Calls
Century College does not have a message system for students. Students will be contacted for medical emergencies only. Contact the Vice President of Student Services office at 651.779.3929.

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

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

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

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

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

Online Services
Students may access many online services and programs that are offered at century.edu. With a student ID and a PIN, which are assigned upon admission to the college, students are able to:
- Sign up for orientation
- Search for open class sections
- Register for classes
- Print class schedule
- Adjust schedule (add, drop, withdraw)
- Check holds on records
- View or change address
- View grades
- View account and charges
- Pay tuition and fees
- Print unofficial transcript (academic record)
- Conduct a Degree Audit Report (DARS)

The college website includes notices and information available in the registration guide, college catalog and student handbook. In addition, the website offers links to other online services that make it easy for students to:
- File a FAFSA (Free Application for Federal Student Aid)
- Submit a Student Loan application
- Order books for classes

Veterans
Century College is approved by the Veterans Administration for the education of veterans, and is responsible for certifying training and transmitting necessary credentials and information to the Veterans Administration. Contact the Records Office at 651.779.3296 for more information. Also, see century.edu/currentstudents/veteransservices/default.aspx.
3  Student Services & Resource Information

Directory of Resources (by service)

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**Directory of Resources (by department)**

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Chapter 4

Academic Policies and Information

Academic Calendar

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

You can find information about registration days, final examination days, and nonclass days on the website or by contacting the Counseling Center, West Campus.

Academic calendars in the Minnesota State Colleges and Universities System (MnSCU) are subject to modification or interruption due to occurrences out of control of the college. In the event of any such occurrences, the College will attempt to accommodate its students. It will not, however, guarantee that courses of instruction or other college programs or events will be completed or rescheduled. Refunds will be made to eligible students only according to the policies adopted by MnSCU and Century College.

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

Academic Renewal
You may file an academic petition requesting academic forgiveness of previous Century College credits if:
1. Your return to Century College occurs after a five-year absence and
2. You are attending Century College when you petition.

Upon meeting these conditions, you will need to petition the Vice President of Academic Affairs for evaluation by taking the following steps:
1. Attaching a degree audit or unofficial transcript to your petition
2. Requesting that up to 45 quarter credits or 30 semester credits of F or NC grades earned at Century College be omitted from your GPA calculation and
3. Making a list of the courses you want to be forgiven.

If your petition is approved, the Records Office will adjust your record. All forgiven courses will remain on the academic record, but the symbol of [ ] will be placed around to the forgiven F or NC grades. This change will be reflected in the credits attempted and the cumulative GPA.

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

Adding Courses
Please see Chapter 2, Change of Registration Policies.

Articulation Agreements
1. To help you transfer more easily, Century College develops and maintains articulation agreements with all MnSCU institutions, the University of Minnesota, University of Wisconsin-River Falls, and other colleges and universities. For more details, please see the Transfer
4 Academic Policies and Information

Articulation Agreement list in Chapter 5 or contact the Counseling Center for specific agreements and more information. In addition, Century College offers you the Minnesota General Education Transfer Curriculum (MnTC), a collaborative effort among all two-and four-year public colleges and universities in Minnesota to help you transfer their work in general education. If you complete the Minnesota General Education Transfer Curriculum at Century College and then transfer to any other Minnesota public baccalaureate-degree-granting university, you will have fulfilled all lower division general education requirements. (See also Chapter 5, regarding MnTC, AA, AFA and AS degrees, and Transfer. and www.mntransfer.org, the Minnesota Transfer website.)

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

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

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

Transfer credit will be awarded when your enrollment at Century College is verified and when you have the criteria above. You will also need to remain in courses at Century College past the tenth day of Fall or Spring semester (summer session would not apply). A Century College transcript will be developed for you only if you enroll at Century College.

If you would like more information about receiving college credit for Tech Prep courses, please contact Century’s Director of Transfer Student Services, 651-779-3924, or the Northeast Metro Career and Technical Center Supervisor of Outreach, 651-415-5610, or refer to the websites: http://www.nemetro.k12.mn.us/career/techcenter.html or www.techprepmn.com.

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

**Attendances and Absences**

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

**Auditing**

Registration for a course without credit (AU grade) carries the same tuition and fees as courses taken for credit. You must consult with the course instructor concerning audit requirements and submit a special form with the instructor’s signature to the Records Office during the first five days of the semester or the first three days of summer school. Once you have registered, you cannot earn a letter grade. A course you have previously audited may be re-taken later for credit and a letter grade.

**Adult Learners**

Century College offers opportunities for adult learners to reach personal and professional goals through credit and non-credit courses, certificates, diplomas, and programs. These courses are offered to you through evening, online, Saturday, and Fast-Track (accelerated) options, in addition to the expansive day course schedule. Multiple options provide you with flexibility that fits into your busy life. For adults interested in designing their own degree, we anticipate approval of new Individualized Studies awards. If you are an adult learner, help is available through the Admissions Office, Counseling Center, and Career Center.

**Change of Address or Name**

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

**Classification of Students**

Full-Time: You are registered for 12 credits or more
Part-Time: You are registered for 11 credits or fewer
First Year: You have earned less than 30 semester credits
Second Year: You have earned 30 or more semester credits

**Credit for Prior Learning**

Students with a variety of work and life experiences may receive college credit. You have the opportunity to demonstrate college-level knowledge and skills gained outside a formal classroom from experience such as:

- Work
- Volunteer and community activities
- Travel
- Parenting
- Independent study
- Non-credit college courses
- Seminars/workshops/training
- Military service
- Hobbies

College credit for prior learning is awarded and recorded on your Century College transcript as equivalent to a particular college...
course, a Minnesota Transfer Curriculum goal area, or as elective credits. These credits can accelerate your progress toward completing your degree or program of study.

Various methods are used to evaluate and award college credit for prior learning. The final determination and award of credit is completed by Century College. Methods to assess credit for prior learning include: national standardized testing, credit by exam, evaluation of non-college programs, and individual portfolio assessments.

NATIONAL STANDARDIZED EXAMS
A complete list of standardized exams and how they may transfer to Century is available through www.uselectmn.org. You must have your official exam score report sent directly from the issuing examination program to Century’s Transfer Student Services Office.

ADVANCED PLACEMENT (AP)
The AP program is administered by the College Entrance Examination Board through which high school students complete designated college-level courses in high schools and earn college credit by demonstrating a specified level of performance on AP exams. An AP exam score of 3 or higher will be considered for transfer.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
The CLEP is administered by the College Entrance Examination Board through which students of any age have the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college disciplines. Students must have their official CLEP score report sent directly to Century’s Records Office. Century College will award credit for a CLEP test score of 50 or higher with the exception of Level 2 foreign language examinations for which a minimum score of 63 for German language, 62 for French language, and 66 for Spanish language is required.

INTERNATIONAL BACCALAUREATE (IB)
The International Baccalaureate Organization (IBO) Diploma Program (DP) is a course of study for students aged 16 to 19 that leads to examinations in various subjects. Students who participate in the full Diploma Program are required to study and take examinations in 6 different academic subjects. Exams with a score of 30 or higher, and higher-level exams with a score of 4 or higher will be considered for transfer.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES/DSST)
DANTES and DSST program sponsors a wide range of examination programs to assist military personnel in meeting their educational goals. DANTES and DSST exam scores that meet American Council on Education (ACE) minimum score recommendations are considered for transfer.

CREDIT BY EXAM
Credit by exam is administered by Century College faculty. Students who have acquired knowledge and skills comparable to those obtained by completing a course may take an examination in some courses and, if passed, receive college credit for that Century course. Courses completed by examination have a notation on the century transcript with a grade of P (pass). Students will be charged a per-credit fee for credit examinations.

EVALUATION OF NONCOLLEGE PROGRAMS
• Military
Military education and experience will be considered for college credit according to the Guide to the Evaluation of Educational Experiences in the Armed Services by ACE. Veterans who receive financial assistance should check for rules that do not permit payment for courses that are taken more than once and refer to Century’s Veterans Benefits Information. You must have your official military transcript sent directly from ACE or SMART or AARTS to Century’s Transfer Student Services Office. 
• Certified Professional Secretary (CPS)
Students who successfully completed the CPS exam in the past 7 years and have earned 10 Century College credits will receive a maximum of 16 elective credits.

INDIVIDUAL PORTFOLIO ASSESSMENTS
Portfolios are developed through a process outlined in a series of workshops and an online course. The workshops will help you reflect on the knowledge and skills you have acquired and develop your portfolio to demonstrate the college-level learning you gained through written essays, documentation, performance, and discussion, and other pieces of evidence. A committee evaluates the portfolio and determines the equivalent courses and credits to award you for your prior learning. Students will be charged a per-credit fee for faculty assessment of the portfolio. Portfolios are evaluated by a team of college faculty.

Successful students will receive a grade of P (pass) or No Credit which will be reflected on your Century transcript and will not be included in the calculation of GPA. Century College adheres to MnSCU policies and procedures on credit for prior learning and the Council for Adult and Experiential Education (CAEL) national standards for awarding college credit for previous learning outside the classroom.

For complete and current information on the process for assessment of prior learning, please see the Century website.

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

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

If you wish to take more than 18 credits during a semester you must receive permission from a counselor, room 2410 West Campus or the Registrar, West Campus.

Credit Transfer Guarantee
If you plan to transfer after completing your coursework in liberal arts and sciences, Century College will guarantee that your credits taken and listed on a dated Century College guide sheet will transfer. You 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.
4 Academic Policies and Information

Deans’ List
If you are a full-time student (you have taken 12 or more college-level credits during the semester), you will be recognized as having achieved the Deans’ List if you have no grades of F or I and have attained a semester grade point average of at least 3.75. Note that college-level courses are those numbered 1000 or above.

Diplomas
See Transcripts and Diplomas in this chapter.

Dropping Courses
See Chapter 2, Change of Registration Policies.

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

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

Grading System
Century College uses the following grading system to report academic achievement and to compute your grade point average:

- **A** - superior achievement, 4 grade points per credit
- **HA** - denotes an honors course or a course taken under the honors option for which you receive a grade of A
- **B** - above average achievement, 3 grade points per credit
- **HB** - denotes an honors course or a course taken under the honors option for which you receive a grade of B
- **C** - average achievement, 2 grade points per credit
- **D** - below average achievement, 1 grade point per credit
- **F** - inadequate achievement, 0 grade points (no credit earned)
- **FN** - inadequate achievement, 0 grad points (no credit earned) denotes failure for nonattendance
- **FW** - inadequate achievement, 0 grad points (no credit earned) denotes failure with partial attendance
- **I** - denotes that, upon your request, the instructor consented to an extension of time for course completion. The student and the instructor must enter a formal written agreement stating when the remaining requirements will be completed. I grades automatically become F grades at the end of the next semester (not including summer sessions) if requirements have not been satisfactorily completed.
- **P** - denotes successful demonstration of competence. Credits earned under the pass/fail system will not be included in computing the GPA. A grade of P represents work equivalent to or above 2.0 level. Century courses assigned a P grade are limited to certain PE courses, ICBE 1000, and certain clinical or practicum courses. See instructor for more information. You should be aware that some institutions may not accept the P grade in transfer.
- **W** - denotes that you formally withdrew from the course after the first seven days and not later than three weeks prior to the end of the semester. Ws do not influence Grade Point Average (GPA). The College may assign a W under special circumstances. (See also Chapter 2, Change of Registration. Withdrawals affect your academic status. See Standards of Academic Progress Policy.)
- **AU** - denotes that you audited the course. No credit is awarded for audited courses.
- **Z** - denotes a course in progress.
- **GPA** - (Grade Point Average) total grade points you achieved in a given time period divided by total credits of courses for which grades of A, B, C, D and F were received.

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

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

ASSOCIATE DEGREE GRADUATION REQUIREMENTS
Century College offers four degrees: Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in Applied Science. To earn any of these four degrees, you must meet the following requirements:

1. You must earn at least 60 college-level credits (numbered 1000 or above)
2. Of the credits applied toward your Associate Degree, at least 20 must be earned at Century College. The requirement will be reduced to 12 college-level credits for students transferring at least 8 college-level credits from another MnSCU institution and/or the University of Minnesota. (see also Degree Residency Requirement)
3. You must earn a grade of C or better in ENGL 1021
4. You must have a Century college-level GPA of 2.0; cumulative college-level GPA of 2.0; required career and occupational courses GPA of 2.0; MnTC GPA of 2.0
5. You must have a distribution of credits in general education/MnTC (Minnesota General Education Transfer Curriculum) courses; each of the four degrees differs in the required distribution of general education credits (refer to Chapters 5 & 6 for details)
6. There may also be specific course grade requirements in your program. Please see...
DIPLOMA/CERTIFICATE GRADUATION REQUIREMENTS
You can earn diplomas and certificates from Century College. Course and credit requirements for diploma and certificates vary depending on the program. For specific requirements for all programs, see Chapters 5 & 6.
1. Diplomas: At least 31 earned college-level credits; a minimum of at least one third of the credits must be earned at Century College.
2. Certificates: up to 30 earned college-level credits; you must earn one third of the credits at Century College.
3. You must have a Century college-level GPA of 2.0; cumulative college-level GPA of 2.0; required career and occupational courses GPA of 2.0 and MnTC GPA of 2.0.
4. You must earn a grade of C or higher in ENGL 1021 if this is the Goal 1 course you selected (exception: 16 credits or less).
5. There may also be specific course grade requirements in your program. Please see Chapter 6, the Counseling Center, or your program advisor.

MINNESOTA GENERAL EDUCATION TRANSFER CURRICULUM NOTATION
The Minnesota General Education Transfer Curriculum (MnTC) is a total of 40 credits fulfilling ten goals. (Please see Chapters 5 & 6 for specific requirement information). If you complete the MnTC at one of the Minnesota public higher education institutions and then transfer to any other Minnesota public baccalaureate-degree-granting college or university, you will have fulfilled all lower division general education requirements. The MnTC is the core of the Associate in Arts (AA) degree. When you have completed the MnTC or the AA with the MnTC core and have submitted an application for MnTC notation or AA degree graduation, you will receive a MnTC notation on your academic transcript.

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

Awarding Associate Degrees and Diplomas
Degrees, diplomas, and certificates will be awarded at the end of each semester but a formal commencement ceremony will be held only at the end of the spring semester. If you receive degrees, diplomas, or certificates at the end of other semesters, you will be invited to participate in the ceremony.

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

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

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

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

Degree Residency Requirement
To receive a degree from Century College, you must earn 20 degree semester credits through enrollment in Century College courses.

The requirement will be reduced to 12 college-level credits for students transferring at least 8 college-level credits from another MnSCU institution and/or the University of Minnesota. At least one third of the credits for the diploma or certificate must be earned at Century. To receive a MnTC notation on the Century College transcript, you must have attended one semester at Century College.

Honors at Graduation
Associate degrees and diplomas will be awarded with distinction if you graduate with a Century College cumulative grade point average of 3.50 to 3.74 in college-level courses. Associate degrees and diplomas will be awarded with high distinction if you graduate with a Century College cumulative grade point average of 3.75 or greater in college-level courses.
4 Academic Policies and Information

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

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

Early Warning Procedure
A warning notice may be sent to you if you have not been attending class (including not ever showing up), have not been completing assignments, or are at risk for not successfully completing the course. At the request of the instructor, a letter can be sent to you at any time, but typically at midterm (approximately the eighth week). Upon receipt of a letter, you should immediately contact your instructor to discuss the feasibility of completing course requirements. You should consider visiting with a counselor to consider options. If you are in a technical/occupational program, you should also contact your program advisor. Also, you may withdraw from the course at the Records Office or online.

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

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

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

Restricting Course Waiver
A restriction is placed on courses that cannot be taken for credit based on completion of similar credits taken in high school or college. If you are taking a restricted course, you need an instructor’s signature to receive credit for the course. The “Restricted Course Waiver” form must be submitted to the Records Office during the first five days of the semester.

ROTC-Air Force
A cooperative program between Century College and the University of St. Thomas provides you with the opportunity to enroll concurrently in credit courses in Aerospace Studies at St. Thomas. Credit is transferable. Scholarships that pay up to full tuition are available to you, especially in engineering, mathematics, physics, and computer science. If you would like more information, please contact the Department of Aerospace Studies at the University of St. Thomas at (651) 962-6320 or 1-800-328-6819, ext. 6320.

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

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

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

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

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

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

Standards of Academic Progress
Century College wants you and every student to have a successful learning experience. We maintain an open door admissions policy, assess students admitted, and provide developmental course work and other programs of assistance to support student success. However, it is your responsibility to perform at an acceptable academic level to continue enrollment.

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

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

Academic Progress and Probation/Suspension Policy
Minimum standards of academic progress are defined and measured by Century College in the following ways:

A cumulative GPA of 2.0, and a cumulative completion rate of at least 67% of credits attempted.

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

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

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

Continued Probation Standards: If, during your probationary period, you earn a 2.0 term GPA and a term 67% completion rate but are unable to meet the cumulative standards, you will remain on continued probation until
a. You have met the GPA standards and completion rate standards,
b. You fall below standards for the term.
If you do not meet the continued probationary standards, you will be suspended.

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

For the First Suspension: You may not continue enrollment. If you are on suspension, you may be readmitted on probation after consulting with a counselor and submitting a signed Readmit Form to the Records Office.

For the Second and Subsequent Suspensions:
You may not continue enrollment. If you are on suspension, you may be readmitted on probation after consulting with a counselor and submitting a signed Readmit Form to the Records Office.

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4 Academic Policies and Information

Appeals: In order to petition for a waiver of serving either a first or second suspension and to seek re-admittance for the next academic term, you must complete an Academic Progress Plan and a Waiver of Academic Suspension Form with the help of a counselor. Academic Progress Plans are developed with students on suspension in Pre-scheduled group sessions. Students must register to attend the suspension and meet deadline requirements. Approval of the request to waive the suspension is decided by the Satisfactory Academic Progress Committee. Final approval of all appeals rests with the Dean of Students.

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

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

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

Academic Forgiveness (or Amnesty): Credits for which you have been granted academic forgiveness will not be used in the calculation of the standard for academic progress. This differs from Financial Aid policy for Satisfactory Academic Policy.

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

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

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

Technical Education Guarantee
If you graduate with a State Board approved Associate in Applied Science degree or diploma, but are judged by your employer as lacking technical job skills, you will be provided up to 12 semester credits of instruction free of charge. Certain standards apply to this guarantee. Please contact the Vice President of Student Services, West Campus, for more information or call (651) 779-3929.

Transcripts and Diplomas
Century College provides transcripts for a fee through National Student Clearinghouse at www.getting transcript.com., or through your myCentury student portal. Upon earning an award at Century College, the diploma is mailed to the student. For a replacement diploma, contact the Records office for fee information. The College will withhold issuance of transcripts and/or diplomas to you until all money due the College has been paid. The only exceptions to this policy are student loans scheduled to mature at a future date.

Transfer Agreements
Please see Chapter 4, Articulation Agreements.

Transfer of Credits from Other Institutions
Transcripts will be evaluated in time for New Student Orientation sessions for new students who have reserved an orientation session and whose transcripts were submitted by the Priority Deadlines of March 15 (for Summer) and June 15 (for Fall Semester) and October 15 (for Spring Semester). If you are enrolled in courses during the current semester, you will receive a full evaluation for registration for the next semester. Transcripts that arrive after the deadlines will be evaluated after registration during that semester. If you are not enrolled in courses during the current semester you will not receive a full evaluation until you register. Transcripts will be retained on file for one year.

All passing credits (A, B, C, D, P) earned at a regionally accredited institution will be accepted towards a Century College program.

Transfer Credits to Other Institutions
If you wish to earn a four-year degree, you should check the lower division requirements of your chosen transfer college. Since requirements and acceptance of Century College credits differs from one college to another, you should obtain a copy of the transfer college catalog or bulletin early in your first year, use the applicable Century College transfer guide sheets, discuss transfer plans with advisors from the transfer college, and work with a Century College counselor. Also, you can look up how credits transfer by using the uSelect Course Transfer System website at www.uselectmn.org. You can also refer to Chapter 5, which contains information regarding Minnesota General Education Transfer Curriculum and Transferring to another college. Additional information, is located in the Transfer Guide at the back of this catalog or go to www.mntransfer.org, the Minnesota Transfer Website.

Withdrawing from Courses
See Chapter 2, Change of Registration Policies.
Chapter 5

Educational Programs

Career Exploration and Planning

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

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

You are encouraged to use Minnesota Career Information System (MCIS) and Internet System for Education and Employment Knowledge (ISEEK) website: www.iseek.org. These easy-to-use computerized systems will help you gather occupational information on job descriptions, aptitudes, working conditions, earnings, employment outlook, training and education required, and much more. Century also offers Career Studies courses, such as Career and Life Planning (CRRS 1010), to assist you.

Educational Program Comparison

Century College offers six types of academic programs to help you achieve a wide variety of educational and career goals. These programs are as follows:

- Associate in Arts Degree
- Associate in Fine Arts Degree
- Associate in Science Degree
- Associate in Applied Science Degree
- Occupational Diploma
- Certificate

The degree programs (AA, AFA, 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, or academic focus, and requiring fewer credits.

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 you transfer your work in general education. When you complete the Minnesota General Education Transfer Curriculum at one of the participating colleges/universities and then transfer to any other Minnesota public baccalaureate degree-granting university, you will have fulfilled all lower-division general education requirements. Within the 40 credits required, there are ten goals. One course may fulfill a maximum of two goals; however, credits will only be counted once in total. If you fulfill the ten goal areas in fewer than 40 credits, you can select courses within any of the goals to achieve the 40-credit total. In addition to the 40 credit core, the AA requires you to complete 18 additional credits, which may be MnTC goal-fulfilling courses, pre-major
5 Educational Programs

requirements, or electives and 2 credits in Health/Physical Education. The AFA, AS and the AAS degrees and the diplomas and certificates at Century College also use MnTC courses to fulfill their general education requirements.

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

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

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

1. As an entire package: If you complete the transfer curriculum at one institution, it will be accepted as completion of the transfer curriculum at Century College.
2. As a goal area: completion of a goal area of the MnTC at one institution will be accepted as a goal completion at Century College.
3. As courses within goal areas: If you complete a course which is included as part of a goal area at the sending institution, it will be accepted for full credit within the same goal area at Century College. When a course you have taken meets requirements for two different goal areas at a sending institution, the course will be accepted in transfer at Century College for the same two goal areas.

If you would like more information, please refer to the Minnesota Transfer website at www.mntransfer.org.

Minnesota General Education Transfer Curriculum Goals and Competencies

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

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

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

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

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

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

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

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

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

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

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

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

MnTC Distribution Requirements:

Goal 1 - Communication:
Minimum of 10 credits including ENGL 1021, ENGL 1022 and at least one 3-credit Communication course from COMM 1021, 1031, 1041 or 1051.

Goal 2 - Critical Thinking:
Fulfilled when all MnTC goals are complete.

Goal 3 - Sciences:
Minimum of 7 credits. Two courses from two different disciplines, with at least one traditional lab course.

Goal 4 - Math/logical Reasoning:
Minimum of 3 credits. Courses must be numbered between MATH 1020 and 1082 or PHIL 1041.

Goal 5 - History/social and Behavioral Sciences:
Minimum of 9 credits. Three courses from three different disciplines.

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

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

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

MINNESOTA GENERAL EDUCATION TRANSFER COURSE LIST

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

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

GOAL ONE: COMMUNICATION

Communication
*1021-Fundamentals of Public Speaking (9)
*1031-Interpersonal Communication (7)
*1041-Small Group Communication (9)
*1051-Intercultural Communication (8)
*1053-Communication, Travel, and Tourism (8)
*2011-Interviewing (9)
*2033-Nonverbal Communication (7)
*2071-Communication and Gender (7)
*2081-Health Communication (7)

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

GOAL TWO: CRITICAL THINKING
Fulfilled when all MnTC goals are complete.

GOAL THREE: NATURAL SCIENCES
(+ with traditional lab) All Goal 3 courses contain a traditional lab or lab-like component.

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

Biology
1020-Biology Concepts+
1021-Biology of Women
1023-Introduction to Forensic Biology+
1024-Human Biology
*1025-Field Biology (10)+
*1026-Plants and Society (10)+
*1027-Climate Change Biology (10)
*1028-Ecology+ (10)
1029-Microbes and Society: An Introduction to Microbiology+
1041-Principles of Biology I+
1042-Principles of Biology II+
2031-Human Anatomy & Physiology I+
2032-Human Anatomy & Physiology II+
2035-Microbiology+

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

Earth Science
*1020-Earth Science+ (10)
*1025-Interdisciplinary Physical and Environmental Science (10)
*1030-Physical Geology+ (10)
*1040-Energy Concepts (10)
*1045-Energy Concepts Lab+ (10)
*1050-Introduction to Meteorology (10)
*1055-Meteorology Lab+ (10)
*1060-Introduction to Oceanography (10)
*1080-Natural Disasters (10)

Geography
*1021-Physical Geography (10)
*1060-Investigating the Environmental Sciences Using GIS (Geographical Information Systems (10)

Physics
1020-Physics Concepts+
1041-General Physics I+
1042-General Physics II+
1070-Descriptive Astronomy
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1075-Descriptive Astronomy Lab+
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
*1023-Introduction to Cultural Anthropology (8)
*1025-Introduction to Archaeology (7)
*2031-Sex and Gender (8)
*2061-Anthropology of Human Nature (10)
Communication
*1061-Introduction to Mass Communication (9)
*2051-Minnesota's New Immigrants: Communication, Culture and Conflict (7)
Economics
1021-Macroeconomics
1023-Microeconomics
Geography
*1023-Human Geography (8)
*1031-World Regional Geography (8)
*1041-Minnesota Geography (7)
Global Studies
*2010-Introduction to Global Studies (8)
History
*1021-Western Civilization: from Antiquity to the 18th Century (8)
*1022-Western Civilization: from the 18th Century to the Present (8)
*1031-United States to 1877 (7)
*1032-United States Since 1877 (7)
*1035-Minnesota History (9)
*1051-East Asia Since 1600 (8)
*1061-World History 1400 to Present (8)
*2041-Myths in American History (9)
*2043-The United States Since 1945 (9)
*2045-The American West: An Environmental History (10)
*2051-20th Century Global Conflicts and Crises (9)

*2053-Southeast Asia and the Vietnam War (8)
*2063-Women, Health and Medicine (7)
*2065-Women in America to 1890 (7)
*2066-Women in America Since 1890 (7)
Linguistics
*1030-Introduction to English Language Analysis (7)
2030-Introduction to Socio-Linguistics
Political Science
*1020-Introduction to Political Science (9)
*1023-International Relations (8)
*1031-American Government (9)
*1033-State and Local Government (9)
*1035-Constitutional Law (9)
Psychology
1020-General Psychology
1030-Psychology of Adjustment
*2021-Abnormal Psychology (7)
*2043-Child Development (9)
*2044-Adolescent Development (9)
*2045-Adulthood, Aging and Death (9)
Sociology
*1020-Introduction to Sociology (7)
*1033-Sociology of Families in Crisis (7)
*1041-Sociology of Social Problems (9)
*1080-Introduction to the Criminal Justice System (9)
*2031-Sociology of the Family (7)
*2043-Sociology of Race and Ethnicity (7)
*2053-Sociology of Disability (7)
*2061-Sociology of Gender and Work (7)
*2071-Social Psychology (7)
*2087-Criminology and Criminal Behavior (8)

Women and Gender Studies
*1061-Foundations of Women and Gender Studies (9)
*1071-Introduction to GLBT Studies (7)
*2061-Women in Global Perspective (8)

GOAL SIX: HUMANITIES AND FINE ARTS
Art
*1020-Art Appreciation (8)
*1021-Art History of the Western World I (8)
*1022-Art History of the Western World II (8)
*1023-American Art (7)
1024-2D Design
1025-3D Design
1031-Photography I
1041-Drawing I
1051-Painting I
1055-Watercolor
1071-Ceramics I
2031-Photography II

English (Literature)
2011-American Literature: Colonial to Civil War
*2012-American Literature: Civil War to Present (7)
*2013-African American Literature (7)
2014-Minnesota Writers
*2015-American Indian Literature (7)
*2018-Introduction to Folklore (7)
*2031-British Literature: Medieval to Romantic (8)
*2032-British Literature: Romantic to Present (8)
*2035-Shakespeare (8)
2043-Literature and Film
GOALS 7, 8, 9, 10- THEME GOALS:
Credits in each of Goals 7-10 may be fulfilled with courses listed under Goals 1-6 above (denoted with an asterisk) OR by completing additional coursework from the following lists. (One course may fulfill a maximum of two goals, but the credits are only counted once.)

GOAL SEVEN: HUMAN DIVERSITY
Anthropology
1025-Introduction to Archaeology (5)
Art
1023-American Art (6)
Communication
1031-Interpersonal Communication (1)
1033-Nonverbal Communication (1)
2051-Minnesota's New Immigrants: Communication, Culture and Conflict (5)
2071-Communication and Gender (1)
2081-Health Communication (1)

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

History
1031-United States to 1877 (5)
1032-United States Since 1877 (5)
2063-Women, Health, and Medicine (5)
2065 Women in America to 1890 (5)
2066 Women in America Since 1890 (5)

Humanities
1045-American Film (6)
1051-African American Cultural Perspectives (7)
2061-Women in the Arts (7)

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

Philosophy
1021-Introduction to Western Philosophy
1025-Introduction to Eastern Philosophy (8)
1031-Ethics (9)
1035-Biomedical Ethics (9)
1051-World Religions (8)

Theater
1020-Introduction to Theater (8)
1031-Beginning Acting
1033-Acting for the Camera
1041-Theatre Production and Design
1081-World of Drama (7)

GOAL EIGHT: GLOBAL PERSPECTIVE
Anthropology
1023-Introduction to Cultural Anthropology (5)
2031-Sex and Gender (5)
Art
1020-Art Appreciation (6)
1021-Art History of the Western World I (6)
1022-Art History of the Western World II (6)

Chinese
1011-Beginning Chinese I
1012-Beginning Chinese II
2021-Intermediate Chinese I
2022-Intermediate Chinese II

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

English
2031-British Literature: Medieval to Romantic (6)
2032-British Literature: Romantic to Present (6)
2035-Shakespeare (6)
2051-Modern World Literature (6)
2052-Contemporary World Literature (6)
2055-Mythology (6)
2057-An Introduction to African Literature (6)
2058-Middle Eastern Literature (6)
2061-Women in Literature-British and Colonial (6)
2063-Women in Literature-World Voices (6)
2083-Latin American Literature (6)

Geography
1041-Minnesota Geography (5)
1043-Intermediate Film (8)
1045-American Film (6)

Global Studies
2010-Introduction to Global Studies (5)

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

Humanities
1021-Introduction to the Humanities: Europe and the United States (6)
1025-Introduction to the Humanities: A World View (6)
1030-Culture and Civilization of Spanish Speaking Peoples (6)
1040-Culture and Civilization of Chinese Speaking Peoples (6)
1041-The Art of Film (6)
1043-Intermediate Film (6)

Music
1045-Popular Music in American Society (6)

Psychology
2021-Abnormal Psychology (5)

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

Theater
1081-World of Drama (6)

Women and Gender Studies
1071-Introduction to GLBT Studies (5)
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Music
2051-World Music (6)

Philosophy
1025-Introduction to Eastern Philosophy (6)
1051-World Religions (6)

Political Science
1023- International Relations (5)

Sociology
2087-Criminology and Criminal Behavior (5)

Spanish
1011-Beginning Spanish I
1012-Beginning Spanish II
2021-Intermediate Spanish I
2022-Intermediate Spanish II

Theater
1020-Introduction to Theater (6)

Women and Gender Studies
2061-Women in Global Perspective (5)

GOAL NINE: ETHICAL AND CIVIC RESPONSIBILITY

Communication
1021-Fundamentals of Public Speaking (1)
1041-Small Group Communication (1)
1061-Introduction to Mass Communication (5)
2011-Interviewing (1)

English
2025-Creative Writing: Nonfiction
2062-Women in Literature-American (6)

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

Philosophy
1031-Ethics (6)
1035-Biomedical Ethics (6)

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

Psychology
2043-Child Development (5)
2044-Adolescent Development (5)
2045-Adulthood, Aging and Death (5)

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

Women and Gender Studies
1061-Foundations of Women and Gender Studies (5)

GOAL TEN: PEOPLE AND THE ENVIRONMENT

Anthropology
1022-Introduction to Physical Anthropology: Human Origins (3)
2061-Anthropology of Human Nature (5)

Biology
1025-Field Biology (3)
1026-Plants and Society (3)
1027-Climate Change Biology (3)
1028-Ecology (3)

Earth Science
1020-Earth Science (3)
1025-Interdisciplinary Physical and Environmental Science (3)
1030-Physical Geology (3)
1040-Energy Concepts (3)
1045-Energy Concepts Lab (3)
1050-Introduction to Meteorology (3)
1055-Introduction to Meteorology Lab (3)
1060-Introduction to Oceanography (3)
1080-Natural Disasters (3)

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

Geography
1021-Physical Geography (3)
1060-Investigating the Environmental Sciences Using GIS (Geographical Information Systems (3)

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

* course also fulfills a theme goal
+ traditional lab science course

Preparation for a Bachelor's Degree

An Associate in Arts degree allows you to complete both general education requirements and pre-major requirements for a wide range of majors and programs at four-year colleges and universities. You should consult with a Century counselor so that you can be sure courses taken at Century fulfill the requirements of a particular field of study, and contact the transfer institution. Listed below are examples of the bachelor's degree or pre-professional programs you may begin at Century:

Accounting
History
Agriculture
Horticulture
American Studies
Human Ecology
Anthropology
Human Service
Architecture
Information Technology
Art
Industrial Relations
Art Education
Journalism
Art History
Law*
Astronomy
Library Science
Biology
Linguistics
Biography
Marketing
Business
Mathematics
Administration
Medicine*
Child Psychology
Mortuary Science
Chinese
Music
Communication
Studies**
Chinese
Music Education
Communication
Studies
Chinese
Nursing
Dental Hygiene
Occupational
Chiropractic*
Therapy*
Child Psychology
Philosophy
Chinese
Psychology
Communication
Chinese
Recreation
Degree, Elementary
Studies

GOAL TEN: PEOPLE AND THE ENVIRONMENT

Anthropology
1022-Introduction to Physical Anthropology: Human Origins (3)
2061-Anthropology of Human Nature (5)

Biology
1025-Field Biology (3)
1026-Plants and Society (3)
1027-Climate Change Biology (3)
1028-Ecology (3)

Earth Science
1020-Earth Science (3)
1025-Interdisciplinary Physical and Environmental Science (3)
1030-Physical Geology (3)
1040-Energy Concepts (3)
1045-Energy Concepts Lab (3)
1050-Introduction to Meteorology (3)
1055-Introduction to Meteorology Lab (3)
1060-Introduction to Oceanography (3)
1080-Natural Disasters (3)

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

Geography
1021-Physical Geography (3)
1060-Investigating the Environmental Sciences Using GIS (Geographical Information Systems (3)

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

* Preprofessional programs
** Century Certificate available; see program listing

Transferring to Another College

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

If you are thinking about transferring, please follow these steps:
1. Discuss your plans with a Century counselor.
2. Call or visit your intended transfer college and its website. Obtain the following materials and information:
- college catalog
- transfer brochure
- information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores, etc.). Please remember that some majors have limited enrollments or their own special requirements such as a higher grade point average.
- information on financial aid (how to apply and the 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. When you meet, be sure to ask about course transfer and admission criteria.

4. Refer to the Transfer Guide located at the back of the catalog, the Minnesota Transfer website www.mntransfer.org, and the uSelect Course Transfer System website www.uselectctrn.org

In addition, each fall, Century College Counseling Center hosts “Transfer Information Days” for students which can help you in your planning process. See the Century website or Student Newsletter for dates and more information.

Transfer Articulation Agreements
Articulation agreements facilitate your credit transfer and provide you with a smooth transition from one related degree program to another. Century College has formed articulation agreements with a number of public and private institutions of higher learning in Minnesota, North Dakota and Wisconsin to help you with your transfer goals. Go to http://www.mntransfer.org/students/plan/s_agreements.php to search by program or institution. Please see a counselor if you would like to see specific agreement benefits and requirements or if you need in further help or information.

New articulation agreements are pursued on an on-going basis. There may be additional agreements reached after the printing of this catalog. Consult a counselor or go to the Minnesota State Colleges and Universities website, http://www.mntransfer.org/students/plan/s_agreements.php, to learn if additional agreements have been reached in your area of interest.

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

Applying for Transfer Admission
1. Completing an Application for Admission is always the first step in transferring. Fill out the application early to beat the deadline. Send the application fee.
2. Request that official transcripts be sent from every institution you have attended. You may be required to provide a high school transcript or GED test scores as well. Failure to send a transcript from a school you have attended can result in serious consequences such as dismissal.
3. Confirm that you have supplied the college or university with all the necessary documentation. Most colleges make no decisions until all required documents are in your file.
4. After the college notifies you that you have been accepted for admission, request that your submitted transcript’s credits be evaluated for transferable credits. Ask that a written evaluation be provided for you.

5. If you have questions about your evaluation, speak with a Counselor or the DARS Transfer Office. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why the decisions were made. If you are not satisfied, you can appeal. See “Your Rights as a Transfer Student” below.

Your Rights as a Transfer Student
As a transfer student, you have the right to the following:
1. A clear, understandable statement of an institution’s transfer policy.
2. A fair credit review and an explanation of why credits were or were not accepted.
3. A copy of the formal appeals process. Common appeal steps are as follows:
   a) You fill out an appeal form.
   b) Department or committee will review.
   c) You will receive, in writing, the outcome of the appeal.
   d) You can petition the decision.
4. At your request, a review of your eligibility for financial aid or scholarships. If you would like help with your transfer questions or problems, please see a Century College counselor.

Associate in Arts Degree

Overview
The Associate in Arts degree (AA) is intended primarily for students who plan to transfer to another college to complete a bachelor’s degree. It can be considered the first two years of a four-year degree program. The AA degree is a general liberal arts degree, and no specific major is listed in conjunction with the degree. However, you may choose to concentrate in a particular field of study as preparation for a planned major at a four-year college or university. You must take at least 40 of the 60 credits within the Minnesota General Education Transfer Curriculum (MnTC) outlined in the preceding section. If you plan to transfer to a four-year college or university, you should work with one of Century’s counselors prior to, and during, enrollment at Century College to...
5 Educational Programs

help you plan an appropriate program (both general education and major requirements). An agreement with the Minnesota State Colleges and Universities (MnSCU) provides that Century College’s Associate in Arts Degree or MnTC will satisfy all of the lower-division general education requirements of any of the state universities.

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

Century also has agreements with private and out-of-state colleges/universities (e.g., Augsburg College, College of St. Scholastica, Concordia University-St. Paul, University of Wisconsin-River Falls, University of Wisconsin-Stout, North Dakota State University and University of North Dakota) to allow easy transfer of the AA degree.

General Requirements for AA degree
1. At least 60 earned college-level credits (numbered 1000 or above). Of the credits applied toward the Associate in Arts Degree, you must earn at least 20 credits at Century College.
2. A grade of C or better in ENGL 1021.
3. Century college-level GPA of 2.0 and MnTC GPA of 2.0.

Total credits required for an AA degree: 60
Minnesota General Education Transfer Curriculum: 40
Electives, additional MnTC, and/or pre-major: 18
Physical Education/Health Required: 2

MnTC Distribution Requirements for the AA Degree (or MnTC Notation):
Goal 1 - Communication:
Minimum of 10 credits including ENGL 1021, ENGL 1022, and at least one 3-credit Communication course from COMM 1021, 1031, 1041, or 1051.

Goal 2 - Critical Thinking:
Fulfilled when all MnTC goals are complete.

Goal 3 - Sciences:
Minimum of 7 credits. Two courses from two different disciplines, with at least one traditional lab course.

Goal 4 - Math/Logical Reasoning:
Minimum of 3 credits. Courses must be numbered between MATH 1020 and 1082 or PHIL 1041.

Goal 5 - History/Social and Behavioral Sciences:
Minimum of 9 credits. Three courses from three different disciplines.

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

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

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

NOTE: For goal course options, see MnTC course list on pages 33-35.

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

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

Associate in Fine Arts Degree
Overview
The Associate in Fine Arts degree (AFA) is primarily intended for those students who plan to transfer to another college to complete a bachelor’s degree. It can be considered the first two years of a four-year degree program. The AFA degree is a liberal arts degree with a concentration in a designated discipline in the fine arts.

AFA Degree Program
AFA in Music

Transfer note: Please see page 37 for articulation information and a Century counselor for specific transfer assistance.

General Requirements for the AFA degree:
1. At least 64 earned college-level credits (numbered 1000 or above). Of the credits applied toward the Associate in Fine Arts Degree, at least 20 must be earned at Century College.
2. A grade of C or better in ENGl 1021.
3. Century college-level GPA of 2.0; required fine arts core courses GPA of 2.0; MnTC GPA of 2.0.
4. For any specific course grade requirements in programs, see Chapter 6, the Counseling Center, or program advisor.

Total credits required for an AFA degree: 64
Minnesota General Education Transfer Curriculum: 30
Specific Fine Arts Discipline: 34

MnTC Distribution Requirements for the AFA degree:
Credit and course requirements are unique for each program. Refer to the curriculum requirements listed in Chapter 6, Programs of Study for specific requirements of the AFA degree program.

Associate in Science Degree

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

**AS Degree Programs**
- Business Administration
- Chemical Dependency
- Computer Information Systems
- Computer Science
- Criminal Justice
- Education
- Engineering
- Horticulture
- Human Services
- Law Enforcement
- Nursing

**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 37 and a Century counselor for specific information.

**General Requirements for the AS degree:**
5. At least 60 earned college-level credits (numbered 1000 or above). Of the credits applied toward the Associate in Science Degree, you must earn at least 20 credits at Century College.
6. A grade of C or better in ENGL 1021.
7. Century college-level GPA of 2.0; required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.
8. For any specific course grade requirements in programs, please see Chapter 6, the Counseling Center, or program advisor.

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

**Required MnTC Distribution:**
**Goal 1 - Communication:**
Minimum of 7 credits including ENGL 1021, Composition I and at least one 3-credit Communication course from COMM 1021, 1031, 1041 or 1051.
**Goal 2 - Critical Thinking:**
Fulfilled when all MnTC goals complete.

**Goal 3 and/or 4 - Sciences/Math/Logical Reasoning:**
Minimum of 6 credits; two courses from either Goal 3 and/or 4. Goal 4 courses must be numbered between MATH 1020 and 1082 or PHIL 1041.
**Goal 5 - History/Social and Behavioral Sciences:**
Minimum of 6 credits. Two courses from two different disciplines.
**Goal 6 - Humanities and Fine Arts:**
Minimum of 6 credits. Two courses from two different disciplines.
**Goal 7 - 10 - Theme Goals:**
3 credits in each of two Goals 7-10. NOTE: May be fulfilled by courses from Goals 1-6, since many of those courses also meet Goals 7-10, or can be fulfilled with additional courses listed separately under Goals 7-10

**Recommended**
Health/Physical Education: In recognition of the importance of health and wellness to a thriving society and personal well-being, it is recommended that you take courses that emphasize life-long health, fitness, and wellness.
Computer Literacy: Recognizing the importance of computer literacy in the world today, it is recommended that you develop computer skills appropriate for your major field by either selecting courses that are computer based or selecting a course(s) that will fulfill this need.

**Associate in Applied Science Degree**

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

**AAS Degree Programs**
- Accounting
- Auto Body Technology
- Business Management
- Computer Forensics
- Cosmetology
- Criminal Justice
- Dental Assistant
- Dental Hygiene
- Education
- Engineering CAD Technology
- Facility Systems Technology
- Heating, Ventilation and Air Conditioning Technology
- Horticulture
- Information and Telecommunications Technology
- Interior Design
- Investigative Sciences
- Law Enforcement
- Marketing: Marketing Communications Technology
- Marketing: Marketing Management
- Microcomputer Support Technology
- Office Technology: Administrative Assistant
- Office Technology: Medical Office
- Orthotic Technology
- Paramedic Technology
- Public Safety
- Prosthetic Technology
- Radiologic Technology
- Renewable Energy
- Translating and Interpreting
- Visual Communications Technologies

**Transfer note:** The AAS degree is not designed to transfer to an upper-division college. However, the Minnesota General Education Transfer Curriculum courses typically do transfer and some of the career-oriented courses taken at Century may also transfer to specific majors at selected colleges or universities. Also, some articulation agreements exist between programs and upper division colleges, please see page 39. If you would like more information about transferring credits to other colleges and universities, please consult with a Century counselor for assistance.

651.779.3300 43
General Requirements for the AAS degree:
1. At least 60 earned college-level credits (numbered 1000 or above). Of the credits applied toward the Associate in Applied Science Degree, you must earn at least 20 must be earned at Century College.
2. A grade of C or better in ENGL 1021.
3. Century college-level GPA of 2.0; required career and occupational courses GPA of 2.0; and MnTC GPA of 2.0.
4. For any specific course grade requirements in programs, please see Chapter 6, the Counseling Center, or program advisor.

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

Required MnTC Distribution:
Goal 1 - Communication:
Minimum of 7 credits including ENGL 1021, Composition I, and at least one 3-credit Communication course from COMM 1021, 1031, 1041 or 1051.
Goal 2 - Critical Thinking:
Fulfilled when all MnTC goals complete.
Goal 3 and/or 4 - Sciences/Math/Logical Reasoning:
Minimum of 3 credits; one course from either Goal 3 and/or 4. Goal 4 courses must be numbered between MATH 1020 and 1082 or PHIL 1041.
Goal 5 - History/Social and Behavioral Sciences:
Minimum of 3 credits.
Goal 6 - Humanities and Fine Arts:
Minimum of 3 credits.
Goal 7 - 10 - Theme Goals:
3 credits in one of the four Goals 7-10.
NOTE: May be fulfilled by courses from Goals 1-6, since many of those courses also meet Goals 7-10, or can be fulfilled with additional courses listed separately under Goals 7-10.

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

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

Certificates and Diplomas

Overview
Occupational diplomas and certificates are intended for those students who want to focus on learning specific occupational skills and use them for immediate employment or career advancement. Century offers certificates with up to 30 credits and occupational diplomas of at least 31 credits.

Diploma and Certificate Program Areas
Accounting
Auto Body Technology
Automotive Service Technology
Chemical Dependency
Communication Studies
Computed Tomography
Computer Forensics
Cosmetology
Cosmetology-Nail Care Technician
Criminal Justice
Dental Assistant
Dental Practice Management
Education
Emergency Medical Services
Engineering CAD Technology
Facility Systems Technology
Fire Services
Global Studies
Health Support Specialist
Heating, Ventilation, and Air Conditioning Technology
Horticulture
Human Services
Information & Telecommunications Technology
Interior Design/Home Furnishing
Kitchen and Bath Design
Marketing
Marketing: Specialty
Medical Assistant
Microcomputer Support Technology
Nursing Assistant
Office Technology: General
Office Technology: Medical
Orthotic Technology
Paramedic Technology
Prosthetic Technology
Public Safety
Renewable Energy
Sports Facilities Management
Translating and Interpreting
Visual Communications Technologies
Women and Gender Studies

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

General Requirements:
1. Diplomas: At least 31 earned college-level credits, Certificates: up to 30 earned college-level credits.
2. Century college-level GPA of 2.0; required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.
3. A grade of C or higher in ENGL 1021 IF this is the Goal 1 course selected. (Exception: 16 credit, or less, certificates)
4. For any specific course grade requirements in programs, see Chapter 6, the Counseling Center, or program advisor.

Distribution Requirements:
Certificate: up to 30 credits

Diploma: 31 credits and above
Career/Occupational: at least 31 credits

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

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

NOTE: For goal course options, see MnTC course list on pages 35-37.
Chapter 6

Programs of Study

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 33-35. 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 nonspecified, 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 college website for any changes or additions to the MnTC Course List.

Educational Programs of Study Index

- Accounting
- Associate in Arts Degree (see chapter 5)
- Auto Body Technology
- Automotive Service Technology
- Business Administration
- Management
- Chemical Dependency
- Communication
- Computer Science
- Computer Forensics
- Computer Information Systems
- Computer Science
- Information and Telecommunications Technology
- Microcomputer Support Technology
- Cosmetology
- Nail Care Technician
- Criminal Justice Investigative Sciences
- Dental Assistant
- Dental Hygiene
- Education
- Paraeducation
- Emergency Medical Services Paramedic Technology
- Engineering
- Engineering CAD Technology
- Facility Systems Technology
- Global Studies
- Heating, Ventilation, and Air Conditioning Technology
- Horticulture
- Human Services
- Interior Design
- Home Furnishing Sales
- Kitchen and Bath Design
- Law Enforcement Investigative Sciences
- Marketing
- Marketing Management
- Marketing Specialty
- Marketing Communications
- Medical Assistant
- MnTC (Minnesota General Education Transfer Curriculum) (see chapter 5)
- Music-Fine Arts
- Nursing
- Nursing Assistant
- Office Technology
- General
- Medical
- Orthotic Technology
- Prosthetic Technology
- Public Safety
- Radiologic Technology
- Renewable Energy
- Sports Facilities Management
- Translating and Interpreting
- Visual Communications Technologies
- Women and Gender Studies
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 and Century website for any mid-year changes or updates. Students are strongly encouraged to meet with a Century counselor and a program advisor to plan their course of study to assure that specific courses fulfill the requirements of their program.

Accounting

Program Options:
Accounting Clerk (9)
Accounting Technician Certificate (30)
Accountant Diploma (45)
Accounting AAS Degree (64)

Certificate
Accounting Clerk
Total Number of Credits: 9

Program Description: This program is intended for individuals who are seeking an entry-level accounting position. It is ideal for someone seeking an accounts receivable, accounts payable, payroll clerk, or accounting clerk position. It is also for those students wanting a base for starting on a longer accounting program.

Career/Occupational Requirements: 9 credits
ACCT 1010 Introduction to Accounting
ACCT 2020 Financial Accounting
ACCT 1020 Payroll Accounting
ACCT 1030 Computerized Accounting Applications

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: Skills in keyboarding (30 WPM or OFFT 1001 recommended)

Career/Occupational Requirements: 18 credits
ACCT 1010 Introduction to Accounting
BMGT 1020 Introduction to Business
CAPL 1010 Introduction to Software Applications OR
CSCI 1020 *Introduction to Personal Computers and Information Systems
ACCT 1020 Payroll Procedures
ACCT 1030 Computerized Accounting Applications
BMGT 1030 Survey of Business Economics OR
ECON 1021 *Macroeconomics

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

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

Diploma
Accountant
Total Number of Credits: 45

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

Application Requirements: Skills in keyboarding (30 WPM or OFFT 1001 recommended)

Career/Occupational Requirements: 9 credits
ACCT 1010 Introduction to Accounting
ACCT 1020 Payroll Procedures
ACCT 1030 Computerized Accounting Applications
ACCT 1040 Federal Income Taxation
ACCT 2025 Managerial Accounting
ACCT 2050 Intermediate Accounting
ACCT 2060 Professional Issues in Accounting
BMGT 1030 Survey of Business Economics OR
ECON 1021 *Macroeconomics
CAPL 1010 *Introduction to Software Applications OR
CSCI 1020 Introduction to Personal Computers and Information Systems

Certificate
Accounting Clerk
Total Number of Credits: 9

Program Description: This program is intended for individuals who are seeking an entry-level accounting position. It is ideal for someone seeking an accounts receivable, accounts payable, payroll clerk, or accounting clerk position. It is also for those students wanting a base for starting on a longer accounting program.

Career/Occupational Requirements: 9 credits
ACCT 1010 Introduction to Accounting OR
ACCT 2020 Financial Accounting
ACCT 1020 Payroll Accounting
ACCT 1030 Computerized Accounting Applications

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: Skills in keyboarding (30 WPM or OFFT 1001 recommended)
General Education/MnTC Requirements: 7 credits

**Goal 1 - Communication: 7 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one of the following COMM courses:

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

Additional Requirements:

- Sufficient credits to total 45*
- ACCT 2020 and 2025 recommended
- *See Counselor for assistance in selecting course(s)

Associate in Applied Science Degree

**Accounting**

**Total Number of Credits: 64**

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

**Application Requirements:** Application Requirements: Skills in keyboarding (30 WPM or OFFT 1001 recommended)

**Career/Occupational Requirements: 43 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1020</td>
<td>Payroll Procedures</td>
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<tr>
<td>ACCT 1030</td>
<td>Computerized Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1040</td>
<td>Federal Income Taxation</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2020</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2025</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2050</td>
<td>Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 2060</td>
<td>Professional Issues in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2070</td>
<td>Accounting Cases and Applications</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 1020</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

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 Personal Computers
And Information Systems          3

CSCI 1021  Spreadsheet and Database Software  OR 3
CSCI 1025  Microsoft Excel                     3
AND
CSCI 1027  Microsoft Access                    3

**Certificate**

**Nonstructural Repair**

**Total Number of Credits: 30**

**Program Description:** This certificate is designed for students interested in repairing minor impact damage and car detailing. Students may be employed in entry-level positions, such as painters’ helpers.

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

**Career/Occupational Requirements: 27 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ABOD 1000</td>
<td>Introduction to Auto Body Trade</td>
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</tr>
<tr>
<td>ABOD 1010</td>
<td>Introduction to Welding for Auto Body</td>
<td>4</td>
</tr>
<tr>
<td>ABOD 1020</td>
<td>Auto Body Sheet Metal</td>
<td>2</td>
</tr>
<tr>
<td>ABOD 1030</td>
<td>Introduction to Auto Body Refinishing</td>
<td>4</td>
</tr>
<tr>
<td>ABOD 1040</td>
<td>Corrosion Protection and Body Fillers</td>
<td>3</td>
</tr>
<tr>
<td>ABOD 1050</td>
<td>Glass Trim and Hardware</td>
<td>2</td>
</tr>
<tr>
<td>ABOD 1060</td>
<td>Collision Repair and Overall Refinishing</td>
<td>3</td>
</tr>
</tbody>
</table>
| ABOD 1070 | Auto Body Electrical and Mechanical Components | 5

General Education/MnTC Requirements: 21 credits

**Goal 1 - Communication: 7 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one of the following COMM courses:

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

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

**Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 8 credits**

- MATH 1025 Statistics                      4
- MATH 1061 College Algebra I                4

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

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

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

*See Counselor for assistance in selecting course(s).
6 Programs of Study

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

Select one of the following communication courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
</tr>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
</tr>
</tbody>
</table>

**Diploma**  
Automotive Body Technician  
Total Number of Credits: 60

Program Description: This award is designed to expose students to all facets of the auto body industry: unibody and frame, computer estimating, damage analysis, refinishing, and major structural repair. This diploma prepares students to meet the collision industry's expectations of a quality entry-level technician.

**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:** 57 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABOD 1000</td>
<td>Introduction to Auto Body Trade</td>
<td>4</td>
</tr>
<tr>
<td>ABOD 1010</td>
<td>Introduction to Welding for Auto Body</td>
<td>4</td>
</tr>
<tr>
<td>ABOD 1020</td>
<td>Auto Body Sheet Metal</td>
<td>2</td>
</tr>
<tr>
<td>ABOD 1030</td>
<td>Introduction to Auto Body Refinishing</td>
<td>4</td>
</tr>
<tr>
<td>ABOD 1040</td>
<td>Corrosion Protection and Body Fillers</td>
<td>3</td>
</tr>
<tr>
<td>ABOD 1050</td>
<td>Glass Trim and Hardware</td>
<td>2</td>
</tr>
<tr>
<td>ABOD 1060</td>
<td>Collision Repair and Overall Refinishing</td>
<td>3</td>
</tr>
<tr>
<td>ABOD 1070</td>
<td>Auto Body Electrical and Mechanical Components</td>
<td>5</td>
</tr>
<tr>
<td>ABOD 2000</td>
<td>Specialty Refinishing</td>
<td>4</td>
</tr>
<tr>
<td>ABOD 2010</td>
<td>Computer Estimating</td>
<td>2</td>
</tr>
<tr>
<td>ABOD 2020</td>
<td>Unibody and Frame Damage</td>
<td>4</td>
</tr>
<tr>
<td>ABOD 2030</td>
<td>Major Collision Lab</td>
<td>5</td>
</tr>
<tr>
<td>ABOD 2040</td>
<td>Auto Body Management</td>
<td>1</td>
</tr>
<tr>
<td>ABOD 2050</td>
<td>Refinishing Lab</td>
<td>4</td>
</tr>
<tr>
<td>ABOD 2060</td>
<td>General Auto Body Lab</td>
<td>4</td>
</tr>
<tr>
<td>ABOD 2070</td>
<td>Mechanical Suspension and Wheel Alignment Lab</td>
<td>6</td>
</tr>
</tbody>
</table>

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

Select one of the following communication courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
</tr>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
</tr>
</tbody>
</table>

**Program Options:**  
Basic Automotive Service Certificate (27)  
Automotive Service Technician Diploma (64)

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

**Certificate**  
Basic Automotive Service  
Total Number of Credits: 27

Program Description: This program provides workplace safety training and prepares the student to perform automotive repairs in the following areas: tire service, lubrication, exhaust, body electrical, starting and charging systems, brakes, steering and suspension, wheel alignment and standard drive train. The student will receive training to take the (ASE) Certification Tests in the following areas: Electrical/Electronic Systems, Brakes, Suspension and Steering, and Manual Drive Train and Axles.

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

**Career/Occupational Requirements:** 27 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1005</td>
<td>Automotive Workplace Safety</td>
<td>1</td>
</tr>
<tr>
<td>AST 1015</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AST 1025</td>
<td>Steering and Suspension Systems</td>
<td>3</td>
</tr>
<tr>
<td>AST 1035</td>
<td>Four Wheel Alignment</td>
<td>4</td>
</tr>
<tr>
<td>AST 1045</td>
<td>Standard Drive Train</td>
<td>4</td>
</tr>
<tr>
<td>AST 1055</td>
<td>Automotive Service</td>
<td>2</td>
</tr>
<tr>
<td>AST 1065</td>
<td>Electrical Principles</td>
<td>3</td>
</tr>
<tr>
<td>AST 1075</td>
<td>Body Electrical Systems</td>
<td>2</td>
</tr>
<tr>
<td>AST 1085</td>
<td>Starting and Charging Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Diploma  
Automotive Service Technician  
Total Number of Credits: 64

Program Description: This program provides workplace safety training and prepares the student to perform automotive repairs in the following areas: tire service, lubrication, exhaust, body electrical, starting and charging systems, brakes, steering and suspension,
wheel alignment, standard drive train, automatic transmission, engine repair and diagnosis, cooling system, emission control, computer systems, fuel injection, engine performance maintenance, supplemental restraint systems, and air conditioning. The student will also be prepared to take the (ASE) Certification Tests in the following areas: Electrical/Electronic Systems, Brakes, Suspension and Steering, Manual Drive Train and Axles, Automatic Trans/Transaxle, Engine Repair, Engine Performance, and Heating and Air Conditioning. **Application Requirements:** Assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of “C” or higher; assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of “C” or higher; assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of “C” or higher. An Automotive Service Technology program application must be completed and submitted to admissions before entering the program.

**Career/Occupational Requirements: 61 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1005</td>
<td>Automotive Workplace Safety</td>
<td>1</td>
</tr>
<tr>
<td>AST 1015</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AST 1025</td>
<td>Steering and Suspension Systems</td>
<td>3</td>
</tr>
<tr>
<td>AST 1035</td>
<td>Four Wheel Alignment</td>
<td>4</td>
</tr>
<tr>
<td>AST 1045</td>
<td>Standard Drive Train</td>
<td>4</td>
</tr>
<tr>
<td>AST 1055</td>
<td>Automotive Service</td>
<td>2</td>
</tr>
<tr>
<td>AST 1065</td>
<td>Electrical Principles</td>
<td>3</td>
</tr>
<tr>
<td>AST 1075</td>
<td>Body Electrical Systems</td>
<td>2</td>
</tr>
<tr>
<td>AST 1085</td>
<td>Starting and Charging Systems</td>
<td>4</td>
</tr>
<tr>
<td>AST 1095</td>
<td>Automatic Transmissions</td>
<td>4</td>
</tr>
<tr>
<td>AST 2005</td>
<td>Automotive Engines</td>
<td>4</td>
</tr>
<tr>
<td>AST 2015</td>
<td>Engine Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>AST 2025</td>
<td>Cooling System Service</td>
<td>2</td>
</tr>
<tr>
<td>AST 2035</td>
<td>Emission Control</td>
<td>3</td>
</tr>
<tr>
<td>AST 2045</td>
<td>Computerized Engine Control</td>
<td>4</td>
</tr>
<tr>
<td>AST 2055</td>
<td>Electronic Fuel Injection</td>
<td>2</td>
</tr>
<tr>
<td>AST 2065</td>
<td>Engine Performance Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>AST 2075</td>
<td>Supplemental Computer Systems</td>
<td>2</td>
</tr>
<tr>
<td>AST 2085</td>
<td>Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>AST 2095</td>
<td>New Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AST 2105</td>
<td>Engine Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>AST 2205</td>
<td>Cooling System Service</td>
<td>2</td>
</tr>
<tr>
<td>AST 2305</td>
<td>Emission Control</td>
<td>3</td>
</tr>
<tr>
<td>AST 2405</td>
<td>Computerized Engine Control</td>
<td>4</td>
</tr>
<tr>
<td>AST 2505</td>
<td>Electronic Fuel Injection</td>
<td>2</td>
</tr>
<tr>
<td>AST 2605</td>
<td>Engine Performance Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>AST 2705</td>
<td>Supplemental Computer Systems</td>
<td>2</td>
</tr>
<tr>
<td>AST 2805</td>
<td>Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>AST 2905</td>
<td>New Automotive Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional Requirements: 3 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 1001</td>
<td>Introduction to Oxyacetylene Welding</td>
<td>2</td>
</tr>
<tr>
<td>WLDG 1011</td>
<td>Introduction to Metal Inert Gas Welding</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Goal 1 - Communication: 7 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select one of the following COMM courses: 3 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td></td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
<td></td>
</tr>
</tbody>
</table>
6 Programs of Study

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

General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ........................................... 4
Select one of the following COMM courses: .................... 3
COMM 1021 Fundamentals of Public Speaking
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 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 ................................. 3
Goal 6 - Humanities and Fine Arts: 6 credits
Two courses from two disciplines
Goals 7-10 - Three credits in each of two goals

Program Options:
Business Management AAS Degree (64)

Chemical Dependency

Program Options:
Chemical Dependency Certificate (26)
Chemical Dependency AS Degree (60)

Certificate
Chemical Dependency
Total Number of Credits: 26

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

Career/Occupational Requirements: 26 credits
CDEP 1020 Introduction to Drugs and Alcohol ................ 3
CDEP 1030 Pharmacology of Chemical Dependency .......... 3
CDEP 1060 Professional Conduct in Chemical Dependency .................................................. 3
CDEP 2010 Chemical Dependency Assessment ................ 3
CDEP 2020 Counseling Skills ........................................... 4
OR
CDEP 2030 Group Counseling ........................................... 3
CDEP 2050 Case Management in Chemical Dependency Treatment ........................................... 3

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: 40 credits
ACCT 2020 Financial Accounting ................................. 3
ACCT 2025 Managerial Accounting ................................. 3
BMGT 1020 Introduction to Business ................................. 3
BMGT 1030 Survey of Business Economics OR
ECON 1021 Macroeconomics ......................................... 3
BMGT 2030 Management Fundamentals ................................. 3
BMGT 2035 Human Relations in Business ................................. 3
BMGT 2040 Human Resource Management ................................. 3
BMGT 2051 Legal Environment of Business ................................. 3
BMGT 2060 Business Communications ................................. 3
BMGT 2090 Business Finance ................................. 3
BMGT 2095 International Business ................................. 3
CAPL 1010 Introduction to Software Applications ................................. 3
MKTG 2050 Principles of Marketing ................................. 3
OFFT 1001 College Keyboarding ......................................... 1
COMM 1051  Intercultural Communication  
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete  
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 6 credits  
MATH 1025  Statistics-recommended  
Goal 5 - History/Social and Behavioral Sciences: 10 credits  
Two disciplines required  
PSYC 1020  General Psychology  
Select one of the following PSYC courses:  
PSYC 2044  Adolescent Development  
PSYC 2021  Abnormal Psychology  
Goal 6 - Humanities and Fine Arts: 6 credits  
Two courses from two disciplines 
Goals 7-10: Three credits in each of two goals  

Communication  

Program Options:  
Communication Studies Certificate (16)  

Certificate  
Communication Studies Certificate  
Total Number of Credits: 16  

Program Description: The Certificate in Communication is intended to prepare students for the demands of communication-rich workplaces. While there is no specific occupation that this certificate serves, employer surveys indicate that oral communication, teamwork, and leadership skills are crucial to success in the workplace. Additionally, the Certificate in Communication can build a foundation for further studies in communication for students who plan to transfer to four-year institutions to complete a bachelor’s degree.  

Core Requirements: 7 credits  
COMM 1021  Fundamentals of Public Speaking  
COMM 2011  Interviewing  
COMM 2099  Communication Certificate Capstone  

Additional Course Requirements: 9 credits  
Select two of the following courses:  
COMM 1031  Interpersonal Communication  
COMM 1041  Small Group Communication  

Associate in Science Degree  
Chemical Dependency  
Total Number of Credits: 60  

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.  

Additional Requirements:  
1. Grade of “C” or higher in all Career/Occupational courses  
2. Grade of “C” or higher in all specific General Education course requirements  
3. MN Human Services background study with no restrictions is required for the internships.  

Career/Occupational Requirements: 30 credits  
CDEP 1020  Introduction to Drugs and Alcohol  
CDEP 1030  Pharmacology of Chemical Dependency  
CDEP 1060  Professional Conduct in Chemical Dependency  
CDEP 2010  Chemical Dependency Assessment  
CDEP 2020  Counseling Skills  
CDEP 2030  Group Counseling  
CDEP 2050  Case Management for Chemical Dependency Treatment  
CDEP 2781  Addiction Counseling Internship I  
CDEP 2782  Addiction Counseling Internship II  

General Education/MnTC Requirements: 30 credits  
Goal 1 - Communication: 7 credits  
ENGL 1021  Composition I  
Select one of the following COMM courses:  
COMM 1021  Fundamentals of Public Speaking  
COMM 1031  Interpersonal Communication  
COMM 1041  Small Group Communication  

Additional Requirements:  
1. A grade of “C” or higher in all career/occupational courses.  
2. Bachelor degree is required for licensure.  
3. A MN Human Services background study with no restrictions is required for the internships.
6 Programs of Study

Certificate
IT Security and Audit Control
Total Number of Credits: 16

Program Description: This certificate is designed for students, graduates, and professionals interested in IT security and auditing fields. The program provides more in-depth skills and knowledge for IT professionals and students seeking a career in the security field. Students who complete this award may work in the computer technology fields supporting companies and performing operational audits, including system development audits, to ensure that internal controls are in place, that policies and procedures are effective, and that employees operate in compliance with approved policies. Graduates may assist law enforcement to fight against cyber terrorism and crimes.

Application Requirements: Minimum assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of “C” or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher

AND

Completion of MCST 1013, ITT 1031, ITT 2031, and ITT 2010 with a grade of “C” or higher

OR

MCP Client OS, MCP Server and CCNA OR Network+ industry certification

OR

Instructor Consent

Career/Occupational Requirements: 16 credits

Certificate
Computer Forensics
Total Number of Credits: 16

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

Application Requirements: Minimum assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of “C” or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher

Career/Occupational Requirements: 16 credits

Computer Forensics
Total Number of Credits: 64

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

Application Requirements: Minimum assessment score placement in MATH 0070, or completion of MATH 0030 with a grade of “C” or higher and assessment score placement in ENGL 0090 with a grade of “C” or higher

Career/Occupational Requirements: 41 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFIT</td>
<td>Introduction to Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CFIT</td>
<td>Computer Investigative Law for Forensic Analysts</td>
<td>3</td>
</tr>
<tr>
<td>CFIT</td>
<td>Open Source Forensic Methodology</td>
<td>3</td>
</tr>
<tr>
<td>CFIT</td>
<td>Computer and Network Hacker Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>CFIT</td>
<td>Independent Study</td>
<td>1-3</td>
</tr>
<tr>
<td>MCST</td>
<td>PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>MCST</td>
<td>Supporting Microsoft Windows 7 Professional</td>
<td>3</td>
</tr>
<tr>
<td>MCST</td>
<td>Supporting Microsoft Windows 2008 Server</td>
<td>3</td>
</tr>
<tr>
<td>MCST</td>
<td>Linux Operating System</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following concentration areas:

Cyber Security and Network Forensics: 9 credits
- CFIT 2083 Windows Security and Auditing
- CFIT 2086 Wireless Ethical Hacking and Penetration Testing
- CFIT 2088 Computer and Network Hacker Techniques II

Computer System Forensics: 9 credits
- CFIT 2070 Microsoft file System Forensics
- CFIT 2081 Advanced Windows Forensics
- CJS 2095 Interview, Interrogation and Investigation

Additional Requirements: 6 credits
Select six credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>CSCI</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSCI</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CSCI</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>Principles of Information Security</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>Network Fundamentals (CCNA1)</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>Routing Protocols and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MCST</td>
<td>Administering the Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>MCST</td>
<td>Internship</td>
<td>1-6</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements: 23 credits

Goal 1 - Communication: 7 credits
- ENGL 1021 Composition I | 4
- COMM 1021 Fundamentals of Public Speaking | 3

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 4 credits
- MATH 1025 Statistics | 4

Goal 5 - History/ Social and Behavioral Sciences: 9 credits
- POLS 1031 American Government | 3
- POLS 1035 Constitutional Law | 3
- SOC 1080 Introduction to the Criminal Justice System | 3

Goal 6 - Humanities and Fine Arts: 3 credits

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

Computer Science

Program Options:
- Webmaster Certificate (16)
- Computer Information Systems AS Degree (60)
- Computer Science AS Degree (60)

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

Certificate

Webmaster Certificate

Total Number of Credits: 16

Program Description: Being a webmaster for today’s eye-catching and highly interactive websites requires a challenging blend of skills. A webmaster is expected to actively participate both in the design and development aspects of a website. This certificate has been designed to respond to this need by integrating fundamental and pertinent material from the Visual Communications Technology and Computer Science disciplines. Completion of this certificate will provide the student with a comprehensive understanding of, and practical experience in, aspects of website creation ranging from visual design basics to Internet programming techniques.

Recommendation: Basic programming skills or appropriate coursework are required for this certificate. For students having no prior programming experience, CSCI 1060 (one of the electives for this certificate) can be taken.

Career/Occupational Requirements: 13 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI</td>
<td>Internet Essentials: Concepts, Use and Design</td>
<td>3</td>
</tr>
<tr>
<td>CSCI</td>
<td>Internet Programming: Client Side Scripting and Applications</td>
<td>3</td>
</tr>
<tr>
<td>VCT</td>
<td>Design Basics</td>
<td>4</td>
</tr>
<tr>
<td>VCT</td>
<td>Webpage Design</td>
<td>3</td>
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</tbody>
</table>

Additional Requirements: 3 credits
Select one of the following:
- CSCI 1060 Introduction to Programming | 3
- CSCI 2006 Internet Programming: Server-side Applications | 3

651.779.3300 53
6 Programs of Study

Associate in Science Degree
Computer Information Systems
Total Number of Credits: 60

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

Application Requirements: Assessment score placement in MATH 1061 or above or completion of MATH 0070 with a grade of “C” or higher; assessment placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Career/Occupational Requirements: 20 credits
Students must complete the following 17 credits:
CSCI 1081 Programming Fundamentals ........................ 3
CSCI 1082 Object-Oriented Programming ..................... 3
CSCI 2014 Discrete Structures of Computer Science ........ 4
CSCI 2016 Introduction to the Organization of Computer Systems .......... 4
CSCI 2082 Data Structures and Algorithms ................... 3
CSCI 2016 Introduction to the Organization of Computer Systems .......... 4

Students must also complete an additional 3 credits from any MATH or CSCI course. Selection should be made in consultation with a counselor or CSCI faculty member to ensure appropriateness to the students’ academic goals.

General Education/MnTC Requirements: 40 credits

Goal 1 - Communication: 10 credits
ENGL 1021 Composition I ................................. 4
ENGL 1022 Composition II ................................ 3
Select one of the following Communication Courses ........ 3
COMM 1021 Fundamentals of Public Speaking
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication

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

Goal 3 Natural Sciences: 7 credits
Two courses from two disciplines with at least one traditional lab course. Recommended: PHYS 1041, 1042, 1081, or 1082

Goal 4 - Math/Logical Reasoning: 4 credits
MATH 1025 Statistics ....................................... 4
Or any course numbered MATH 1061 through MATH 1082

Goal 5 - History/Social and Behavioral Sciences: 9 credits
Three courses from three disciplines

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

Goals 7-10 - Three credits in each of four goals

Associate in Science Degree
Computer Science
Total Number of Credits: 60

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

Application Requirements: Assessment score placement in MATH 1061 or completion of MATH 0070 with a grade of “C” or higher; assessment placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Career/Occupational Requirements: 30 credits
Students must complete the following 17 credits:
CSCI 1081 Programming Fundamentals ........................ 3
CSCI 1082 Object-Oriented Programming ..................... 3
CSCI 2014 Discrete Structures of Computer Science ........ 4
CSCI 2016 Introduction to the Organization of Computer Systems .......... 4
CSCI 2082 Data Structures and Algorithms ................... 3

Select 13 credits from the following or any CSCI course not listed above. Selection should be made in consultation with a counselor or CSCI faculty member to ensure appropriateness to student’s academic goals.

ENGL 1022 Composition II OR
ENGL 1025 Technical Writing ............................... 3
MATH 1025 Statistics ....................................... 4
MATH 1082 Single Variable Calculus II ..................... 5
MATH 2025 Probability and Statistics ....................... 4
MATH 2082 Linear Algebra and Differential Equations ...... 5

PHYS 1041 General Physics I OR
PHYS 1081 Introductory Physics I ............................ 5

PHYS 1042 General Physics II OR
PHYS 1082 Introductory Physics II ........................... 5

General Education/MnTC Requirements: 30 credits

Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ................................. 4
COMM 1021 Fundamentals of Public Speaking ............... 3

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

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 10 credits
MATH 1081 Single Variable Calculus I ....................... 5
and a minimum of 5 credits from the following:
MATH 1061 College Algebra I ................................ 4
MATH 1062 College Algebra II with Trigonometry .......... 4
MATH 1082 Single Variable Calculus II ....................... 5
Cosmetology

Program Options:
- Nail Care Technician Certificate (16)
- Cosmetology Diploma (52)
- Cosmetology AAS Degree (72)

Certificate
Nail Care Technician
Total Number of Credits: 16

Program Description: This Nail Care Technician certificate 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 of this certificate prepares students for state written exam and certification of skills as required by Minnesota cosmetology laws and rules for licensure.

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

Career/Technical Requirements: 16 credits
- COS 1000 Preclinic Introduction .................................. 3
- COS 1010 Preclinic Nail Care ...................................... 3
- COS 1040 Salon Preparation ...................................... 3
- COS 1051 Clinic Introduction ...................................... 3
- COS 1070 Nail Clinic/License Preparation ....................... 4

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

Diploma
Cosmetology
Total Number of Credits: 52

Program Description: This Cosmetology diploma includes instruction in theory and practical application techniques of hair styling, cutting, coloring, permanent waving, chemical hair relaxing, and nail and skin care. Completion of this diploma prepares students for state written exam and certification of skills as required by the Minnesota cosmetology laws and rules for licensure.

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

Career/Occupational Requirements: 52 credits
- COS 1000 Preclinic Introduction .................................. 3
- COS 1007 Preclinic Hair Styling and Design ................... 3
- COS 1010 Preclinic Nail Care ...................................... 3
- COS 1015 Preclinic Chemical Control ............................ 3
- COS 1020 Preclinic Skin Care ..................................... 3
- COS 1025 Preclinic Hair Color ..................................... 3
- COS 1035 Preclinic Haircutting .................................... 3
- COS 1040 Salon Preparation ...................................... 3
- COS 1051 Clinic Introduction ...................................... 3
- COS 1053 Clinic I ...................................................... 3
- COS 1055 Clinic II .................................................... 3
- COS 1057 Clinic III ................................................... 3
- COS 1059 Clinic IV ................................................... 3
- COS 1061 Clinic V ...................................................... 3
- COS 1063 Clinic VI .................................................... 3
- COS 1065 Clinic VII ................................................... 2
- COS 1067 Clinic VIII .................................................. 2
- COS 1068 Cosmetology Capstone ................................. 3

Additional Requirements:
High School diploma or GED, Certification of Skills Practical Exam and State Licensing Exam are required for licensure.
6 Programs of Study

Associate in Applied Science

Cosmetology

Total Number of Credits: 72

Program Description: This Cosmetology degree includes instruction in theory and practical application techniques of hair styling, cutting, coloring, permanent waving, chemical hair relaxing, and nail and skin care. Completion of the AAS degree prepares students for the state written exam and certification of skills as required by the Minnesota cosmetology laws and rules for licensure. Students will also have general education requirements that will help individuals have the necessary oral, written, and critical thinking skills to help them with their professional and management responsibilities.

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

Career/Occupational Requirements: 43 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 1000</td>
<td>Preclinic Introduction</td>
<td>3</td>
</tr>
<tr>
<td>COS 1007</td>
<td>Preclinic Hairstyling and Design</td>
<td>3</td>
</tr>
<tr>
<td>COS 1010</td>
<td>Preclinic Nail Care</td>
<td>3</td>
</tr>
<tr>
<td>COS 1015</td>
<td>Preclinic Chemical Control</td>
<td>3</td>
</tr>
<tr>
<td>COS 1020</td>
<td>Preclinic Skin Care</td>
<td>3</td>
</tr>
<tr>
<td>COS 1025</td>
<td>Preclinic Hair Color</td>
<td>3</td>
</tr>
<tr>
<td>COS 1035</td>
<td>Preclinic Haircutting</td>
<td>3</td>
</tr>
<tr>
<td>COS 1040</td>
<td>Salon Preparation</td>
<td>3</td>
</tr>
<tr>
<td>COS 1051</td>
<td>Clinic Introduction</td>
<td>3</td>
</tr>
<tr>
<td>COS 1053</td>
<td>Clinic I</td>
<td>3</td>
</tr>
<tr>
<td>COS 1055</td>
<td>Clinic II</td>
<td>3</td>
</tr>
<tr>
<td>COS 1057</td>
<td>Clinic III</td>
<td>3</td>
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<td>COS 1059</td>
<td>Clinic IV</td>
<td>3</td>
</tr>
<tr>
<td>COS 1061</td>
<td>Clinic V</td>
<td>3</td>
</tr>
<tr>
<td>COS 1063</td>
<td>Clinic VI</td>
<td>3</td>
</tr>
<tr>
<td>COS 1065</td>
<td>Clinic VII</td>
<td>2</td>
</tr>
<tr>
<td>COS 1067</td>
<td>Clinic VIII</td>
<td>3</td>
</tr>
<tr>
<td>COS 1069</td>
<td>Cosmetology Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements: 20 credits

Goal 1 - Communications: 7 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one of the following COMM courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Goal 6 – Humanities and Fine Arts: 3 credits

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

Additional Requirements:

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

Criminal Justice

Program Options:

Corrections Certificate (12)
Investigation Certificate (12)
Private Security Certificate (12)
Criminal Justice Science (CJS) Intelligence & Crime Analysis Certificate (10)—MnSCU approval pending
Criminal Justice AS Degree (60)
Investigative Sciences for Criminal Justice AAS Degree (64)
See also Law Enforcement

Certificate

Corrections

Total Number of Credits: 12

Program Description: The CJS Corrections Certificate is designed for Criminal Justice and Law Enforcement students and working professionals who have an interest in the field of corrections. This certificate program provides students with a comprehensive overview of the various federal, state, and county level correctional systems. Additionally, after completing this certificate program, students will have an in-depth understanding of the role of corrections as it relates to the overall criminal justice system.

Career/Occupational Requirements: 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 2083</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2084</td>
<td>Community Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2095</td>
<td>Interview, Interrogation, and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1060</td>
<td>Drug Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Investigation

Total Number of Credits: 12

Program Description: The CJS Investigation Certificate is designed for Criminal Justice and Law Enforcement students and working professionals who have an interest in criminal investigations. This certificate program provides students with a comprehensive overview of the methods and techniques used in criminal investigations. It also provides students an opportunity to explore the criminal investigation topics of interview and interrogation and crime scene investigations.

Career/Occupational Requirements: 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 2096</td>
<td>Crime Scene Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2095</td>
<td>Interview, Interrogation, and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2094</td>
<td>Fundamentals of Criminal Investigations</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 2070</td>
<td>Private Sector Security and Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2089</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2093</td>
<td>Terrorist and Extremist Groups</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2097</td>
<td>Homeland Defense</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate  
Private Security  
Total Number of Credits: 12

Program Description: The CJS Private Security Certificate is designed for Criminal Justice and Law Enforcement students and working professionals who have an interest in the field of private security. This certificate program provides students with a comprehensive overview of the field of private security and its role in securing the country’s critical infrastructure. Students will also examine the role of investigations in private security.

Career/Occupational Requirements: 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 2070</td>
<td>Private Sector Security and Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2094</td>
<td>Fundamentals of Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2095</td>
<td>Interview, Interrogation, and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2097</td>
<td>Homeland Defense</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate  
Criminal Justice Science (CJS) Intelligence & Crime Analysis  
Total Number of Credits: 10

Program Description: The Criminal Justice Science (CJS) Crime Analysis Certificate is designed for Criminal Justice and Law Enforcement students and working professionals who have an interest in the field of Intelligence and Crime Analysis. This certificate provides students with a comprehensive overview of the field of crime and intelligence analysis and demonstrates the methodologies utilized to be successful within a government agency.

Note: Approval for this certificate is pending from the Minnesota State Colleges and Universities.

Career/Occupational Requirements: 10 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 2010</td>
<td>Foundations of Intelligence and Crime Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2011</td>
<td>Intelligence and Crime Analysis Methods I</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2012</td>
<td>Intelligence and Crime Analysis Methods II</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2013</td>
<td>Portfolio Capstone of Intelligence and Crime Analysis I</td>
<td>1</td>
</tr>
<tr>
<td>CJS 2014</td>
<td>Intelligence and Crime Analysis Internship I</td>
<td>2-6</td>
</tr>
</tbody>
</table>

Associate in Science Degree  
Criminal Justice  
Total Number of Credits: 60

Program Description: The Criminal Justice AS degree is designed to provide students with a broad-based liberal arts education as well as comprehensive knowledge of the criminal justice system to help prepare them for the rigors of the criminal justice profession. Coursework illustrates the social, legal, and ethical issues relevant to the criminal justice professional today. Completion of the AS degree also provides a foundation allowing student to transfer to a four-year academic institution.

Career/Occupational Requirements: 28 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 1020</td>
<td>Careers in Criminal Justice</td>
<td>2</td>
</tr>
<tr>
<td>CJS 2081</td>
<td>Police in the Community</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2085</td>
<td>Juvenile Justice and Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2089</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2099</td>
<td>Investigative Sciences Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

Select 15 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 2010</td>
<td>Foundations of Intelligence and Crime Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2070</td>
<td>Private Sector Security and Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2083</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2084</td>
<td>Community Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2093</td>
<td>Terrorist and Extremist Groups</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2094</td>
<td>Fundamentals of Criminal Investigations</td>
<td>3</td>
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<tr>
<td>CJS 2095</td>
<td>Interview, Interrogation and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2096</td>
<td>Crime Scene Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2097</td>
<td>Homeland Defense</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1015</td>
<td>First Responder</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 1060</td>
<td>Drug Education</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2087</td>
<td>Criminology and Criminal Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements: 32 credits  

Goal 1 - Communication: 7 credits  
ENGL 1021 Composition I                                  | 4       |
Select one of the following COMM courses:                 |         |
COMM 1021 Fundamentals of Public Speaking                | 3       |
COMM 1031 Interpersonal Communication                    |         |
COMM 1041 Small Group Communication                      |         |
COMM 1051 Intercultural 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  
PSYC 1020 General Psychology                             | 4       |
SOC 1020 Introduction to Sociology                       | 3       |
SOC 1080 Introduction to the Criminal Justice System     | 3       |
SOC 2051 Sociology of Race and Ethnicity                 | 3       |

Goal 6 - Humanities and Fine Arts: 6 credits  
Select two courses from two different disciplines  
PHIL 1031 Ethics                                         | 3       |

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

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

6 Programs of Study

Select one of the following COMM courses: . . . . . . . . . . . . . . . . . . 3
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 4 credits
BIOL 1023 Introduction to Forensic Biology . . . . . . . . . . . . 4

Goal 5 - History/Social and Behavioral Sciences: 3 credits
SOC 1080 Introduction to the Criminal Justice System . . . . . . . . . . 3

Goal 6 - Humanities and Fine Arts: 3 credits
Select one course from the following:
ARTS 1031 Photography I
ENGL 2077 Mystery
PHIL 1031 Ethics

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

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

Dental Assistant

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

Diploma
Dental Assistant
Total Number of Credits: 48

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

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

Career/Occupational Requirement: 41 credits
DENA 1000 Introduction to Dental Assisting .......................... 3
DENA 1011 Dental Assisting Pre-Clinic I .............................. 3
DENA 1012 Dental Assisting Pre-Clinic II .............................. 3
DENA 1020 Dental Materials ........................................... 3
DENA 1031 Dental Radiology I ......................................... 2
DENA 1032 Dental Radiology II ......................................... 3
DENA 1041 Chairside Dental Assisting I .............................. 2
DENA 1042 Chairside Dental Assisting II .............................. 3
DENA 1050 Dental Specialties ........................................... 3
DENA 1061 Dental Assisting Advanced Functions I ................. 3
DENA 1062 Dental Assisting Advanced Functions II ................ 2
DENA 1063 Nitrous Oxide Inhalation Sedation ...................... 1
DENA 1780 Introduction of Dental Assisting Internships .......... 3
DENA 1781 Dental Assisting Specialty Internship .................. 3
DENA 1782 Dental Assisting General Office Internship .......... 4

General Education/MnTC Requirements: 7 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ............................................ 4
Select one of the following COMM courses: ......................... 3
COMM 1021 Fundamentals of Public Speaking
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication

Associate in Applied Science Degree
Dental Assistant
Total Number of Credits: 64
Application Requirements: High School graduate or GED; current certification in CPR; assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher. For additional application requirements, refer to the program brochure available online, 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 Dental Assisting Specialty Internship .................. 3
DENA 1782 Dental Assisting General Office Internship .......... 4

General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ............................................ 4
Select one of the following COMM courses: ......................... 3
COMM 1021 Fundamentals of Public Speaking
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
CHEM 1020 Chemistry Concepts-recommended* ................. 4
BIOL 2035 Microbiology-recommended* ......................... 3
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Psychology elective recommended* ................................. 3
Sociology elective recommended* ................................ 3
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10 - Three credits in one of the four goals
Additional Requirements:
Sufficient credits to total 64

*Required courses to graduate Century College Dental Hygiene program. See a counselor if pursuing a degree in hygiene or dentistry.

Advanced Specialty Certificate
Dental Practice Management
Total Number of Credits: 16
Program Description: This certificate specializes in management, supervision, and human relations in a dental setting. Responsibilities would include the efficient operation of a dental office. Graduates are employed in dental offices in a dental practice management position. Application Requirements: A graduate of an accredited dental assistant program and 1500 hours of dental assisting experience.

Career/Occupational Requirements: 15 credits
CAPL 1010 Introduction to Software Applications .................. 3
ENGL 1025 Technical Writing ........................................ 3
MKTG 1025 Professional Development ............................. 3
MKTG 2010 Workplace Leadership ................................ 3
OFFT 2055 Administrative Office Procedures ...................... 3

Additional Requirements:
Sufficient credits to total 16
6 Programs of Study

Dental Hygiene

Program Options:
Dental Hygiene AAS Degree (79)

Associate in Applied Science Degree
Dental Hygiene
Total Number of Credits: 79

Program Description: The Dental Hygiene Program prepares students with the entry-level competencies, knowledge, skills and attitudes required for licensure to practice as dental hygienists in the state of Minnesota. The DENH program courses are offered over five semesters (four full-time semesters and one part-time summer session); the program is accredited by the American Dental Association sponsored Commission on Dental Accreditation.

Application Requirements: All applicants must be Minnesota registered dental assistants (RDA) or hold an equivalent credential from another state, with 6 months or more of dental assisting work experience (1040 hours) in the past 3 years and have an overall college GPA of 2.5. Students must earn the grade of “C” or better and an overall GPA of 2.75 or higher in the four science courses listed in the next section. All science courses must have a lab component. Other general education application prerequisites are ENGL 1021 and a 3 credit COMM course (1021, 1031, 1041, or 1051). See Admissions or Counseling Center for additional application information.

BIOL 2031 Anatomy and Physiology I 4
BIOL 2032 Anatomy and Physiology II 4
BIOL 2035 Microbiology 3

CHEM 1020 Chemistry Concepts 4
CHEM 1041 Principles of Chemistry I 5

Optional Courses

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 15 credits

General Education/MnTC Requirements: 31 credits

Goal 1 - Communication: 7 credits
This requirement has been met by the Program Application Requirements
ENGL 1021 Composition I 4
Select one of the following COMM courses: 3
COMM 1021 Fundamentals of Public Speaking
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication

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

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 15 credits
This requirement has been met by the Program Application Requirements
BIOL 2031 Anatomy and Physiology I 4
BIOL 2032 Anatomy and Physiology II 4
BIOL 2035 Microbiology 3

Chemistry Concepts 4

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

Optional Courses

DENH 2060 Dental Hygiene Seminar 1
DENH 2790 Independent Study 1-3

Career/Occupational Requirements: 48 credits

DENH 1021 Head and Neck Anatomy 2
DENH 1024 Dental Embryology, Histology, and Anatomy 3
DENH 1030 Radiology for the Dental Hygienist 2

DENH 1040 Dental Hygiene Principles I 3
DENH 1045 Dental Hygiene Practice I 2
DENH 1050 Periodontology 2
DENH 1060 Pharmacology for the Dental Hygienist 2
DENH 1070 Applied Biochemical Nutrition for the Dental Hygienist 2
DENH 1080 Dental Hygiene Principles II 3
DENH 1085 Dental Hygiene Practice II 3
DENH 2005 Pain Management 2
DENH 2010 Dental Hygiene Principles III 3
DENH 2015 Dental Hygiene Practice III 5
DENH 2020 General and Oral Pathology 3
DENH 2030 Community Dental Health and Epidemiology 2
DENH 2035 Community Dental Health Practice 2
DENH 2040 Legal Aspects of Dental Practice 2
DENH 2065 Dental Hygiene Practice IV 5

Total Number of Credits: 79
**Program Options:**
Paraeducation Certificate (16)
Paraeducator AAS Degree (60)
Education AS Degree (60)

---

**Paraeducation**

**Total Number of Credits: 16**

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

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC 1020</td>
<td>Portfolios for Educators I</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 1050</td>
<td>Reading and Study Skills Education Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1070</td>
<td>Mathematics Education Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2055</td>
<td>Strategies for Teaching Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

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**Associate in Applied Science Degree**

**Paraeducator**

**Total Number of Credits: 60**

**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 practicums, field experiences or service learning.

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

**Core Requirements:** 38 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1000</td>
<td>Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 1020</td>
<td>Portfolios for Educators I</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 1021</td>
<td>Portfolios for Educators II</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 1025</td>
<td>Education Standards</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1045</td>
<td>Orientation to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1050</td>
<td>Reading and Study Skills Education Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1060</td>
<td>Teaching English Language Learners</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1070</td>
<td>Mathematics Education Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2025</td>
<td>Creating Culturally Responsive Classrooms</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2040</td>
<td>Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2050</td>
<td>Legal Issues in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2055</td>
<td>Strategies for Teaching Writing</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2070</td>
<td>Special Education Issues for Educators</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1060</td>
<td>Drug Education</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education/MnTC Requirements:** 22 credits

**Goal 1 – Communication: 7 credits**

<table>
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<tr>
<th>Course Code</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one of the following COMM courses: 3 credits

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<tr>
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</thead>
<tbody>
<tr>
<td>COMM 1021</td>
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<td></td>
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<td>COMM 1031</td>
<td>Interpersonal Communication</td>
<td></td>
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<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td></td>
</tr>
</tbody>
</table>

**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: 3 credits**

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

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

---

**Associate in Science Degree**

**Education**

**Total Number of Credits: 60**

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

**Additional Program 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 or field experiences.

**Core Requirements:** 12 credits

<table>
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<tr>
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<td>EDUC 1045</td>
<td>Orientation to Education</td>
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</tr>
<tr>
<td>EDUC 2025</td>
<td>Creating Culturally Responsive Classrooms</td>
<td>3</td>
</tr>
<tr>
<td>HILTH 1060</td>
<td>Drug Education</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Career/Occupational Credit Courses:** 8 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 8 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.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1000</td>
<td>Field Experience</td>
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</tr>
<tr>
<td>EDUC 2070</td>
<td>Special Education Issues for Educators</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**General Education/MnTC Requirements:** 40 credits

**Goal 1 – Communication:** 10 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1022</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 traditional lab course.

**Goal 4 – Math/Logical Reasoning:** 3 credits

College Algebra I (MATH 1061) or higher required.

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

Three courses from three different disciplines.

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

Three courses from three disciplines, one of which must be a literature course.

**Goals 7 – 10 - Three credits in each of four goals 7 – 10**

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**Emergency Medical Services**

**Program Options:**

- Emergency Medical Technician (EMSB) Certificate (6)
- Emergency Medical Services Certificate (18)
- Emergency Medical Services-Paramedic Diploma (59)
- Emergency Medical Services-Paramedic AAS Degree (76)
- Paramedic for the Experienced EMT Diploma (47)
- Paramedic for the Experienced EMT AAS Degree (60)

**Certificate**

**Emergency Medical Technician**

**Total number of credits:** 6

**Program Description:** This certificate meets the needs of the entry-level Emergency Medical Technician for direct employment in an emergency ambulance service, basic transport service, an emergency room, police department, security department or fire department. Completion of the EMT course prepares the student for the National Registry of EMT examination. Successful completion of the National Registry exam is recognized by the State of Minnesota to generate the state certification required to work as an EMT in Minnesota.

**Application Requirements:**

1. The National Registry of EMT examination testing requires a minimum age of 18
2. Proof of current/unexpired American Heart Association (AHA) Healthcare Provider (CPR) card required prior to the end of EMT course. The AHA Healthcare Provider (CPR) course may be taken concurrently with EMT course.
3. Students must successfully pass the MN Human Services Department and the Emergency Medical Services Regulatory Board (EMSRB) background study

**Career/Occupational Requirements:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSB</td>
<td>Emergency Medical Technician</td>
<td>6</td>
</tr>
</tbody>
</table>
Additional Requirements:
Completion of EMSB 1020 with a grade of “C” or higher

Because of changes in industry requirements, EMSB 1020, has been redesigned to a 9 credit course effective Spring Semester 2012. This certificate will reflect this change and be at 9 credits beginning Spring Semester 2012. This change is pending approval by the Minnesota State Colleges and Universities System. Please see the Counseling Office for additional information on application requirements.

Certificate
Emergency Medical Services
Total number of credits: 16

Program Description: This certificate provides a perfect exit point for the student who is not intending to continue through all stages of the Emergency Medical Services (EMS) Program to the paramedic level, or for currently certified paramedics desiring a credential. It formalizes successful completion of basic life support (BLS) coursework.
Additionally, should the student elect to proceed with the Associate in Applied Science in Public Safety Degree, this certificate completes one of the specialty tracks.

Career/Occupational Requirements: 13 credits
EMSB 1020 Emergency Medical Technician . . . . . . . . . . . . . . . 6
EMS 1025 EMS Interventions I . . . . . . . . . . . . . . . . . . . . . . . 5
EMS 1026 EMS Interventions II . . . . . . . . . . . . . . . . . . . . . . 2

Electives: 3 credits
Select at least 3 credits from the following:
One of the listed courses is a prerequisite to the Paramedic Program.
COMM 1021 Fundamentals of Public Speaking* . . . . . . . . . . . . . . . 3

651.779.3300 63

Diploma
Emergency Medical Services-Paramedic
Total number of credits: 59

Program Description: This program is for EMTs looking to advance their education to the paramedic level. Upon completion of the program, students may find career opportunities with ambulance services, police departments, fire departments, rescue departments, hospitals, and clinics. The program meets the criteria for education of Paramedics as recommended by the U.S. Department of Transportation. The Century College Paramedic Program has been accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) since 1987. Students are eligible to complete the National Registry exam for Paramedics upon successful completion of the program.

Application Requirements:
1. A completed Century College application
2. An official high school transcript verifying graduation or an official GED certificate
3. Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of “B” or higher, or completion of MATH 1000 with a grade of “B” or higher
4. Assessment score placement into RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher
5. Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher
6. Completion of one of the following: COMM 1021*, COMM 1031, COMM 1041, COMM 1051, or ENGL 1021 with a grade of “C” or higher
7. Verification of current state EMT certification
8. Documentation of 50 911-generated ambulance runs, which must include patient treatment and/or transport. At least 50% must have been completed within two years of acceptance into this program. These must be completed after EMT certification. The run log must include the date, nature of the run, and involvement. Each page must also include the supervisor’s signature and phone number
   OR
   Successful completion of EMS 1025 and EMS 1026 with a grade of “B” or higher in each (can be taken in the same semester)
6 Programs of Study

9. A valid driver’s license
   *Not accepted as Goal 1 in Nursing-Paramedic Mobility Track

Career/Occupational Requirements: 56 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 1041</td>
<td>Introduction to Paramedics</td>
<td>5</td>
</tr>
<tr>
<td>EMSP 1046</td>
<td>Advanced Assessment, Communication, and Documentation</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1048</td>
<td>Advanced EMS Operations</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1049</td>
<td>Advanced EMS Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 1053</td>
<td>Advanced Medical Emergencies I</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 1054</td>
<td>Advanced Medical Emergencies II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 1060</td>
<td>Advanced Prehospital Cardiac Care I</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 1061</td>
<td>Advanced Prehospital Cardiac Care II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 1064</td>
<td>Advanced Prehospital Trauma Care</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 1066</td>
<td>Prehospital Special Populations</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1070</td>
<td>Paramedic Preparation and Assessment</td>
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<td>EMSP 1071</td>
<td>Advanced Clinical Practicum I</td>
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<td>EMSP 1072</td>
<td>Advanced Clinical Practicum II</td>
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<td>EMSP 1075</td>
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<td>EMSP 1076</td>
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<td>EMSP 1077</td>
<td>Advanced Life Support Practicum III</td>
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<tr>
<td>EMSP 1080</td>
<td>Integration and Transition to the Paramedic Role</td>
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</tbody>
</table>

General Education/MnTC Requirements: 3 credits

Goal 1: Communication: 3 credits
Fulfilled by application requirements

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
</tbody>
</table>

*Not accepted as Goal 1 in Nursing-Paramedic Mobility Track

Associate in Applied Science

Emergency Medical Services-Paramedic

Total number of credits: 76

Program Description: See above
Application Requirements: See above

Career/Occupational Requirements: 56 credits

<table>
<thead>
<tr>
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<tbody>
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<td>EMSP 1080</td>
<td>Integration and Transition to the Paramedic Role</td>
<td>2</td>
</tr>
</tbody>
</table>

Diploma

Paramedic for the Experienced EMT

Total Number of Credits: 47

Program Description: This program is designed to advance the experienced EMT to the paramedic level. Candidates may include experienced EMTs, registered nurses with experience in an emergency or critical care role, and military medics. Upon completion of the program, students may find career opportunities with ambulance services, police departments, fire departments, rescue departments, hospitals and clinics. The program meets the criteria for education of Paramedics as recommended by the U.S. Department of Transportation. The Century College Paramedic Program has been accredited by the Committee on Accreditation of Educational Programs for the EMS-Professions (CoAEMSP) since 1987. Students are eligible to complete the National Registry exam for Paramedics upon successful completion of the program.

Application Requirements:
1. A completed Century College application
2. An official high school transcript verifying graduation or an official GED certificate
3. Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of “B” or higher, or completion of MATH 1000 with a grade of “B” or higher
4. Assessment score placement into RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher
5. Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher
6. Completion of one of the following: COMM 1021*, COMM 1031, COMM 1041, COMM 1051, or ENGL 1021 with a grade of “C” or higher
7. Verification of current state EMT certification
8. Meets experienced EMT requirements
9. A valid driver’s license
   *Not accepted as Goal 1 in Nursing-Paramedic Mobility Track

Career/Occupational Requirements: 44 credits
- EMSE 1140 Paramedic Orientation
- EMSE 1141 Introduction to Paramedics
- EMSE 1146 Advanced Assessment, Communication, and Documentation
- EMSE 1148 Advanced EMS Operations
- EMSE 1149 Advanced EMS Pharmacology
- EMSE 1153 Advanced Medical Emergencies I
- EMSE 1154 Advanced Medical Emergencies II
- EMSE 1160 Advanced Prehospital Cardiac Care I
- EMSE 1161 Advanced Prehospital Cardiac Care II
- EMSE 1164 Advanced Prehospital Trauma Care
- EMSE 1166 Prehospital Special Populations
- EMSE 1170 Paramedic Preparation and Assessment
- EMSE 1175 Advanced Life Support Practicum I
- EMSE 1176 Advanced Life Support Practicum II
- EMSE 1177 Advanced Life Support Practicum III
- EMSE 1180 Integration and Transition to the Paramedic Role

General Education/MnTC Requirements: 3 credits
Goal 1 – Communication: 3 credits
- Fulfilled by application requirements
- COMM 1021 Fundamentals of Public Speaking*
- COMM 1031 Interpersonal Communication
- COMM 1041 Small Group Communication
- COMM 1051 Intercultural Communication
- ENGL 1021 Composition I
- *Not accepted as Goal 1 in Nursing-Paramedic Mobility Track

Associate in Applied Science Degree
Paramedic for the Experienced EMT
Total Number of Credits: 60

Program Description: See above
Application Requirements: See above

Career/Occupational Requirements: 44 credits
- EMSE 1140 Paramedic Orientation
- EMSE 1141 Introduction to Paramedics
- EMSE 1146 Advanced Assessment, Communication, and Documentation
- EMSE 1148 Advanced EMS Operations
- EMSE 1149 Advanced EMS Pharmacology
- EMSE 1153 Advanced Medical Emergencies I
- EMSE 1154 Advanced Medical Emergencies II
- EMSE 1160 Advanced Prehospital Cardiac Care I
- EMSE 1161 Advanced Prehospital Cardiac Care II
- EMSE 1164 Advanced Prehospital Trauma Care
- EMSE 1166 Prehospital Special Populations
- EMSE 1170 Paramedic Preparation and Assessment
- EMSE 1175 Advanced Life Support Practicum I
- EMSE 1176 Advanced Life Support Practicum II
- EMSE 1177 Advanced Life Support Practicum III
- EMSE 1180 Integration and Transition to the Paramedic Role

General Education/MnTC Requirements: 16 credits
Goal 1: Communication: 7 credits
- ENGL 1021 Composition I
- Select one of the following COMM courses*
  - COMM 1021 Fundamentals of Public Speaking*
  - COMM 1031 Interpersonal Communication
  - COMM 1041 Small Group Communication
  - COMM 1051 Intercultural Communication
- *Not accepted as Goal 1 in Nursing-Paramedic Mobility Track

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

Note: Approval pending on new program requirements. Please see counseling for updates.

Engineering

Program Options:
- Associate in Science Degree
  Engineering
Total Number of Credits: 64

Program Description: The Associate in Science Degree in Engineering is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program in one of the following engineering fields: aerospace, agriculture, biomedical, composites, chemical, civil, computer, electrical, environmental, geological, industrial, materials, mechanical, metallurgical and nuclear. This program includes the courses usually required in the first two years of a baccalaureate engineering curriculum. Students are urged to acquaint themselves with the
6 Programs of Study

requirements of the major department in the college or university where they plan to transfer, and to consult with the Century Counseling office for assistance in planning their program and selecting electives. Guide sheets are available in the Counseling Center for each engineering field.

Core Requirements: 10 credits
MATH 2081 Multivariable Calculus ................. 5
MATH 2082 Linear Algebra and Differential Equations . . 5

Course Requirements: 15 credits
Select a minimum of 15 credits from the following courses appropriate for your specific major in consultation with a counselor or advisor
CHEM 1041 Principles of Chemistry I ............... 5
CHEM 1042 Principles of Chemistry II ............. 5
CHEM 2041 Organic Chemistry I ................... 5
CSCI 1081 Programming Fundamentals .......... 3
ENGL 1025 Technical Writing ..................... 3
ENGR 1020 Introduction to Engineering .......... 4
ENGR 1080 Statics ................................... 3
ENGR 2080 Dynamics ................................ 3
ENGR 2085 Deformable Body Mechanics ........ 3
ENGR 2091 Circuits I ................................ 4
ENGR 2092 Circuits II ................................ 4
ENGR 2095 Introduction to Digital Design ...... 4

General Education/MnTC Requirements: 39 credits

Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ............................ 4
Select one of the following COMM courses: ........ 3
COMM 1021 Fundamentals of Public Speaking
COMM 1031 Small Group Communication
COMM 1051 Intercultural Communication

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

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 20 credits
MATH 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

Program Options:
Digital Fabrication Technology Certificate (16)
Engineering CAD Technology AAS (64)

Certificate
Digital Fabrication Technology
Total Number of Credits: 16

Program Description: This certificate is designed for individuals interested in learning more about automation and manufacturing technologies and systems. Students enrolled in ECAD, engineering, math and science programs/disciplines may benefit from a technical set of courses designed to prepare graduates for entry-level employment or continuing education in technical/engineering fields. Additionally, this certificate serves as the entrance into the ECAD program. Graduates may gain employment in firms’ R&D, Model shops, or prototype departments.

Application Requirements: 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: 16 credits
ECAD 1025 How to Make Almost Anything ........ 3
ENGR 1020 Introduction to Engineering .......... 4
OR
ECAD 1020 Interpreting Engineering Drawing ...... 2
AND
ECAD 1070 Introduction to AutoCAD ............... 3
Select from above courses not already taken, from the list below or other courses with instructor consent to total 16 credits.
ECAD 1060 Materials and Manufacturing Processes .... 3
ECAD 2050 Introduction to Inventor ............... 3
ECAD 2053 Introduction to SolidWorks ............ 3
ECAD 2055 Introduction to C creo Elements/Pro .... 3
ENGR 2020 Robotics .................................. 4
ENGR 2094 Digital Fundamentals ................... 2
ENGR 2095 Introduction to Digital Design ...... 4
MATH 1015 Applied Mathematics ................... 5
MATH 1081 Single Variable Calculus I .......... 5
PHYS 1041 General Physics I ................. 5
PHYS 1081 Introductory Physics .................. 5

Associate in Applied Science Degree
Engineering CAD Technology
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: 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 MATH 1015 or higher, or completion of MATH 0030 with a grade of "C" or higher.

Career/Occupational Requirements: 36 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECAD 1020</td>
<td>Interpreting Engineering Drawings</td>
<td>2</td>
</tr>
<tr>
<td>ECAD 1040</td>
<td>Engineering Drafting I</td>
<td>4</td>
</tr>
<tr>
<td>ECAD 1060</td>
<td>Materials and Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>ECAD 1070</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ECAD 2020</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3</td>
</tr>
<tr>
<td>ECAD 2030</td>
<td>Descriptive Geometry and Applications</td>
<td>2</td>
</tr>
<tr>
<td>ECAD 2040</td>
<td>Engineering Drafting II</td>
<td>4</td>
</tr>
<tr>
<td>ECAD 2050</td>
<td>Introduction to Inventor</td>
<td>3</td>
</tr>
<tr>
<td>ECAD 2055</td>
<td>Introduction to CREO Elements/Pro.</td>
<td>3</td>
</tr>
<tr>
<td>ECAD 2070</td>
<td>Power Transmission Devices</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1015</td>
<td>Applied Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

Career/Occupational Electives: 8 credits

Select 8 credits from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECAD 1025</td>
<td>How to Make Almost Anything</td>
<td>3</td>
</tr>
<tr>
<td>ECAD 1790</td>
<td>Independent Study</td>
<td>1-3</td>
</tr>
<tr>
<td>ECAD 2053</td>
<td>Introduction to SolidWorks</td>
<td>3</td>
</tr>
<tr>
<td>ECAD 2060</td>
<td>Basic Tooling Fixtures</td>
<td>3</td>
</tr>
<tr>
<td>ECAD 2075</td>
<td>Advanced CAD Software</td>
<td>3</td>
</tr>
<tr>
<td>ECAD 2080</td>
<td>Design Project</td>
<td>2</td>
</tr>
<tr>
<td>ECAD 2780</td>
<td>Internship</td>
<td>1-3</td>
</tr>
<tr>
<td>ECAD 2790</td>
<td>Special Topics in Engineering CAD</td>
<td>1-3</td>
</tr>
<tr>
<td>ENGR 1020</td>
<td>Introduction to Engineering CAD</td>
<td>4</td>
</tr>
</tbody>
</table>

Other electives may be selected with instructor consent

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one of the following COMM courses: 3 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td></td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td></td>
</tr>
</tbody>
</table>

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

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 5 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 1041</td>
<td>General Physics I</td>
<td>5</td>
</tr>
</tbody>
</table>

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

Program Options:
- Commercial Certificate (30)
- Facility Systems Technician Diploma (48)
- Facility Systems Technology AAS (64)

Certificate
- Commercial

Total Number of Credits: 30

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

Program Requirements: Students must be able to perform physical tasks to complete course requirements

Career/Occupational Requirements: 27 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FST 1000</td>
<td>Construction Technology</td>
<td>4</td>
</tr>
<tr>
<td>FST 1001</td>
<td>Facility Workplace Safety</td>
<td>2</td>
</tr>
<tr>
<td>FST 1020</td>
<td>Plumbing Basics</td>
<td></td>
</tr>
<tr>
<td>FST 1030</td>
<td>Basic Electricity</td>
<td></td>
</tr>
<tr>
<td>FST 1033</td>
<td>Electric Motors and Electric Controls</td>
<td></td>
</tr>
<tr>
<td>FST 2020</td>
<td>Commercial Electric Controls and Wiring Methods</td>
<td></td>
</tr>
<tr>
<td>HVAC 1041</td>
<td>Basic Refrigeration I</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 1060</td>
<td>Fundamentals of Heating</td>
<td>2</td>
</tr>
<tr>
<td>HVAC 1073</td>
<td>Hydronic and Low-Pressure Steam Boilers</td>
<td>3</td>
</tr>
<tr>
<td>WLDG 1011</td>
<td>Introduction to Metal Inert Gas Welding</td>
<td>1</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
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</table>

Select one of the following COMM courses: 3 credits

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<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td></td>
</tr>
</tbody>
</table>

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

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 5 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 1041</td>
<td>General Physics I</td>
<td>5</td>
</tr>
</tbody>
</table>

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

Goal 6 - Humanities and Fine Arts: 3 credits

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

Diploma
- 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.

Program Requirements: Students must be able to perform physical tasks to complete course requirements
6 Programs of Study

Career/Occidental Requirements: 42 credits

FST 1000  Construction Technology  ......................... 4
FST 1001  Facility Workplace Safety  ..................... 2
FST 1020  Plumbing Basics  ................................. 3
FST 1030  Basic Electricity  ................................. 3
FST 1033  Electric Motors and Electric Controls  ....... 3
FST 1060  Locks, Keys, and Security  ..................... 2
FST 2020  Commercial Electric Controls and Wiring Methods  ......................... 3
FST 2050  Computerized Maintenance and Energy Management Systems  ......................... 3
HVAC 1073  Hydronic and Low-Pressure Steam Boilers  ......................... 3
HVAC 1041  Basic Refrigeration I  ......................... 3
HVAC 1042  Basic Refrigeration II  ......................... 3
HVAC 1060  Fundamentals of Heating  ...................... 2
HVAC 1067  Gas Heat  ........................................ 2
HVAC 1069  Heat Pumps, Chillers, and Electric Heat  ......................... 4
HVAC 1073  Hydronic and Low-Pressure Steam Boilers  ......................... 3
WLDG 1011  Introduction to Metal Inert Gas Welding  ......................... 1

General Education/MnTC Requirements: 6 credits

Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021  Composition I  ..................................... 4
COMM 1021  Fundamentals of Public Speaking  ............. 3
COMM 1031  Interpersonal Communication  ................... 3
COMM 1041  Small Group Communication  ....................... 3
COMM 1051  Intercultural Communication  ..................... 3
General Education/MnTC electives  ........................... 2-3

Associate in Applied Science Degree
Facility Systems Technology
Total Number of Credits: 64

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

Program Requirements: Students must be able to perform physical tasks to complete course requirements

Career/Occidental Requirements: 44 credits

CAPL 1000  Computer Literacy  ............................... 1
FST 1000  Construction Technology  ......................... 4
FST 1001  Facility Workplace Safety  ..................... 2
FST 1020  Plumbing Basics  .................................. 3
FST 1030  Basic Electricity  .................................. 3
FST 1033  Electric Motors and Electric Controls  ....... 3
FST 1060  Locks, Keys and Security  ....................... 2
FST 2020  Commercial Electric Controls and Wiring Methods  ......................... 3

HVAC 1020  Load Calculating  ................................. 2
HVAC 1041  Basic Refrigeration I  ......................... 3
HVAC 1042  Basic Refrigeration II  ......................... 3
HVAC 1060  Fundamentals of Heating  ...................... 2
HVAC 1067  Gas Heat  ........................................ 2
HVAC 1069  Heat Pumps, Chillers, and Electric Heat  ......................... 4
HVAC 1073  Hydronic and Low-Pressure Steam Boilers  ......................... 3
WLDG 1011  Introduction to Metal Inert Gas Welding  ......................... 1

Global Studies

Academic Certificate
Total Number of Credits: 15

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

Core Requirements: 3 credits

GST 2010  Introduction to Global Studies  ..................... 3

Global Courses: Select 6 credits

ANTH 1023  Introduction to Cultural Anthropology  ......................... 3
ENGL 2051  Modern World Literature  .......................... 3
ENGL 2052  Contemporary World Literature  ...................... 3
**Heating, Ventilation, and Air Conditioning Technology**

**Program Options:**
- Cooling Certificate (30)
- Heating Certificate (30)
- HVAC Technician Diploma (48)
- HVAC Technology AAS Degree (64)

**Certificate**

**Cooling**

**Total Number of Credits: 30**

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<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>2063 Women in Literature-World Voices</td>
<td>3</td>
</tr>
<tr>
<td>GEOG</td>
<td>1023 Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG</td>
<td>1031 World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>1061 World History Since 1400</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>2051 20th Century Global Conflicts and Crisis</td>
<td>3</td>
</tr>
<tr>
<td>HUM</td>
<td>1025 Introduction to Humanities: A World View</td>
<td>4</td>
</tr>
<tr>
<td>MUSC</td>
<td>2051 World Music</td>
<td>3</td>
</tr>
<tr>
<td>PHIL</td>
<td>1051 World Religions</td>
<td>3</td>
</tr>
<tr>
<td>WGST</td>
<td>2061 Women in Global Perspectives</td>
<td>3</td>
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</tbody>
</table>

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

<table>
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<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART</td>
<td>1021 History of Western World Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART</td>
<td>1022 History of Western World Art II</td>
<td>3</td>
</tr>
<tr>
<td>CHIN</td>
<td>2021 Intermediate Chinese I</td>
<td>5</td>
</tr>
<tr>
<td>CHIN</td>
<td>2022 Intermediate Chinese II</td>
<td>5</td>
</tr>
<tr>
<td>COMM</td>
<td>1051 Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM</td>
<td>1053 Communication, Travel and Tourism</td>
<td>1</td>
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<tr>
<td>ENGL</td>
<td>2057 An Introduction to African Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>2058 Middle Eastern Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>2061 Women in Literature: British and Colonial</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>2083 Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>1021 Western Civilization: From Antiquity to the 18th Century</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>1022 Western Civilization: From the 18th Century to the Present</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>1051 East Asia Since 1600</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>2053 Southeast Asia and the Vietnam War</td>
<td>3</td>
</tr>
<tr>
<td>HUM</td>
<td>1021 Introduction to the Humanities: Europe and the United States</td>
<td>4</td>
</tr>
<tr>
<td>HUM</td>
<td>1030 Culture and Civilization of Spanish Speaking Peoples</td>
<td>3</td>
</tr>
<tr>
<td>HUM</td>
<td>1040 Culture and Civilization of Chinese Speaking Peoples</td>
<td>3</td>
</tr>
<tr>
<td>PHIL</td>
<td>1025 Introduction to Eastern Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>SPAN</td>
<td>2021 Intermediate Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>SPAN</td>
<td>2022 Intermediate Spanish II</td>
<td>5</td>
</tr>
</tbody>
</table>

**Program Description:** This certificate prepares students for service and installation of residential and light commercial refrigeration and air conditioning equipment. The student must pass the EPA Section 608 Clean Air Act Certification upon completion.

**Program Requirements:** Students must be able to perform physical tasks to complete course requirements.

**Career/Occupational Requirements: 27 credits**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FST</td>
<td>1001 Facility Workplace Safety</td>
<td>2</td>
</tr>
<tr>
<td>FST</td>
<td>1030 Basic Electricity</td>
<td>3</td>
</tr>
<tr>
<td>FST</td>
<td>1033 Electric Motors and Electric Controls</td>
<td>3</td>
</tr>
<tr>
<td>HVAC</td>
<td>1000 Sheet Metal and Metal Brazing Practices</td>
<td>2</td>
</tr>
<tr>
<td>HVAC</td>
<td>1020 Load Calculating</td>
<td>2</td>
</tr>
<tr>
<td>HVAC</td>
<td>1060 Fundamentals of Heating</td>
<td>2</td>
</tr>
<tr>
<td>HVAC</td>
<td>1065 Oil Heating Service and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>HVAC</td>
<td>1067 Gas Heat</td>
<td>4</td>
</tr>
<tr>
<td>HVAC</td>
<td>1070 Electronic Ignition and Condensing Furnaces</td>
<td>2</td>
</tr>
<tr>
<td>HVAC</td>
<td>1073 Hydronic and Low-Pressure Steam Boilers</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Goal 1 - Communication: 3 credits**

Select one of the following communication courses:

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

**Certificate**

**Heating**

**Total Number of Credits: 30**

**Program Description:** This certificate prepares students for service and installation processes of residential and light commercial gas, oil and hydronic heating systems.

**Program Requirements:** Students must be able to perform physical tasks to complete course requirements.

**Career/Occupational Requirements: 27 credits**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST</td>
<td>1001 Facility Workplace Safety</td>
<td>2</td>
</tr>
<tr>
<td>FST</td>
<td>1030 Basic Electricity</td>
<td>3</td>
</tr>
<tr>
<td>FST</td>
<td>1033 Electric Motors and Electric Controls</td>
<td>3</td>
</tr>
<tr>
<td>HVAC</td>
<td>1000 Sheet Metal and Metal Brazing Practices</td>
<td>2</td>
</tr>
<tr>
<td>HVAC</td>
<td>1020 Load Calculating</td>
<td>2</td>
</tr>
<tr>
<td>HVAC</td>
<td>1060 Fundamentals of Heating</td>
<td>2</td>
</tr>
<tr>
<td>HVAC</td>
<td>1065 Oil Heating Service and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>HVAC</td>
<td>1067 Gas Heat</td>
<td>4</td>
</tr>
<tr>
<td>HVAC</td>
<td>1070 Electronic Ignition and Condensing Furnaces</td>
<td>2</td>
</tr>
<tr>
<td>HVAC</td>
<td>1073 Hydronic and Low-Pressure Steam Boilers</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Goal 1 - Communication: 3 credits**

Select one of the following communication courses:
6 Programs of Study

Diploma

Heating, Ventilation and Air Conditioning Technician

Total Number of Credits: 48

Program Description: This diploma prepares students for service and installation of residential and light commercial heating and cooling equipment. The student must pass the EPA Section 608 Clean Air Act Certification.

Program Requirements: Students must be able to perform physical tasks to complete course requirements.

Career/Occupational Requirements: 42 credits

FST 1001 Facility Workplace Safety ................................. 2
FST 1030 Basic Electricity ............................................ 3
FST 1033 Electric Motors and Electric Controls ................ 3
HVAC 1000 Sheet Metal and Metal Brazing Practices ....... 2
HVAC 1020 Load Calculating ....................................... 2
HVAC 1041 Basic Refrigeration I ................................. 3
HVAC 1042 Basic Refrigeration II ............................... 3
HVAC 1060 Fundamentals of Heating ........................... 2
HVAC 1065 Oil Heating Service and Troubleshooting ....... 3
HVAC 1067 Gas Heat .................................................. 4
HVAC 1069 Heat Pumps, Chillers and Electric Heat ......... 2
HVAC 1070 Electronic Ignition and Condensing Furnaces .. 2
HVAC 1073 Hydronic and Low-Pressure Steam Boilers .... 3
HVAC 2051 Advanced Refrigeration I ......................... 4
HVAC 2052 Advanced Refrigeration II ......................... 4
WLDG 1001 Introduction to Oxyacetylene Welding .......... 2

General Education/MnTC Requirements: 6 credits

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

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

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

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

Goal 6 - Humanities and Fine Arts: 3 credits

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

Associate in Applied Science Degree

HVAC Technology

Total Number of Credits: 64

Program Description: This AAS Degree prepares students for service and installation of residential and light commercial heating and cooling equipment. The student must pass the EPA Section 608 Clean Air Act Certification. In addition to these core concepts, the General Education help ensure individuals have the necessary oral, written and critical thinking skills to help them with their professional responsibilities.

Program Requirements: Students must be able to perform physical tasks to complete course requirements.

Career/Occupational Requirements: 44 credits

FST 1001 Facility Workplace Safety ................................. 2
FST 1030 Basic Electricity ............................................ 3
FST 1033 Basic Electric Motors and Electric Controls ........ 3
HVAC 1000 Sheet Metal and Metal Brazing Practices ....... 2
HVAC 1020 Load Calculating ....................................... 2
HVAC 1041 Basic Refrigeration I ................................. 3
HVAC 1042 Basic Refrigeration II ............................... 3
HVAC 1060 Fundamentals of Heating ........................... 2
HVAC 1065 Oil Heating Service and Troubleshooting ....... 3
HVAC 1067 Gas Heat .................................................. 4
HVAC 1069 Heat Pumps, Chillers and Electric Heat ......... 2
HVAC 1070 Electronic Ignition and Condensing Furnaces .. 2
HVAC 1073 Hydronic and Low-Pressure Steam Boilers .... 3
HVAC 2051 Advanced Refrigeration I ......................... 4
HVAC 2052 Advanced Refrigeration II ......................... 4
WLDG 1001 Introduction to Oxyacetylene Welding .......... 2

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ................................. 4
Select one of the following COMM courses: ................. 3
COMM 1021 Fundamentals of Public Speaking ....... 3
COMM 1031 Interpersonal Communication ............... 3
COMM 1041 Small Group Communication ............... 3
COMM 1051 Intercultural Communication ............... 3

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

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

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

Goal 6 - Humanities and Fine Arts: 3 credits

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

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 (60)
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 or AAS degree.

Career/Occupational Requirements: 16 credits
HORT 1000  Introduction to Horticulture ..................... 3
Select 13 credits from the following courses:
HORT  1021  Horticulture Plant Biology ..................... 3
HORT  1023  Soil Science ..................................... 3
HORT  1024  Plant Propagation ................................. 3
HORT  1025  Pest Management ............................... 3
HORT  1027  Organic and Environmentally Friendly Horticulture ..................... 3
HORT  1032  Greenhouse Crops I ............................... 3
HORT  1041  Woody Plants ..................................... 3
HORT  1049  Landscape Installation I ......................... 3
HORT  1051  Herbaceous Plants .............................. 3

Certificate
Horticulture – Landscape
Total Number of Credits: 30

Program Description: The Horticulture - Landscape certificate provides students with the general education and technical skills to meet the demand for well-trained personnel in the landscape industry. Graduates will be well versed in woody and herbaceous plants that grow in this climate. They will be knowledgeable about plant pests, nursery operations, landscape design, landscape installation, and grounds maintenance. Graduates of this program may choose to continue in horticulture to achieve a diploma or an AAS degree.

Career/Occupational Requirements: 27 credits
HORT 1000  Introduction to Horticulture ..................... 3
HORT  1021  Horticulture Plant Biology ..................... 3
HORT  1025  Pest Management ................................ 3
HORT  1041  Woody Plants ..................................... 3
HORT  1049  Landscape Installation I ......................... 3
HORT  1051  Herbaceous Plants .............................. 3
HORT  2044  Landscape Maintenance and Management .... 3
HORT  2047  Landscape Design ............................... 3
HORT  2049  Landscape Installation II ....................... 3

General Education/MnTC Requirements: 3 credits
Goal 1 – Communication: 3 credits
Select one of the following communication courses:
ENGL 1021  Composition I .................................... 4
COMM 1021  Fundamentals of Public Speaking ................ 3
COMM 1031  Interpersonal Communication .................. 3
COMM 1041  Small Group Communication ..................... 3
COMM 1051  Intercultural Communication .................. 3

Certificate
Horticulture – 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, or an AAS degree.

Career/Occupational Requirements: 27 credits
HORT 1000  Introduction to Horticulture ..................... 3
HORT  1021  Horticulture Plant Biology ..................... 3
HORT  1023  Soil Science ..................................... 3
HORT  1024  Plant Propagation ................................. 3
HORT  1025  Pest Management ................................ 3
HORT  1032  Greenhouse Crops I ............................... 3
HORT  1051  Herbaceous Plants .............................. 3
HORT  2031  Greenhouse Operations ........................... 3
HORT  2033  Tropical Indoor Plants and Interiorscaping .... 3

General Education/MnTC Requirements: 3 credits
Goal 1 – Communication: 3 credits
Select one of the following communication courses:
ENGL 1021  Composition I .................................... 4
COMM 1021  Fundamentals of Public Speaking ................ 3
COMM 1031  Interpersonal Communication .................. 3
COMM 1041  Small Group Communication ..................... 3
COMM 1051  Intercultural Communication .................. 3
6 Programs of Study

ENGL 1021 Composition I ......................... 4
COMM 1021 Fundamentals of Public Speaking ......... 3
COMM 1031 Interpersonal Communication ......... 3
COMM 1041 Small Group Communication .......... 3
COMM 1051 Intercultural Communication ......... 3

Diploma
Greenhouse Technician
Total Number of Credits: 48

Program Description: The Horticulture Technology - Greenhouse diploma provides students with the general education and technical skills to meet the demand for well-trained personnel in the greenhouse industry. Graduates of this program will be well versed in greenhouse practices, including physical equipment and production of a wide assortment of plants. Graduates may choose to continue in horticulture to achieve an AAS degree.

Core Requirements: 30 credits
HORT 1000 Introduction to Horticulture .......... 3
HORT 1021 Horticulture Plant Biology ............ 3
HORT 1023 Soil Science .......................... 3
HORT 1024 Plant Propagation .................... 3
HORT 1025 Pest Management ...................... 3
HORT 1032 Greenhouse Crops I .................. 3
HORT 1051 Herbaceous Plants ..................... 3
HORT 2031 Greenhouse Operations .............. 3
HORT 2032 Greenhouse Crops II .................. 3
HORT 2033 Tropical Indoor Plants and Interiorscaping ....... 3

Career/Occupational Requirements: 11 credits
Select 11 credits from the following courses:
HORT 1027 Organic and Environmentally Friendly Horticulture .......... 3
HORT 1041 Woody Plants .......................... 3
HORT 1049 Landscape Installation I ................ 3
HORT 1781 Horticulture Internship I ............... 1-3
HORT 2041 Nursery Operations .................... 3
HORT 2044 Landscape Maintenance and Management .... 3
HORT 2045 Turfgrass Science and Management ........ 3
HORT 2046 Horticulture Equipment and Technology .... 3
HORT 2047 Landscape Design ...................... 3
HORT 2049 Landscape Installation II ............... 3
HORT 2051 Urban and Local Food Systems .......... 3
HORT 2052 Creating Native Landscapes .......... 3
HORT 2057 Computer Assisted Landscape Design .... 3

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

Diploma
Landscape Technician
Total Number of Credits: 48

Program Description: The Horticulture Technician - Landscape diploma provides students with the general education and technical skills to meet the demand for well-trained personnel in the landscape industry. Graduates will be well versed in woody and herbaceous plants that grow in this climate. They will be knowledgeable about plant pests, nursery operations, landscape design, landscape installation, and grounds maintenance. Graduates of this program may choose to continue in horticulture to achieve an AAS or AS degree.

Core Requirements: 27 credits
HORT 1000 Introduction to Horticulture .......... 3
HORT 1021 Horticulture Plant Biology ............ 3
HORT 1024 Plant Propagation .................... 3
HORT 1025 Pest Management ...................... 3
HORT 1041 Woody Plants .......................... 3
HORT 1049 Landscape Installation I ............... 3
HORT 1051 Herbaceous Plants ..................... 3
HORT 2047 Landscape Design ...................... 3
HORT 2049 Landscape Installation II ............... 3

Career/Occupational Requirements: 14 credits
Select 14 credits from the following courses:
HORT 1023 Soil Science .......................... 3
HORT 1027 Organic and Environmentally Friendly Horticulture .......... 3
HORT 1032 Greenhouse Crops I .................. 3
HORT 1781 Horticulture Internship I ............... 1-3
HORT 2031 Greenhouse Operations .............. 3
HORT 2032 Greenhouse Crops II .................. 3
HORT 2041 Nursery Operations .................... 3
HORT 2044 Landscape Maintenance and Management .... 3
HORT 2045 Turfgrass Science and Management ........ 3
HORT 2046 Horticulture Equipment and Technology .... 3
HORT 2047 Landscape Design ...................... 3
HORT 2051 Urban and Local Food Systems .......... 3
HORT 2052 Creating Native Landscapes .......... 3
HORT 2057 Computer Assisted Landscape Design .... 3

General Education/MnTC Requirements: 7 credits
Goal 1 – Communication: 7 credits
ENGL 1021 Composition I ......................... 4
Select one of the following COMM courses .............. 3
COMM 1021 Fundamentals of Public Speaking ......... 3
COMM 1031 Interpersonal Communication ......... 3
COMM 1041 Small Group Communication ......... 3
COMM 1051 Intercultural Communication ......... 3
**Associate in Applied Science**  
**Horticulture Greenhouse Technology**  
**Total Number of Credits: 64**

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

**Core Requirements: 30 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 1000</td>
<td>Introduction to Horticulture</td>
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</tr>
<tr>
<td>HORT 1021</td>
<td>Horticulture Plant Biology</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1023</td>
<td>Soil Science</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1024</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1025</td>
<td>Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1032</td>
<td>Greenhouse Crops I</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1051</td>
<td>Herbaceous Plants</td>
<td>3</td>
</tr>
<tr>
<td>HORT 2031</td>
<td>Greenhouse Operations</td>
<td>3</td>
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<tr>
<td>HORT 2032</td>
<td>Greenhouse Crops II</td>
<td>3</td>
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<tr>
<td>HORT 2033</td>
<td>Tropical Indoor Plants and Interiorscaping</td>
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</table>

**Career/Occupational Requirements: 14 credits**

Select 14 credits from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 1027</td>
<td>Organic and Environmentally Friendly Horticulture</td>
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</tr>
<tr>
<td>HORT 1041</td>
<td>Woody Plants</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1049</td>
<td>Landscape Installation I</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1781</td>
<td>Horticulture Internship</td>
<td>3</td>
</tr>
<tr>
<td>HORT 2041</td>
<td>Nursery Operations</td>
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<td>HORT 2044</td>
<td>Landscape Maintenance and Management</td>
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<td>HORT 2045</td>
<td>Turfgrass Science and Management</td>
<td>3</td>
</tr>
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<td>HORT 2046</td>
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<tr>
<td>HORT 2049</td>
<td>Landscape Installation II</td>
<td>3</td>
</tr>
<tr>
<td>HORT 2051</td>
<td>Urban and Local Food Systems</td>
<td>3</td>
</tr>
<tr>
<td>HORT 2052</td>
<td>Creating Native Landscapes</td>
<td>3</td>
</tr>
<tr>
<td>HORT 2057</td>
<td>Computer Assisted Landscape Design</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Goal 1 – Communication: 7 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
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</tbody>
</table>

Select one of the following COMM courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

**Core Requirements: 30 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 1000</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1021</td>
<td>Horticulture Plant Biology</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1023</td>
<td>Soil Science</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1024</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1025</td>
<td>Pest Management</td>
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<td>HORT 2047</td>
<td>Landscape Design</td>
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<tr>
<td>HORT 2049</td>
<td>Landscape Installation II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Career/Occupational Requirements: 14 credits**

Select 14 credits from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 1027</td>
<td>Organic and Environmentally Friendly Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1032</td>
<td>Greenhouse Crops I</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1781</td>
<td>Horticulture Internship</td>
<td>3</td>
</tr>
<tr>
<td>HORT 2031</td>
<td>Greenhouse Operations</td>
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<tr>
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<td>Greenhouse Crops I</td>
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<td>HORT 2052</td>
<td>Creating Native Landscapes</td>
<td>3</td>
</tr>
<tr>
<td>HORT 2057</td>
<td>Computer Assisted Landscape Design</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Goal 1 – Communication: 7 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
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</tbody>
</table>

Select one of the following COMM courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1031</td>
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<td>3</td>
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</table>

**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**
6 Programs of Study

Horticulture Science
Associate in Science Degree
Total Number of Credits: 60

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.

Core Requirements: 24 credits
HORT 1000 Introduction to Horticulture ..................... 3
HORT 1021 Horticulture 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 Tropical Indoor Plants and Interiorscaping .. 3
HORT 2047 Landscape Design ................................. 3

Horticulture Electives: 6 credits
Select 6 credits from the following courses:
HORT 1023 Soil Science ........................................... 3
HORT 1025 Pest Management ................................... 3
HORT 1032 Greenhouse Crops I ............................... 3
HORT 1049 Landscape Installation I ......................... 3
HORT 1781 Horticulture Internship I ......................... 3
HORT 2041 Nursery Operations ............................... 3
HORT 2044 Landscape Maintenance and Management .. 3
HORT 2045 Turfgrass Science and Management .......... 3

General Education/MnTC Requirements: 30 credits
Goal 1 – Communication: 7 credits
ENGL 1021 Composition I ....................................... 4
Select one of the following COMM courses .................. 3
COMM 1021 Fundamentals of Public Speaking
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication

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

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 9 credits
BIOL 1041 Principles of Biology I ......................... 5
MATH 1061 College Algebra I or higher .................... 4

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

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

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

Human Services

Program Options:
Volunteer Certificate (16)
Human Services Technician Certificate (30)
Human Services AS Degree (60)

Certificate
Volunteer
Total Number of Credits: 16

Program Description: The Human Services Volunteer Certificate is designed for community members interested in volunteering within a changing metro and global environment. The student will acquire a basic understanding of the concepts, principles, skills, methods and techniques necessary for a volunteer position in communities and agencies.

Additional Program Requirements:
1. Grade of “C” or higher in all Career/Occupational courses
2. Grade of “C” or higher in all specifically designated General Education course requirements

Career/Occupational Requirements: 7 credits
HSER 1030 Helping Skills ....................................... 3
HSER 2780 Internship (1 credit option) ...................... 1
Select a minimum of 3 credits from the following courses:
HSER 1060 Applied Theories of Family Functioning .. 3
HSER 1070 Helping Clients with Disabilities ............ 3
HSER 2000 Techniques of Working with Groups .... 3
HSER 2040 Crisis Assessment and Intervention ....... 3
HSER 2050 Seminar: Current Issues and Topics ...... 3

Electives: 6 credits
Select 6 credits from the following:
CAPL 1000* Computer Literacy .................................. 1
COMM 1021 Fundamentals of Public Speaking .......... 3
ENGL 1021 Composition I ....................................... 4
EMS 1010* AHA BLS for the Healthcare Provider (CPR) OR
HLTH 1005* Basic CPR, Red Cross .......................... 1
HLTH 1010* Standard First Aid and Safety ............... 1
PSYC 1020 General Psychology ............................... 4
PSYC 2043 Child Development ............................... 3
PSYC 2044 Adolescent Development .................... 3
PSYC 2045 Adult, Aging and Death ......................... 3
SOC 1041 Sociology of Social Problems ................. 3
SOC 1080 Introduction to the Criminal Justice System .. 3
SOC 2031 Sociology of the Family ......................... 3
SOC 2051 Sociology of Race and Ethnicity ............ 3
Additional Program Requirements:
1. Grade of “C” or higher in all Career/Occupational courses
2. Grade of “C” or higher in all specifically designated General Education course requirements
Prospective students should be aware that a MN Human Services background study with no restrictions may be required for the internships.

Career/Occupational Requirements: 30 credits
HSER 1020 Introduction to Human Services .................. 3
HSER 1030 Helping Skills ........................................ 3
HSER 1070 Helping Clients with Disabilities ................. 3
HSER 2000 Techniques of Working with Groups .......... 3
HSER 2030 Working with the Mentally Ill in Human Service Settings .................. 3
HSER 2040 Crisis Assessment and Intervention .......... 3
HSER 2050 Seminar: Current Issues and Topics .......... 3
HSER 2060 Case Management ................................... 3
HSER 2780 Human Services Internship I .................. 3
HSER 2781 Human Services Internship II .................. 3

General Education/MnTC Requirements: 30 credits
Goal 1 - Communication: 3 credits
COMM 1051 Intercultural Communication .................. 3

Certificate
Human Services Technician
Total Number of Credits: 30

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

Additional Program Requirements:
1. Grade of “C” or higher in all Career/Occupational courses
2. Grade of “C” or higher in all specifically designated General Education course requirements
Prospective students should be aware that a MN Human Services background study may be required for the internships.

Career/Occupational Requirements: 23 credits
HLTH 1040 Stress Management .................................. 2
HSER 1020 Introduction to Human Services ................. 3
HSER 1030 Helping Skills ........................................ 3
HSER 2000 Techniques of Working with Groups .......... 3
HSER 2030 Working with the Mentally Ill in Human Service Settings .................. 3
HSER 2040 Crisis Assessment and Intervention .......... 3
HSER 2050 Seminar: Current Issues and Topics .......... 3
HSER 2780 Human Services Internship I .................. 3
HSER 2781 Human Services Internship II .................. 3

General Education/MnTC Requirements: 7 credits
Goal 1 - Communications: 7 credits
ENGL 1021 Composition I ...................................... 4
COMM 1051 Intercultural Communication .................. 3

Associate in Science Degree
Human Services
Total Number of Credits: 60

Program Description: The Human Services program is designed for students interested in the helping professions. A graduate will acquire an understanding of the concepts, principles, skills, methods, and techniques necessary for paraprofessional positions in social welfare agencies. Students should see a Counselor or faculty member if planning to pursue a four-year degree.

Additional Program Requirements:
1. Grade of “C” or higher in all Career/Occupational courses
2. Grade of “C” or higher in all specifically designated General Education course requirements
Prospective students should be aware that a MN Human Services background study with no restrictions may be required for the internships.

Career/Occupational Requirements: 30 credits
HSER 1020 Introduction to Human Services ................. 3
HSER 1030 Helping Skills ........................................ 3
HSER 1070 Helping Clients with Disabilities ................. 3
HSER 2000 Techniques of Working with Groups .......... 3
HSER 2030 Working with the Mentally Ill in Human Service Settings .................. 3
HSER 2040 Crisis Assessment and Intervention .......... 3
HSER 2050 Seminar: Current Issues and Topics .......... 3
HSER 2060 Case Management ................................... 3
HSER 2780 Human Services Internship I .................. 3
HSER 2781 Human Services Internship II .................. 3

General Education/MnTC Requirements: 7 credits
Goal 1 - Communications: 7 credits
ENGL 1021 Composition I ...................................... 4
COMM 1051 Intercultural Communication .................. 3

Information and Telecommunications Technology

Program Options:
Advanced Networking Certificate (16)
Information Assurance and Security Certificate (16)
MCSA Certificate (16)
Networking Fundamentals Certificate (16)
Storage Area Networking Certificate (16)
VoIP Infrastructure and Management Certificate (16)
Green IT Certificate (19)
Information and Telecommunications Technology Certificate (30)
Information and Telecommunications Technology AAS Degree (64)
Other computer-related courses are offered in the following disciplines: Computer Application Technology, Computer Forensics,
Certificate
Networking Fundamentals
Total Number of Credits: 16 credits

Program Description: This certificate is designed to prepare students to select, connect, configure, and troubleshoot various networking devices for enterprise networks. This certificate covers topics including switched networks with VLANs, determining IP routes, managing IP traffic and access control. Establishing Point-to-Point and frame relay connections for WAN traffic is also covered. Additionally, this certificate will prepare students to take the Cisco Certified Network Associate (CCNA) examination.

Career/Occupational Requirements: 16 credits.

- ITT 1020 Introduction to Information and Telecommunication Technology 3
- ITT 1031 Network Fundamentals (CCNA-1) 3
- ITT 1032 Routing Protocols and Concepts (CCNA2) 3
- ITT 2031 LAN Switching and Wireless (CCNA-3) 3
- ITT 2032 Accessing the WAN (CCNA-4) 3
- ITT 2033 CCNA Capstone 1

Certificate
Advanced Networking
Total Number of Credits: 16 credits

Program Description: This certificate is designed to prepare students to install, configure and troubleshoot converged local and wide area networks with 100 to 500 or more nodes. Students will develop knowledge and skills required to manage the routers and switches that form the network core, as well as edge applications that integrate voice, wireless, and security into the network. Additionally, this certificate will prepare students to take the Cisco Certified Network Professionals (CCNP) examinations.

Application Requirements: Cisco Certified Network Associate (CCNA) certification or appropriate coursework or instructor consent

Career/Occupational Requirements: 16 credits

- ITT 2042 Implementing Secure Converged Wide Area Networks (CCNP-2) 3
- ITT 2043 Building Converged Cisco Multilayer Switched Networks (CCNP-3) 3
- ITT 2044 Optimizing Converged Networks (CCNP-4) 3
- ITT 2780 Internship 1

Select two courses from the following: 6 cr.

- ITT 1021 Principles of Information Security 3
- ITT 2020 Network Security Fundamentals 3
- ITT 2036 Network Attached Storage 3
- ITT 2038 Storage Area Network Management 3
- MCST 1013 Supporting Microsoft Windows Server 2008 3
- MCST 2032 Linux/UNIX System Administration 3

Certificate
Information Assurance and Security
Total Number of Credits: 16 credits

Program Description: This certificate provides students with the professional competencies specified by the world's two most prominent authorities in information assurance—the joint National Security Agency and Department of Homeland Security Committee on National Security Standards (CNSS), and the (ISC) organization's requirements for the Certified Information Systems Security Professional (CISSP) credential. Students that complete this certificate are prepared for careers as information systems security officers, information security analysts, administrators and consultants, risk managers and auditors.

Application Requirements: Proficiency in the knowledge and skills relating to configuring and maintaining routers and switches and a fundamental understanding of the principles of information security as demonstrated by: Cisco Certified Network Associate (CCNA) certification and a relevant industry certification in the IT security field (e.g. CompTIA Security+, CCSP, CISSP, etc.) or appropriate coursework or instructor consent.

Career/Occupational Requirements: 16 credits

- ITT 2020 Network Security Fundamentals 3
- ITT 2025 Firewalls and Network Security 3
- ITT 2075 Wireless Network Security 3
- ITT 2780 Internship 1

Select two courses from the following: 6 cr.

- ITT 2042 Implementing Secure Converged Wide Area Networks (CCNP-2) 3
- ITT 043 Building Converged Cisco Multilayer Switched Networks (CCNP-3) 3
- ITT 2044 Optimizing Converged Networks (CCNP-4) 3
### Certificate

**MCSA**

**Total Number of Credits: 16 credits**

**Program Description:** This certificate is designed to prepare students to successfully manage and maintain the typically complex computing environment of medium-to-large-sized companies utilizing Microsoft technologies. Additionally, this certificate will prepare students to take the Microsoft Certified System Administrator (MCSA) examinations.

**Application Requirements:** Proficiency in the knowledge and skills related to understanding the fundamentals of networking and the configuration of routers as demonstrated by: Cisco Certified Entry networking Technician (CCENT) certification or CompTIA Network+ certification or appropriate coursework or instructor consent.

**Career/Occupational Requirements: 16 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITT</td>
<td>2780</td>
<td>Internship</td>
<td>1</td>
</tr>
<tr>
<td>MCST</td>
<td>1011</td>
<td>Supporting Microsoft Windows 7 Professional</td>
<td>3</td>
</tr>
<tr>
<td>MCST</td>
<td>1013</td>
<td>Supporting Microsoft Windows Server 2008 .</td>
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<td>MCST</td>
<td>2017</td>
<td>Microsoft Windows Server 2008 Network Infrastructure</td>
<td>3</td>
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Select two courses from the following: 6 cr.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ITT</td>
<td>1021</td>
<td>Principles of Information Security</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>2020</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MCST</td>
<td>1001</td>
<td>PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>MCST</td>
<td>2015</td>
<td>Administering the Active Directory</td>
<td>3</td>
</tr>
</tbody>
</table>

### Certificate

**Storage Area Networking**

**Total Number of Credits: 16**

**Program Description:** This certificate is designed to prepare students to enter or advance into the Storage Area Networking (SAN's) field. Students will develop knowledge, understanding and technical operational skills relating to SAN's best practices. This program is designed around developing Network Attached Storage (NAS) and Storage Area Networks (SAN). Focus on deployment of NAS and SANs and managing those networks in a data-centric enterprise environment. Students will gain valuable skills maintaining and managing SAN business requirements and standards. This certificate is designed to advance students/professionals into the SAN field by building on technical information technology, computing, networking and telecommunication knowledge.

**Application Requirements:** Cisco Certified Network Associate (CCNA) certification or appropriate coursework or instructor consent.

**Career/Occupational Requirements: 16 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITT</td>
<td>2065</td>
<td>Information Security Management</td>
<td>3</td>
</tr>
<tr>
<td>MCST</td>
<td>1013</td>
<td>Supporting Microsoft Windows Server 2008 .</td>
<td>3</td>
</tr>
<tr>
<td>MCST</td>
<td>2032</td>
<td>Linux/UNIX System Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

### Certificate

**VolP Infrastructure and Management**

**Total Number of Credits: 16**

**Program Description:** This certificate is designed to prepare students to enter or advance into the IP Telephony field. Students will be provided the opportunity to develop knowledge, understanding and technical operational skills relating to VolP best practices. This program is designed around developing VolP networks, deployment of VolP, and managing those networks. Students will gain valuable skills maintaining and managing VolP business requirements and standards. This certificate is designed to advance students/professionals into the VolP fields by building on technical information technology, computing, networking and telecommunication knowledge.

**Career/Occupational Requirements: 16 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITT</td>
<td>2036</td>
<td>Network Attached Storage</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>2038</td>
<td>Storage Area Network Management</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>2051</td>
<td>Enterprise Computing Virtualization</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>2780</td>
<td>Internship</td>
<td>1</td>
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</table>

Select two courses from the following: 6 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ITT</td>
<td>2020</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>2042</td>
<td>Implementing Secure Converged Wide Area Networks (CCNP-2)</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>2043</td>
<td>Building Converged Cisco Multilayer Switched Networks (CCNP-3)</td>
<td>3</td>
</tr>
<tr>
<td>ITT</td>
<td>2044</td>
<td>Optimizing Converged Networks (CCNP-4)</td>
<td>3</td>
</tr>
<tr>
<td>MCST</td>
<td>1013</td>
<td>Supporting Microsoft Windows Server 2008 .</td>
<td>3</td>
</tr>
<tr>
<td>MCST</td>
<td>2032</td>
<td>Linux/UNIX System Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

### Certificate

**Green IT**

**Total Number of Credits: 19**

**Program Description:** Going green is about more than saving the environment. It can have a huge impact on the bottom line of an organization. Green IT means not only reducing power and having...
### 6 Programs of Study

Appropriate recycling programs but also focusing on how new information technologies can contribute in reducing the carbon footprint and improving the Return On Investment (ROI) for the organization. This program will prepare individuals to design and implement green initiatives in order to deploy and manage responsible and efficient contemporary IT departments. This certification will prepare students to take the comprehensive CompTIA Strata - Green IT exam.

**Application Requirements:** Cisco Certification or IT experience or instructor consent.

### Career/Occupational Requirements: 19 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 2050</td>
<td>Computerized Maintenance and Energy Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>ITT 1033</td>
<td>Network Infrastructure and Data Center Design (BICSI)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2036</td>
<td>Network Attached Storage</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2044</td>
<td>Optimizing Converged Networks (CCNP-4)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2051</td>
<td>Enterprise Computing Virtualization</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2080</td>
<td>Technology Planning and Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2780</td>
<td>Internship</td>
<td>1</td>
</tr>
</tbody>
</table>

### Certificate

**Information and Telecommunication Technology Certificate**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ITT 1020</td>
<td>Introduction to Information and Telecommunications Technology</td>
<td>3</td>
</tr>
<tr>
<td>ITT 1031</td>
<td>Network Fundamentals (CCNA-1)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 1032</td>
<td>Routing Protocols and Concepts (CCNA-2)</td>
<td>3</td>
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<tr>
<td>ITT 1070</td>
<td>Telephony Systems</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2031</td>
<td>LAN Switching and Wireless (CCNA-3)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2032</td>
<td>Accessing the WAN (CCNA-4)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2041</td>
<td>Building Scalable Cisco Interntworks (CCNP-1)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2080</td>
<td>Technology Planning and Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2780</td>
<td>Internship</td>
<td>1</td>
</tr>
</tbody>
</table>

**Technical Electives approved by ITT faculty**

### General Education/MnTC Requirements: 3 credits

**Goal 1 - Communication:** 3 credits

Select one of the following communication courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Applied Science Degree Information and Telecommunications Technology**

Total Number of Credits: 64

**Program Description:** This broad-based program of Liberal, technical, and professional studies will prepare students for intelligent, effective, self-development in a complex and continually changing society. The Information and Telecommunications degree is designed to allow students to focus on a specialized area within the Information Technology field. The program also emphasizes the importance of business and communication skills in today's business climate.

### Career/Occupational Requirements: 31 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITT 1020</td>
<td>Introduction to Information and Telecommunications Technology</td>
<td>3</td>
</tr>
<tr>
<td>ITT 1021</td>
<td>Principles if Information Security</td>
<td>3</td>
</tr>
<tr>
<td>ITT 1031</td>
<td>Network Fundamentals (CCNA-1)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 1032</td>
<td>Routing Protocols and Concepts (CCNA-2)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 1033</td>
<td>Network Infrastructure and Data Center Design (BICSI)</td>
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<tr>
<td>ITT 2031</td>
<td>LAN Switching and Wireless (CCNA-3)</td>
<td>3</td>
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<tr>
<td>ITT 2032</td>
<td>Accessing the WAN (CCNA-4)</td>
<td>3</td>
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<tr>
<td>ITT 2041</td>
<td>Building Scalable Cisco Internetworks (CCNP-1)</td>
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<tr>
<td>ITT 2080</td>
<td>Technology Planning and Architecture</td>
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<tr>
<td>ITT 2780</td>
<td>Internship or technical elective</td>
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</table>

**Technical elective**

### Advanced Networking: 13 credits

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ITT 2042</td>
<td>Implementing Secure Converged Wide Area Networks (CCNP-2)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2043</td>
<td>Building Converged Cisco Multilayer Switched Networks (CCNP-3)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2044</td>
<td>Optimizing Converged Networks (CCNP-4)</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2780</td>
<td>Internship</td>
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Select one course from the following: 3 cr.

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ITT 2020</td>
<td>Network Security Fundamentals</td>
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<tr>
<td>ITT 2036</td>
<td>Network Attached Storage</td>
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<tr>
<td>ITT 2038</td>
<td>Storage Area Network Management</td>
<td>3</td>
</tr>
<tr>
<td>MCST 1013</td>
<td>Supporting Microsoft Windows Server 2008</td>
<td>3</td>
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<tr>
<td>MCST 2032</td>
<td>Linux/UNIX System Administration</td>
<td>3</td>
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### Information Assurance and Security: 13 credits

<table>
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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ITT 2020</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2025</td>
<td>Firewalls and Network Security</td>
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<tr>
<td>ITT 2075</td>
<td>Wireless Network Security</td>
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<tr>
<td>ITT 2780</td>
<td>Internship</td>
<td>1</td>
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</tbody>
</table>
Select one course from the following: 3 cr.

ITT 2042 Implementing Secure Converged Wide Area Networks (CCNP-2) 3
ITT 2043 Building Converged Cisco Multilayer Switched Networks (CCNP-3) 3
ITT 2044 Optimizing Converged Networks (CCNP-4) 3
MCST 1013 Supporting Microsoft Windows Server 2008 3
MCST 2032 Linux/UNIX System Administration 3

MCST: 13 credits
ITT 2780 Internship 1
MCST 1011 Supporting Microsoft Windows 7 Professional 3
MCST 1013 Supporting Microsoft Windows Server 2008 3
MCST 2017 Microsoft Windows Server 2008 Network Infrastructure 3

Select one course from the following: 3 cr.

ITT 2020 Network Security Fundamentals 3
MCST 1001 PC Hardware and Software 4
MCST 2015 Administering the Active Directory 3

Storage Area Networking: 13 credits
ITT 2036 Network Attached Storage 3
ITT 2038 Storage Area Network Management 3
ITT 2051 Enterprise Computing Virtualization 3
ITT 2780 Internship 1

Select one course from the following: 3 cr.

ITT 2020 Network Security Fundamentals 3
ITT 2042 Implementing Secure Converged Wide Area Networks (CCNP-2) 3
ITT 2043 Building Converged Cisco Multilayer Switched Networks (CCNP-3) 3
ITT 2044 Optimizing Converged Networks (CCNP-4) 3
MCST 1013 Supporting Microsoft Windows Server 2008 3
MCST 2032 Linux/UNIX System Administration 3

VoIP Infrastructure and Management: 13 credits
ITT 1070 Telephony Systems 3
ITT 2060 Computer Telephony Integration 3
ITT 2070 Video Integration 3
ITT 2780 Internship 1

Select one course from the following: 3 cr.

ITT 2020 Network Security Fundamentals 3
ITT 2042 Implementing Secure Converged Wide Area Networks (CCNP-2) 3
ITT 2043 Building Converged Cisco Multilayer Switched Networks (CCNP-3) 3
ITT 2044 Optimizing Converged Networks (CCNP-4) 3
MCST 1013 Supporting Microsoft Windows Server 2008 3
MCST 2032 Linux/UNIX System Administration 3

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits

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

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

Interior Design

Program Options:
Home Furnishing Sales Certificate (30)
Kitchen and Bathroom Design (30)
Interior Design Consultant Certificate (16)
Interior Design Associate Diploma (48)
Interior Design AAS Degree (64)

Certificate
Home Furnishings Sales

Total Number of Credits: 30

Program Description: Home Furnishings Sales graduates will be prepared to consult with customers and to recommend and sell residential interior furnishing products and services appropriate to customer needs. In addition, a base of skills and knowledge suitable for continuing education and/or professional growth in the industry will be acquired. Note: MATH 0010 and ENGL 0090 are prerequisites for INTD 1040.

Career/Occupational Requirements: 27 credits
INTD 1020 Drafting for Interior Design 3
INTD 1030 Design and Color 3
INTD 1040 Elements of Interior Design 3
INTD 1050 Lighting Fundamentals 3
INTD 1060 Furniture Styles and Periods 3
INTD 1080 Textile Applications 3
INTD 2001 Residential Studio I 3
INTD 2002 Residential Studio II 3
INTD 2020 Professional Practice for Interior Design 3

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits
Select one of the following communication courses:
ENGL 1021 Composition I
COMM 1021 Fundamentals of Public Speaking
6 Programs of Study

Certificate
Kitchen and Bathroom Design
Total Number of Credits: 30

Program Description: The Kitchen and Bathroom Design certificate program, which is accredited 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 materials. Note: This program has a fall start only. The classroom section is taught at the International Market Square or completely online.
Application Requirements: Assessment score placement into MATH 0030 and ENGL 1021 for those without prior higher education.

Career/Occupational Requirements: 30 credits
KBD 1010 Presentation Standards 3
KBD 1020 Construction and Mechanical Systems 3
KBD 1030 Basic Kitchen and Bath Design 3
KBD 1040 Materials and Estimating 2
KBD 1050 Lighting for Kitchen and Bath Design 1
KBD 2010 Advanced Kitchen and Bath Design 3
KBD 2020 CAD for Kitchen and Bath Design 3
KBD 2030 Business Practices for Kitchen and Bath Design 1
KBD 2080 Customized Consulting and Presentation 3
KBD 2085 Kitchen and Bath Internship Preparation 2
KBD 2780 Kitchen and Bath Design Internship 3

Select one of the following courses:
ECAD 1070 Introduction to AutoCAD 3
INTD 2040 Dimensional Drawing 3
KBD 2060 Advanced CAD for Kitchen and Bath Design 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 for the classroom section only.

Certificate
Interior Design Consultant
Total Number of Credits: 16

Program Description: The Interior Design Certificate is designed for advanced students who have their AAS or bachelor’s degree in Interior Design, to gain additional knowledge and expertise in specific specialty areas of the Interior Design industry. Students will select from two tracks that each specialize in a different focus.
Application Requirements: Must have an AAS or bachelor’s degree in Interior Design or be in the semester of their graduation and instructor consent.

Career/Occupational Requirements: 16 credits
Select 1 of 2 Track Options

Interior Design Specialties: 16 credits
INTD 1090 Sustainable Design 3
INTD 2040 Dimensional Design Drawing 3
INTD 2070 Interior Design Portfolio 1

Select a minimum of 9 credits from the following courses with guidance of program faculty:
INTD 2060 Revit for Interior Design 3
INTD 2075 Design-Build Partnership 3
INTD 2080 Feng Shui 3
INTD 2085 Window Covering Design 3
INTD 2090 Residential Design for Aging in Place 3
INTD 2095 Interior Design: A Global Perspective 3

Technology Focus: 16 credits
ECAD 1070 Introduction to AutoCAD 3
INTD 2040 Dimensional Design Drawing 3
INTD 2060 Revit for Interior Design 3
INTD 2070 Interior Design Portfolio 3
VCT 1018 Digital Imaging 1
VCT 1023 Web Design 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.

Career/Occupational Requirements: 42 credits
ECAD 1070 Introduction to AutoCAD 3
INTD 1020 Drafting for Interior Design 3
INTD 1030 Design and Color 3
INTD 1040 Elements of Interior Design 3
INTD 1050 Lighting Fundamentals 3
INTD 1060 Furniture, Styles and Periods 3
INTD 1080 Textile Applications 3
INTD 1090 Sustainable Design 3
INTD 2001 Residential Studio I 3
INTD 2002 Residential Studio II 3
INTD 2020 Professional Practice for Interior Design 3
INTD 2030 Design Sales 3
INTD 2040 Dimensional Drawing 3
INTD 2050 Commercial Design Studio 3

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

**Goal 1 - Communication: 3 credits**
- ENGL 1021 Composition I
- COMM 1021 Fundamentals of Public Speaking
- COMM 1031 Interpersonal Communication
- COMM 1041 Small Group Communication
- COMM 1051 Intercultural Communication
- See MnTC course list for options

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

**Law Enforcement**

**Program Options:**
- Law Enforcement AS Degree (64)
- Investigative Sciences in Law Enforcement AAS Degree (72)
- See also Criminal Justice

**Associate in Applied Science Degree**

**Interior Design**

**Total Number of Credits: 64**

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

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

**Career/Occupational Requirements: 44 credits**

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

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

**Goal 1 - Communication: 7 credits**
- ENGL 1021 Composition I 4
- COMM 1031 Interpersonal Communication 3

**Goal 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**

**Associate in Science Degree**

**Law Enforcement**

**Total Number of Credits: 64**

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

**Career/Occupational Requirements: 32 credits**

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

The following courses the Professional Licensing Core (PLC), are offered at the Law Enforcement Education Center at Hennepin Technical College in Brooklyn Park. For application requirements, see Century Counseling Center for information.

- LAWE 2225 Criminal Investigations 3
- LAWE 2230 Legal Issues in Law Enforcement 3
- LAWE 2231 Minnesota Criminal & Traffic Codes 3
- LAWE 2240 Patrol Operations 3
- LAWE 2299 Law Enforcement Integrated Practicum 9
6 Programs of Study

General Education/MnTC Requirements: 32 credits

Goal 1 - Communication: 7 credits
ENGL 1021 Composition I* ................................................. 4
Select one of the following COMM courses: ...................................... 3
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication

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

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 6 credits
Select one of the following courses:
BIOL 1023 Introduction to Forensic Biology OR ...................... 4
BIOL 1024 Human Biology ......................................................... 3
Note: cannot earn credit in both BIOL 1023 and 1024)
MATH 1025 Statistics ................................................................. 4

Goal 5 - History/Social and Behavioral Sciences: 16 credits
PSYC 1020 General Psychology* ............................................. 4
SOC 1020 Introduction to Sociology* ......................................... 3
SOC 1033 Sociology of Families in Crisis* .................................... 3
SOC 1080 Introduction to the Criminal Justice System* .................. 3
SOC 2051 Sociology of Race and Ethnicity* ................................. 3

Goal 6 - Humanities and Fine Arts: 3 credits
PHIL 1031 Ethics ....................................................................... 3

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

Additional Requirements:
To be licensed as a Minnesota law enforcement officer, Minnesota POST requires First Responder Certification. Certification can be achieved through credit or non-credit coursework. Century College offers EMS 1015 First Responder for 2 credits as a means to achieve this requirement.

*To apply to the Law Enforcement Education Center, students must either be currently enrolled in or have completed the core requirements for the Police Officer Standards and Training Board (POST). Application requires a “C” or higher in each of these nine prerequisite courses and a 2.5 GPA in these courses. A college cumulative GPA of 2.0 is also required.

Associate in Applied Science

Investigative Sciences for Law Enforcement

Total Number of Credits: 72

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

Career/Occupational Requirements: 44 credits
CJS 2081 Police in the Community* ........................................... 3
CJS 2085 Juvenile Justice and Delinquency* ................................. 3
CJS 2095 Interview, Interrogation and Investigation ................. 3
CJS 2097 Homeland Defense ...................................................... 3
ENGL 1025 Technical Writing* ................................................... 3
PE 1060 Personal Fitness. ............................................................... 2
VCT 1047 Forensic Photography .................................................... 3
Select one of the following courses:
CJS 2091 Crime and Incident Mapping for Public Safety I .............. 3
CFIT 2065 Introduction to Computer Forensics ............................ 3
SPAN 1005 Spanish for Public Safety Professionals I .................... 3

The following courses, the Professional Licensing Core (PLC), are offered at the Law Enforcement Education Center at Hennepin Technical College in Brooklyn Park. 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 Enfor. Integrated Practicum ............................... 9

General Education/MnTC Requirements: 28 credits

Goal 1 - Communication: 7 credits
ENGL 1021 Composition I* ....................................................... 4
Select one of the following COMM courses: ................................... 3
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication

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

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
Select one of the following courses:
BIOL 1023 Introduction to Forensic Biology ................................. 4
BIOL 1024 Human Biology .......................................................... 3
MATH 1025 Statistics ................................................................. 4

Goal 5 - History/Social and Behavioral Sciences: 15 credits
SOC 1020 Introduction to Sociology* .......................................... 3
SOC 1033 Sociology of Families in Crisis* .................................... 3
SOC 1080 Introduction to the Criminal Justice System* .................. 3
SOC 2051 Sociology of Race and Ethnicity* ................................. 3

Goal 6 - Humanities and Fine Arts: 3 credits
Select one of the following courses:
ART 1031 Photography I
Certificate
Entrepreneurial
Total Number of Credits: 16

Program Description: The Entrepreneurial Certificate is targeted for students who are interested in starting and running their own business. Emphasis may include identifying markets and potential, green/sustainable marketing, business plan development, e-marketing, and leading employees. Coursework will include marketing mix elements of product, place, price, and promotion. The certificate is meant to be a practical approach for developing entrepreneurial skills. The concepts discussed are also meant to provide and strengthen the student's skills to develop and implement new business growth initiatives within a firm.

Career/Occupational Requirements: 12 Credits
MKTG 2005 Entrepreneurship Fundamentals . . . . . . . . . . . . 3
MKTG 2050 Principles of Marketing . . . . . . . . . . . . . . . . . . . 3
MKTG 2055 Electronic Marketing Concepts . . . . . . . . . . . 3
MKTG 2063 Advertising and Sales Promotion . . . . . . . . . . 3

Select at least 4 credits from the following, or other courses with instructor consent:
ACCT 1010 Introduction to Accounting . . . . . . . . . . . . . . . . 3
ACCT 1030 Computerized Accounting Applications . . . . . 3
CAPL 1028 Microsoft Project . . . . . . . . . . . . . . . . . . . . . . . . . 1
CAPL 1050 Web Design, Creation, and Management . . . . 3
MKTG 1020 Visual Merchandising and Store Planning . . . 3
MKTG 2010 Workplace Leadership. . . . . . . . . . . . . . . . . . . . . . 3
MKTG 2020 Negotiation Strategies . . . . . . . . . . . . . . . . . . . . . . 3
MKTG 2035 Trend Analysis . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
VCT 1012 Principles of Digital Communications I . . . . . 3
VCT 1015 Project Planning. . . . . . . . . . . . . . . . . . . . . . . . . . . . 3

Diploma
Marketing Specialty
Total Number of Credits: 45

Program Description: The Marketing Specialty program is designed for students who desire careers in marketing specialty areas. Some may be interested in opening and operating their own businesses, while others may want to work as sales professionals, retail managers, floor merchandisers or in support positions like visual merchandising or special event production. Web assisted courses are integral to the program delivery.

Career/Occupational Requirements: 42 credits
BMGT 1020 Introduction to Business . . . . . . . . . . . . . . . . . . . . . . 3
CAPL 1010 Introduction to Software Applications . . . . . 3
MKTG 1025 Professional Development. . . . . . . . . . . . . . . . . . . . . . 3
MKTG 2050 Principles of Marketing . . . . . . . . . . . . . . . . . . . . . . 3

Select 30 credits from the following courses:
MKTG 1020 Visual Merchandising and Store Planning . . . 3
MKTG 1790 Marketing Independent Study. . . . . . . . . . . . . . . . . . . . . 1-3
MKTG 2000 Customer Service Strategies. . . . . . . . . . . . . . . . . . . . . 3
MKTG 2005 Entrepreneurship Fundamentals . . . . . . . . . . . . 3
MKTG 2010 Workplace Leadership. . . . . . . . . . . . . . . . . . . . . . . . . . . 3
MKTG 2035 Trend Analysis . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
MKTG 2080 Retailing Principles and Practices . . . . . . . . . . . . . . . . . . . 3

Certificate
Marketing
Total Number of Credits: 18

Program Description: This certificate serves learners interested in exploring career options. Each course is built on fundamental principles of marketing and retailing—providing the right product/service at the right place and time. The certificate credits may be applied to the 45-credit marketing specialty diploma as well as the Associate in Applied Science (AAS) Marketing Management or Marketing Communication Technology degrees.

Career/Occupational Requirements: 18 credits
MKTG 1025 Professional Development . . . . . . . . . . . . . . . . . . . . . . 3
MKTG 2050 Principles of Marketing . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Select 12 credits from the following:
MKTG 1020 Visual Merchandising and Store Planning . . . . 3
MKTG 1790 Marketing Independent Study. . . . . . . . . . . . . . . . . . . . . 1-3
MKTG 2000 Customer Service Strategies. . . . . . . . . . . . . . . . . . . . . 3
MKTG 2005 Entrepreneurship Fundamentals . . . . . . . . . . . . 3
MKTG 2010 Workplace Leadership. . . . . . . . . . . . . . . . . . . . . . . . . . . 3
MKTG 2035 Trend Analysis . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3

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

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

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

MKTG 1043 Fashion Marketing Essentials ............................................. 3
MKTG 1066 Event Production and Marketing ........................................ 3
MKTG 2000 Customer Service Strategies ............................................. 3
MKTG 2005 Entrepreneurship Fundamentals ........................................ 3
MKTG 2010 Workplace Leadership .................................................. 3
MKTG 2020 Negotiation Strategies .................................................. 3
MKTG 2035 Trend Analysis ........................................................... 3
MKTG 2055 Electronic Marketing Concepts ........................................ 3
MKTG 2060 Relationship Selling ..................................................... 3
MKTG 2063 Advertising and Sales Promotion ..................................... 3
MKTG 2080 Retailing Principles and Practices ................................... 3

Select 32 credits from the following courses:
MKTG 2050 Principles of Marketing .................................................. 3
MKTG 2080 Retailing Principles and Practices ................................... 3
MKTG 1020 Visual Merchandising and Store Planning ....................... 3
MKTG 1043 Fashion Marketing Essentials ............................................. 3
MKTG 1066 Event Production and Marketing ........................................ 3
MKTG 2000 Customer Service Strategies ............................................. 3
MKTG 2005 Entrepreneurship Fundamentals ........................................ 3
MKTG 2010 Workplace Leadership .................................................. 3
MKTG 2020 Negotiation Strategies .................................................. 3
MKTG 2035 Trend Analysis ........................................................... 3
MKTG 2055 Electronic Marketing Concepts ........................................ 3
MKTG 2060 Relationship Selling ..................................................... 3
MKTG 2063 Advertising and Sales Promotion ..................................... 3
MKTG 2080 Retailing Principles and Practices ................................... 3
MKTG 2780 Marketing Internship .................................................... 1-6

General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ........................................................... 4
COMM 1031 Interpersonal Communication ......................................... 3
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

Associate in Applied Science Degree
Marketing Communications Technology
Total Number of Credits: 60

Program Description: This polytechnic degree program blends three Century College areas: the theories and strategies of the Marketing Program, the application skills of the Visual Communications Technology Program and the hands-on and aesthetic teachings of the Art and Art Studio coursework. In addition, courses from the English, Communication and Philosophy disciplines round out this curriculum and form a balanced theory/practice approach. Learners with this type of preparation find fulfilling careers in a variety of visual communications as well as visual marketing fields.

Career/Occupational Requirements: 29 Credits
CAPL 1010 Introduction to Software Applications ................................ 3
MKTG 2035 Trend Analysis ........................................................... 3
MKTG 2050 Principles of Marketing .................................................. 3
MKTG 2055 Electronic Marketing Concepts ........................................ 3
MKTG 2063 Advertising and Sales Promotion ..................................... 3
VCT 1012 Principles of Digital Communications ................................ 3
VCT 1013 Design Basics .............................................................. 4
VCT 1015 Project Planning ............................................................ 3
VCT 1018 Digital Imaging .............................................................. 3
VCT 2076 Portfolio Development-Marketing Communications ............. 1

Career/Occupational Electives: 9 Credits
Select 3 credits from the following courses:
MKTG 1020 Visual Merchandising and Store Planning ....................... 3
MKTG 2000 Customer Service Strategies ............................................. 3
MKTG 2005 Entrepreneurship Fundamentals ........................................ 3
MKTG 2020 Negotiation Strategies .................................................. 3
MKTG 2035 Trend Analysis ........................................................... 3
MKTG 2055 Electronic Marketing Concepts ........................................ 3
MKTG 2060 Relationship Selling ..................................................... 3
MKTG 2063 Advertising and Sales Promotion ..................................... 3
MKTG 2080 Retailing Principles and Practices ................................... 3
MKTG 2780 Marketing Internship .................................................... 1-6

General Education/MnTC Requirements: 22 Credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ........................................................... 4
COMM 1041 Small Group Communication ......................................... 3
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 – Sciences/Math/Logical Reasoning: 3 credits
Goal 5 – History/Social and Behavioral Sciences: 3 credits
COMM 1061 Introduction to Mass Communication ................................ 3

Century College 2011-2012
Application Requirements for Day Program:
1. High School graduate or GED
2. Assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of "C" or higher
3. Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher
4. BIOL 1024, HLTH 1001, and CAPL 1010 or CSCI 1020

Please refer to program application information available in Admissions, the Counseling Center, and the Century website for day and evening program application requirements.

Additional Program Requirements:
A grade of "C" or higher must be obtained in all career/occupational requirements.

Career/Occupational Requirements: 35 credits

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CAPL</td>
<td>Introduction to Personal Computers and Information Systems OR CSCI 1020 Introduction to Microcomputers</td>
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<tr>
<td>HLTH</td>
<td>Medical Terminology</td>
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<td>MEDA</td>
<td>Laboratory Techniques I</td>
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<td>Laboratory Techniques II</td>
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<tr>
<td>MEDA</td>
<td>Clinical Assisting I</td>
<td>5</td>
</tr>
<tr>
<td>MEDA</td>
<td>Clinical Assisting II</td>
<td>5</td>
</tr>
<tr>
<td>MEDA</td>
<td>Administrative Procedures for Medical Assistants</td>
<td>4</td>
</tr>
<tr>
<td>MEDA</td>
<td>Clinical Externship</td>
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General Education/MnTC Requirements: 13 credits

<table>
<thead>
<tr>
<th>Goal</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Goal 1 - Communication</td>
<td>ENGL 1021 Composition I</td>
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</tr>
<tr>
<td>Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning</td>
<td>BIOL 1024 Human Biology</td>
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Select one of the following COMM courses:
COMM 1031 Interpersonal Communication
COMM 1051 Intercultural Communication

Goal 5 - History/Social and Behavioral Sciences: 3 or 4 credits
Select one of the following PSYC courses:
PSYC 1020 General Psychology OR PSYC 1041 Developmental Psychology

Medical Assistant

Program Options:
Medical Assistant Diploma (48)

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 300 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 Medical Assistant Education Review Board (MAERB).

Microcomputer Support Technology

Program Options:
Personal Computer Support Specialist Certificate (30)
Microcomputer Support Technician Diploma (48)
Advanced Computer Support Certificate (16)
Cisco Networking Support Certificate (16)
Linux System Administrator Certificate (16)
6 Programs of Study

Microcomputer Support Technology AAS Degree (64)
Other computer related courses are offered in the following disciplines: Computer Science, Computer Application Technology, Computer Forensics, Information and Telecommunications Technology, and Office Technology.

Certificate
Personal Computer Support Specialist
Total Number of Credits: 30

Program Description: The Personal Computer Support Specialist Certificate program is designed to prepare the student for a career as a Help Desk Specialist or hardware/software configuration specialist. Help Desk Specialists answer questions and provide technical assistance to those who have either hardware or software problems. Hardware/software configuration specialists upgrade old computers and prepare/install new computers on a local area network. The coursework will help prepare the student for Comptia’s A+ Certification and Comptia’s Network+ exams.

Application Requirements: Assessment score placement in MATH 0070 or higher, 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

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ITT 1031</td>
<td>Networking Fundamentals (CCNA-1)</td>
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<td>ITT 1032</td>
<td>Routing Protocols and Concepts (CCNA-2)</td>
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<td>MCST 1001</td>
<td>PC Hardware and Software</td>
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<td>MCST 1011</td>
<td>Supporting Microsoft Windows 7 Professional</td>
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<td>MCST 1013</td>
<td>Supporting Microsoft Windows Server 2008</td>
<td>3</td>
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<tr>
<td>MCST 1030</td>
<td>Linux Operating System</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2780</td>
<td>Internship</td>
<td>1</td>
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<tr>
<td>MCST or CFIT or ITT or other electives selected with instructor consent</td>
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General Education/MnTC Requirements: 3 credits
Goal 1 - Communication: 3 credits
Select one of the following communication courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition</td>
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<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate
Advanced Computer Support
Total Number of Credits: 16

Program Description: In this program students will study the management and maintenance of complex computing environment of companies utilizing Microsoft network and operating system technologies. Additionally, students will prepare for the Microsoft Certified System Engineer (MCSE) examinations.

Application Requirements: Proficiency in the knowledge and skills related to configuring and maintaining Microsoft XP Professional and Microsoft Server 2003 OR Microsoft Certified Professional certification for both 70-270 and 70-291 OR appropriate coursework OR instructor consent.

Career/Occupational Requirements: 16 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCST 2015</td>
<td>Administering the Active Directory</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate
Microcomputer Support Technician
Total Number of Credits: 48

Program Description: The Microcomputer Support Technician program prepares the student to be able to analyze organizational information needs, to recommend appropriate hardware and software systems, and to implement or to train others to implement such systems. Specific job titles the graduate would be qualified for include network support specialist, network analyst, network engineer, PC support specialist, and PC help desk. The coursework will help prepare the student for Microsoft Windows 2003 certification exams.

Application Requirements: Assessment score placement in MATH 0070 or higher, or completion of MATH 0030 with a grade of “C” or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher.

Career/Occupational Requirements: 16 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCST 2015</td>
<td>Administering the Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credits</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>MCST 2017</td>
<td>Windows Server 2008 Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2019</td>
<td>Windows Server 2008 Network Design</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2780</td>
<td>Internship</td>
<td>1</td>
</tr>
</tbody>
</table>

Select two courses from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFIT 2065</td>
<td>Introduction to Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>ITT 1021</td>
<td>Principles of Information Security</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2031</td>
<td>Linux/UNIX Shells and Scripting</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2032</td>
<td>Linux/UNIX System Administration</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2033</td>
<td>Linux/UNIX Network Administration, Security, and Troubleshooting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificate**

**Cisco Networking Support**

**Total Number of Credits: 16 credits**

**Program Description:** In this program students will study the skills related to configuring and maintaining a Linux Operating System environment OR appropriate coursework OR instructor consent.

**Career/Occupational Requirements: 13 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCST 2031</td>
<td>Linux/UNIX Shells and Scripting</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2032</td>
<td>Linux/UNIX System Administration</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2033</td>
<td>Linux/UNIX Network Administration, Security, and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2780</td>
<td>Internship</td>
<td>1</td>
</tr>
</tbody>
</table>

Select two courses from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITT 1021</td>
<td>Principles of Information Security</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2020</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2015</td>
<td>Administering the Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2017</td>
<td>Windows Server 2008</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2019</td>
<td>Windows Server 2008 Network Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificate**

**Linux System Administrator**

**Total Number of Credits: 16 credits**

**Program Description:** In this program students will study the skills related to configuring and maintaining a Linux Operating System environment.

**Career/Occupational Requirements: 13 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCST 2031</td>
<td>Linux/UNIX Shells and Scripting</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2032</td>
<td>Linux/UNIX System Administration</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2033</td>
<td>Linux/UNIX Network Administration, Security, and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2780</td>
<td>Internship</td>
<td>1</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITT 1021</td>
<td>Principles of Information Security</td>
<td>3</td>
</tr>
<tr>
<td>ITT 2020</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2015</td>
<td>Administering the Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2017</td>
<td>Windows Server 2008</td>
<td>3</td>
</tr>
<tr>
<td>MCST 2019</td>
<td>Windows Server 2008 Network Design</td>
<td>3</td>
</tr>
</tbody>
</table>
6 Programs of Study

MCST 2017 Windows Server 2008 Network Infrastructure ........................................ 3
MCST 2019 Windows Server 2008 Network Design ................................. 3
MCST 2780 Internship ......................................................................................... 1

Select one course from the following:
ITT 1021 Principles of Information Security ........................................ 3
MCST 2031 Linux/UNIX Shells and Scripting ........................................ 3
MCST 2032 Linux/UNIX System Administration ........................................ 3
MCST 2033 Linux/UNIX Network Administration, Security, and Troubleshooting ........................................ 3

Cisco Networking Support: 13 credits
ITT 1032 Routing Protocols and Concepts (CCNA-2) ........................................ 3
ITT 1033 Network Infrastructure and Data Center Design (BICSI) ........................................ 3
ITT 2032 Accessing the WAN (CCNA-4) ........................................ 3
ITT 2780 Internship ......................................................................................... 1

Select one course from the following:
ITT 2042 Implementing Secure Converged WANs (CCNP-2) ........................................ 3
ITT 2043 Building Converged Cisco Multiplayer Switched Networks (CCNP-3) ........................................ 3
ITT 2044 Optimizing Converged Networks (CCNP-4) ........................................ 3
MCST 2015 Administering the Active Directory ........................................ 3
MCST 2017 Windows Server 2008 Network Infrastructure ........................................ 3
MCST 2019 Windows Server 2008 Network Design ........................................ 3

Linux System Administrator: 16 credits
MCST 2031 Linux/UNIX Shells and Scripting ........................................ 3
MCST 2032 Linux/UNIX System Administration ........................................ 3
MCST 2033 Linux/UNIX Network Administration, Security, and Troubleshooting ........................................ 3
MCST 2780 Internship ......................................................................................... 1

Select one course from the following:
ITT 1021 Principles of Information Security ........................................ 3
ITT 2020 Network Security Fundamentals ........................................ 3
MCST 2015 Administering the Active Directory ........................................ 3
MCST 2017 Windows Server 2008 Network Infrastructure ........................................ 3
MCST 2019 Windows Server 2008 Network Design ........................................ 3

General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ................................................................................ 4
Select one of the following COMM courses ........................................ 3
COMM 1021 Fundamentals of Public Speaking ........................................ 3
COMM 1031 Interpersonal Communication ........................................ 3
COMM 1041 Small Group Communication ........................................ 3
COMM 1051 Intercultural Communication ........................................ 3

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

Additional Requirements: 3 credits
3 credits from the following electives or other courses with instructor consent by academic petition:
ACCT 2020 Financial Accounting ........................................ 3
CAPL 1050 Web Design, Creation and Management ........................................ 3
CSCI 1081 Programming Fundamentals ........................................ 3
COMM 1051 Intercultural Communication ........................................ 3

Music

Program Options:
Music AFA Degree (64)

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

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

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

Core Requirements: 34 credits
MUSC 1061 Music Theory I ........................................ 3
MUSC 1062 Music Theory II ........................................ 3
MUSC 1071 Ear Training I ........................................ 2
MUSC 1072 Ear Training II ........................................ 2
MUSC 2061 Advanced Music Theory I ........................................ 3
MUSC 2062 Advanced Music Theory II ........................................ 3
MUSC 2071 Advanced Ear Training I ........................................ 2
MUSC 2072 Advanced Ear Training II ........................................ 2
MUSC 2081 Music History I ........................................ 3
MUSC 2082 Music History II ........................................ 3

Select 4 credits from the following:
Ensemble music courses:
MUSC 1000 Century College Choir ........................................ 1
MUSC 1005 Century Chamber Singers ........................................ 1
MUSC 1010 Century Chamber Orchestra ........................................ 1
MUSC 1011 Theater Orchestra ........................................ 1
MUSC 1015 Century Concert Band ........................................ 1
MUSC 1017 Century Jazz Ensemble ........................................ 1
MUSC 1018 Century Guitar Ensemble ........................................ 1
Completion of this certificate, students will be eligible to take the examination for placement on the Minnesota Department of Health Nursing Assistant Registry.

Program Requirements: Minnesota State Registry of Nursing Assistants' requirement is 16 years of age or older.

Core Requirements: 4 credits

HSCI 1001 Nursing Assistant ......................... 4

Associate in Science Degree
Nursing - Traditional Track
Total Number of Credits: 64

Program Description: The Century College Associate Degree Nursing Program is designed to educate students who are prepared to begin professional nursing careers and administer safe, culturally competent patient-centered nursing care in a variety of healthcare settings in our increasingly diverse communities. 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 Mobility Nursing Programs are two and one-half semester separate nursing mobility tracks offered to qualified licensed practical nurses (LPN) and qualified emergency medical technician-paramedics (EMT-P). Both Basic and Mobility nursing graduates have many lower division, MnTC/general education requirements needed to earn a baccalaureate degree in nursing. A Minnesota statewide nursing articulation agreement provides “seamless transfer” to students who pursue their bachelor’s degree from any baccalaureate nursing program offered through the Minnesota State Colleges and Universities System.

Application Requirements: Refer to program information available in Admissions, the Century College website or Counseling Center.

Career/Occupational Requirements: 34 credits

NURS 1020 The Registered Nurse Role in Health and Wellness ......................... 4
NURS 1025 Clinical Application for NURS 1020 ......................... 4
NURS 1030 Nursing Intervention I: Health, Healing and Holism and the Role of the Registered Nurse ......................... 4
NURS 1035 Clinical Application for NURS 1030 ......................... 4
NURS 2222 A Pathophysiological Approach to Health Problems and Pharmacologic Therapy. .... 3
NURS 2030 Nursing Intervention II: Health, Healing and Holism and the Role of the Registered Nurse ......................... 4

MUSC 1019 Century Piano Ensemble ................. 1
MUSC 1021 Century Jazz Combo ......................... 1
Select 4 credits from the following:

Applied lessons:
Note: All 4 credits must be in declared, primary instrument
MUSC 2011 Private Instrumental ......................... 1
MUSC 2012 Private Instrumental-Advanced ................. 2
MUSC 2021 Private Guitar ......................... 1
MUSC 2022 Private Guitar-Advanced ......................... 2
MUSC 2031 Private Piano ......................... 1
MUSC 2032 Private Piano-Advanced ......................... 2
MUSC 2041 Private Voice ......................... 1
MUSC 2042 Private Voice-Advanced ......................... 2

General Education/MnTC Requirements: 30 credits

Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ......................... 4
Select one of the following COMM courses: ......................... 3
COMM 1021 Fundamentals of Public Speaking
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication

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

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

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

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

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

Additional recommendation: Piano Proficiency is required by transfer institutions for a baccalaureate degree in music. MUSC 1020 is recommended for students without previous piano experience.

Nursing

Program Options:
Nursing Assistant Certificate (4)
Nursing AS Degree (64)

Certificate
Nursing Assistant
Total Number of Credits: 4

Program Description: This certificate is designed for individuals seeking employment in direct patient care under the supervision of a nurse in long term care, acute care, and/or home care settings. Upon completion of this certificate, students will be eligible to take the examination for placement on the Minnesota Department of Health Nursing Assistant Registry.
NURS 2035 Clinical Application for NURS 2030 ........... 4
NURS 2050 Synthesis and Transition to the Registered Nurse Role ........... 3
NURS 2055 Clinical Application for NURS 2050 .......... 4

Nursing Electives:
NURS 2025 Clinical Specialty Focus .................. 1-4
NURS 2785 Clinical Internship ......................... 1

General Education/MnTC Requirements: 30 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ............................. 4
Select one of the following COMM courses: ................. 3
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 11 credits
BIOL 2031 Human Anatomy and Physiology I .......... 4
BIOL 2032 Human Anatomy and Physiology II .......... 4
BIOL 2035 Microbiology ................................ 3
Goal 5 - History/Social and Behavioral Sciences: 6 credits
Two courses from two disciplines required
PSYC 1041 Developmental Psychology .................. 3
Goal 6 - Humanities and Fine Arts: 6 credits
Two courses from two disciplines required
PHIL 1035 Biomedical Ethics—recommended ........... 3
Goals 7-10 - Three credits in each of two goals
Recommended:
MATH 1000 Medical Dosages (1 credit) or equivalent
HLTH 1001 Medical Terminology (2 credits) or equivalent

Associate in Science Degree
Nursing – Paramedic Mobility
Total Number of Credits: 64

Program Description: See description above
Application Requirements: Refer to program information available in Admissions, the Century College website, or Counseling Center

Career/Occupational Requirements: 34 credits
NURS 1160 Health, Healing and Holism & Role Transition from Paramedic to RN ................. 4
NURS 1165 Clinical Application for NURS 1160 .......... 2
NURS 2130 Nursing Intervention: Health, Healing and Holism and the Role of the Registered Nurse .......... 4
NURS 2135 Clinical Application for NURS 2130 .......... 4
NURS 2222 A Pathophysiological Approach to Health Problems and Pharmacologic Therapy .......... 3
NURS 2250 Synthesis and Transition to the Registered Nurse Role ................. 3
NURS 2255 Clinical Application for NURS 2250 .......... 3
EMT-P students will be given 11 advanced standing credits

General Education/MnTC Requirements: 30 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ............................. 4
Select one of the following COMM courses: ................. 3
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 11 credits
BIOL 2031 Human Anatomy and Physiology I .......... 4
BIOL 2032 Human Anatomy and Physiology II .......... 4
BIOL 2035 Microbiology ................................ 3
Goal 5 - History/Social and Behavioral Sciences: 6 credits
Two courses from two disciplines required
PSYC 1041 Developmental Psychology .................. 3
Goal 6 - Humanities and Fine Arts: 6 credits
Two courses from two disciplines required
PHIL 1035 Biomedical Ethics—recommended ........... 3
Goals 7-10: Three credits in each of two goals
Recommended:
MATH 1000 Medical Dosages (1 credit) or equivalent

Associate in Science Degree
Nursing – LPN Mobility
Total Number of Credits: 64

Program Description: See description above
Application Requirements: Refer to program brochure available in Admissions, the Century College website or Counseling Center

Career/Occupational Requirements: 34 credits
NURS 1160 Health, Healing and Holism & Role Transition from LPN to RN ................. 4
NURS 1165 Clinical Application for NURS 1160 .......... 2
NURS 2130 Nursing Intervention: Health, Healing and Holism and the Role of the Registered Nurse .......... 4
NURS 2135 Clinical Application for NURS 2130 .......... 4
NURS 2222 A Pathophysiological Approach to Health Problems and Pharmacologic Therapy .......... 3
NURS 2250 Synthesis and Transition to the Registered Nurse Role ................. 3
NURS 2255 Clinical Application for NURS 2250 .......... 3
LPN students will be awarded 11 advanced standing credits

General Education/MnTC Requirements: 30 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ............................. 4
Office Technology

Program Options:
- Computer Skills Certificate (10)
- Software Applications Certificate (16)
- 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.

Certificate
Computer Skills
Total Number of Credits: 10

Program Description: This certificate is designed for students that have a limited computer background and are interested in learning basic computer skills. The students may be employed in part-time, seasonal, temporary, work-study positions, and other work settings.

Career/Occupational Requirements: 10 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT</td>
<td>College Keyboarding</td>
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</tr>
<tr>
<td>CAPL</td>
<td>Computer Literacy</td>
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</tr>
<tr>
<td>CAPL</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CAPL</td>
<td>Microsoft PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CAPL</td>
<td>Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CAPL</td>
<td>Microsoft Word</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Requirements: Grade of “C” or higher in all Career/Occupational courses.

Certificate
Software Applications
Total Number of Credits: 16

Program Description: This certificate is designed for students interested in updating their skills after re-entering the work force, acquiring a new position, or their current position requires current software technology, etc. Students will be able to earn the short-term certificate and then continue to other existing offerings in a seamless path.

Career Requirements: 16 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPL</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CAPL</td>
<td>Microsoft Word</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following COMM courses: 3
- COMM 1031 Interpersonal Communication
- COMM 1041 Small Group Communication
- COMM 1051 Intercultural Communication

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

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 11 credits
- BIOL 2031 Human Anatomy and Physiology I 4
- BIOL 2032 Human Anatomy and Physiology II 4
- BIOL 2035 Microbiology 3

Goal 5 - History/Social and Behavioral Sciences: 6 credits
- PSYC 1041 Developmental Psychology 3

Goal 6 - Humanities and Fine Arts: 6 credits
- PHIL 1035 Biomedical Ethics -recommended 3

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

Recommended:
- MATH 1000 Medical Dosages (1 credit) or equivalent
6 Programs of Study

Select 10 credits from the following courses:

- **CAPL 1021** Microsoft PowerPoint ........................................... 1
- **CAPL 1025** Microsoft Excel .................................................. 3
- **CAPL 1027** Microsoft Access ............................................... 3
- **CAPL 1050** Web Design, Creation and Management .............. 3
- **CAPL 2020** Desktop Publishing ........................................... 3
- **CAPL 1025** Professional Development .................................. 3
- **OFFT 2055** Administrative Office Procedures ...................... 3

Additional Requirements: Grade of “C” or higher in all Career/
Occupational courses.

Certificate
Office Assistant
Total Number of Credits: 30

Program Description: This program is designed for students
interested in the office field. A graduate may become employed as
a data entry clerk, receptionist, secretary, or in other administrative
support positions.

Career/Occupational Requirements: 27 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1010</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 2035</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 1010</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CAPL 1023</td>
<td>Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>OFFT 1001</td>
<td>College Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>OFFT 2055</td>
<td>Administrative Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OFFT 2099</td>
<td>Office Technology Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (career related) ........................................... 5

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
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</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Requirements: Grade of “C” or higher in all Career/
Occupational courses.

Diploma
Office Support
Total Number of Credits: 48

Program Description: This program is designed for students
interested in a comprehensive program in the office field. A graduate
may become employed as a data entry clerk, receptionist, secretary,
software application specialist, or in other administrative related
positions.

Career/Occupational Requirements: 44 credits

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>ACCT 1010</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 1020</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 2035</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 2060</td>
<td>Business Communications OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1025</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CAPL 1010</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CAPL 1021</td>
<td>Microsoft PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CAPL 1023</td>
<td>Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>CAPL 1025</td>
<td>Microsoft Excel</td>
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</tr>
<tr>
<td>CAPL 1027</td>
<td>Microsoft Access</td>
<td>3</td>
</tr>
<tr>
<td>CAPL 1050</td>
<td>Web Design, Creation and Management</td>
<td>3</td>
</tr>
<tr>
<td>OFFT 1001</td>
<td>College Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>OFFT 2055</td>
<td>Administrative Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OFFT 2099</td>
<td>Office Technology Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements: 7 credits

Goal 1 - Communication: 7 credits

Select one of the following COMM courses: .......................... 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Requirements: Grade of “C” or higher in all Career/
Occupational courses.

Administrative Assistant
Associate in Applied Science Degree
Total Number of Credits: 64

Program Description: This program is designed to prepare students
with broad-based skills—general business knowledge and knowledge
of software/hardware technology. Students may be employed in
various administrative support positions in business, government, and
organizational operations.

Career/Occupational Requirements: 41 credits

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1010</td>
<td>Introduction to Accounting</td>
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<tr>
<td>BMGT 1020</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 2035</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 2060</td>
<td>Business Communications OR</td>
<td>3</td>
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<tr>
<td>ENGL 1025</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CAPL 1010</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CAPL 1021</td>
<td>Microsoft PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CAPL 1023</td>
<td>Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>CAPL 1025</td>
<td>Microsoft Excel</td>
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<tr>
<td>CAPL 1027</td>
<td>Microsoft Access</td>
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</tr>
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<td>CAPL 1050</td>
<td>Web Design, Creation and Management</td>
<td>3</td>
</tr>
<tr>
<td>OFFT 1001</td>
<td>College Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>OFFT 2099</td>
<td>Office Technology Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate
Office Assistant
Total Number of Credits: 30

Program Description: This program is designed for students
interested in the office field. A graduate may be employed as a data entry clerk, receptionist, secretary, or in other administrative support positions.

Career/Occupational Requirements: 27 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1010</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 2035</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 1010</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CAPL 1023</td>
<td>Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>OFFT 1001</td>
<td>College Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>OFFT 2055</td>
<td>Administrative Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OFFT 2099</td>
<td>Office Technology Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (career related) ........................................... 5

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses: .......................... 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1041</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Requirements: Grade of “C” or higher in all Career/
Occupational courses.
Program Description: The Medical Office Support certificate will prepare students for work as medical receptionists or other entry-level positions in many health area settings, e.g., hospital departmental office, clinics, chiropractic and health information settings. Students will be trained in patient registration, correspondence, interpersonal skills, document preparation, as well as terminology/language, insurance, electronic health records, and organization of healthcare settings. Students will be able to earn the short-term certificate and then continue to other existing offerings in a seamless path.

Career/Occupational Requirements: 18 credits
- CAPL 1023: Microsoft Word ........................................... 3
- OFFT 2006: Medical Office Fundamentals ......................... 3
- OFFT 2010: Medical Office Terminology .......................... 3
- OFFT 2021: Electronic Health Records ............................. 3
- OFFT 2030: Medical Office: Insurance and Coding ............... 3
- OFFT 2041: Beginning Medical Transcription .................... 3

Additional Requirements: Grade of “C” or higher in required courses.

Certificate
Medical Office Support
Total Number of Credits: 18

Program Description: The Medical Office Support certificate will prepare students for work as medical receptionists or other entry-level positions in many health area settings, e.g., hospital departmental office, clinics, chiropractic and health information settings. Students will be trained in patient registration, correspondence, interpersonal skills, document preparation, as well as terminology/language, insurance, electronic health records, and organization of healthcare settings. Students will be able to earn the short-term certificate and then continue to other existing offerings in a seamless path.

Career/Occupational Requirements: 18 credits
- CAPL 1023: Microsoft Word ........................................... 3
- OFFT 2006: Medical Office Fundamentals ......................... 3
- OFFT 2010: Medical Office Terminology .......................... 3
- OFFT 2021: Electronic Health Records ............................. 3
- OFFT 2030: Medical Office: Insurance and Coding ............... 3
- OFFT 2041: Beginning Medical Transcription .................... 3

Additional Requirements: Grade of “C” or higher in required courses.

Diploma
Medical Administrative Support
Total Number of Credits: 47

Program Description: The Medical Administrative Support program will prepare students in competencies using current office technologies. Program graduates following the Administrative Track may be employed in support positions in healthcare facilities, insurance, industrial, and research medical facilities. Program graduates following the Administrative Track may be employed in support positions in healthcare facilities, insurance, industrial, and research medical facilities. Program graduates following the Transcription Track may take the registered medical transcription (RMT) credentialing exam. Program graduates following the Coding Track may take the CCA or CCP credentialing exams. Program graduates holding a coding credential may be employed in healthcare settings such as clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, hospitals and dental offices.

Core Requirements: 18 credits
- CAPL 1023: Microsoft Word ........................................... 3
- OFFT 2006: Medical Office Fundamentals ......................... 3
- OFFT 2010: Medical Office Terminology .......................... 3
- OFFT 2021: Electronic Health Records ............................. 3
- OFFT 2030: Medical Office: Insurance and Coding ............... 3
- OFFT 2041: Beginning Medical Transcription .................... 3

Career/Occupational Requirements: Select one of the three Specialty Track Options

Administrative Track: 22 credits
- ACCT 1010: Introduction to Accounting .......................... 3
- BMGT 2035: Human Relations in Business ....................... 3
- CAPL 1010: Introduction to Software Applications ............... 3
- CAPL 1022: Microsoft Outlook ..................................... 3
- HSCI 1000: Introduction to Healthcare Careers ................. 3
- OFFT 1002: Speech Recognition .................................... 1
- OFFT 2000: Records Classification Systems ...................... 3
- OFFT 2099: Office Technology Capstone ......................... 3
- OFFT 2783: Medical Office Practicum ......................... 2

Coding Track: 22 credits
- CAPL 1022: Microsoft Outlook ..................................... 1
- HSCI 1000: Introduction to Healthcare Careers ................. 3
- OFFT 2012: Medical Office: Disease Concepts ................. 2
- OFFT 2013: Medical Office: Pharmacology and Lab Medicine 2
- OFFT 2031: Beginning ICD-9 Coding ............................ 3
- OFFT 2032: Beginning CPT Coding ............................... 3
- OFFT 2033: Advanced ICD-9 Coding ............................ 3
- OFFT 2034: Advanced CPT Coding ............................... 3
- OFFT 2783: Medical Office Practicum ......................... 2

Transcription Track: 22 credits
- CAPL 1022: Microsoft Outlook ..................................... 1
- HSCI 1000: Introduction to Healthcare Careers ................. 3
- OFFT 1002: Speech Recognition .................................... 1
6 Programs of Study

OFFT 2012 Medical Office: Disease Concepts ............... 2
OFFT 2013 Medical Office: Pharmacology & Lab Medicine ............... 2
OFFT 2042 Intermediate Medical Transcription ............... 3
OFFT 2044 Medical Transcription Capstone ............... 3
OFFT 2783 Medical Office Practicum ............... 3
OFFT 2099 Office Technology Capstone ............... 3
Electives selected with instructor consent ............... 1

General Education/MnTC Requirements: 7 credits
Goal 1 - Communication: 4 credits
ENGL 1021 Composition I ......................... 4
Goal 3 and/or Goal 4 – Sciences/Math/Logical Reasoning: 3 credits
BIOL 1024 Human Biology ......................... 3
Note: Any career-related electives may be taken from ACCT, BMGT, CAPL, CSCI, ENGL, OFFT, MKTG, PSYC, SPAN, and/or COMM course(s) not already included in the program. Other courses must be approved by academic petition.

Additional Requirements: Grade of “C” or higher in each required course.

Medical Office Assistant
Associate in Applied Science Degree
Number of Credits: 64

Program Description: This program is designed for students interested in employment in the medical office field. Program graduates completing the Administrative Track may be employed as administrative assistants in healthcare facilities, the insurance industry, or medical device industry. Program graduates completing the Transcription Track may take the registered medical transcription (RMT) credentialing exam. Program graduates holding an RMT may be employed as medical transcriptionists in transcription service companies, medical clinics, or hospitals. Program graduates completing the Coding Track may take the CCA or CCP credentialing exams. Program graduates holding a coding credential may be employed in healthcare settings such as clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, hospitals, and dental offices.

Core Requirements: 18 credits
CAPL 1023 Microsoft Word ......................... 3
OFFT 2006 Medical Office Fundamentals ............... 3
OFFT 2010 Medical Office Terminology ............... 3
OFFT 2021 Electronic Health Records ............... 3
OFFT 2030 Medical Office: Insurance and Coding ............... 3
OFFT 2041 Beginning Medical Transcription ............... 3

Career/Occupational Requirements: Select one of the three Specialty Track Options

Administrative Track: 26 credits
ACCT 1010 Introduction to Accounting ......................... 3
BMGT 2035 Human Relations in Business ............... 3
CAPL 1022 Microsoft Outlook ......................... 1
HSCI 1000 Introduction to Healthcare Careers ............... 3
OFFT 1002 Speech Recognition ......................... 1
OFFT 2012 Medical Office: Disease Concepts ............... 2
OFFT 2013 Medical Office: Pharmacology and Lab Medicine ............... 2
OFFT 2099 Office Technology Capstone ............... 3
OFFT 2783 Medical Office Practicum ............... 2

Coding Track: 26 credits
BMGT 2035 Human Relations in Business ............... 3
CAPL 1022 Microsoft Outlook ......................... 1
HSCI 1000 Introduction to Healthcare Careers ............... 3
OFFT 1002 Speech Recognition ......................... 1
OFFT 2012 Medical Office: Disease Concepts ............... 2
OFFT 2013 Medical Office: Pharmacology and Lab Medicine ............... 2
OFFT 2031 Beginning ICD-9 Coding ............... 3
OFFT 2032 Beginning CPT Coding ............... 3
OFFT 2033 Advanced ICD-9 Coding ............... 3
OFFT 2034 Advanced CPT Coding ............... 3
OFFT 2783 Medical Office Practicum ............... 2

Transcription Track: 26 credits
BMGT 2035 Human Relations in Business ............... 3
CAPL 1022 Microsoft Outlook ......................... 1
HSCI 1000 Introduction to Healthcare Careers ............... 3
OFFT 1002 Speech Recognition ......................... 1
OFFT 2012 Medical Office: Disease Concepts ............... 2
OFFT 2013 Medical Office: Pharmacology and Lab Medicine ............... 2
OFFT 2042 Intermediate Medical Transcription ............... 3
OFFT 2044 Medical Transcription Capstone ............... 3
OFFT 2099 Office Technology Capstone ............... 3
OFFT 2783 Medical Office Practicum ............... 3
Electives selected with instructor consent ............... 2

General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ......................... 4
Select one of the following COMM courses: ......................... 3
COMM 1031 Interpersonal Communications
COMM 1051 Intercultural Communications
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 – Sciences/Math/Logical Reasoning: 3 credits
BIOL 1024 Human Biology ......................... 3
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.

Note: Any career-related electives may be taken from ACCT, BMGT, CAPL, CSCI, ENGL, OFFT, MKTG, PSYC, SPAN, and/or COMM course(s)
Application Requirements:
1. A bachelor’s degree in any major
2. Three (3) semester or 4 quarter credits with a grade “C” or higher is recommended in each of the following courses:
   - Biology
   - Chemistry
   - College Algebra or Higher Math
   - Physics
   - Psychology
3. Minimum of 4 semester or 5 quarter credits is recommended in:
   - Human Anatomy, including a Lab
   - Human Physiology, including a Lab
4. Prior technical experience in orthotics. Acceptable technical experience shall include:
   - Graduate of an NCOPE accredited Orthotic Technician program, OR
   - 2080 hours of work experience as an Orthotic Technician, plus minimum fabrication requirements under an ABC Certified Orthotic Practitioner
5. MN Human Services background study
See Century website, Admissions or Counseling Center for additional application information.

Career/Occupational Requirements: 40 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORPR 2900</td>
<td>Applied Orthotic Biomechanical Physics and Patient Analysis</td>
<td>4</td>
</tr>
<tr>
<td>ORPR 2910</td>
<td>Functional Orthotic Anatomy and Pathology</td>
<td>4</td>
</tr>
<tr>
<td>ORPR 2920</td>
<td>Foot Orthoses and Metal Ankle-Foot Orthoses</td>
<td>3</td>
</tr>
<tr>
<td>ORPR 2925</td>
<td>Plastic Ankle-Foot Orthoses</td>
<td>2</td>
</tr>
<tr>
<td>ORPR 2930</td>
<td>Metal Knee-Ankle Foot Orthoses and Related Pathology</td>
<td>3</td>
</tr>
<tr>
<td>ORPR 2935</td>
<td>Plastic Knee-Ankle Foot Orthoses and Fracture Management</td>
<td>3</td>
</tr>
<tr>
<td>ORPR 2950</td>
<td>Orthotic Upper Limb Anatomy and Pathology</td>
<td>2</td>
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<tr>
<td>ORPR 2955</td>
<td>Upper Limb Orthoses</td>
<td>3</td>
</tr>
<tr>
<td>ORPR 2970</td>
<td>Orthotic Spinal Anatomy, Pathology, Patient Evaluation</td>
<td>3</td>
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<tr>
<td>ORPR 2975</td>
<td>Spinal Orthoses Fittings</td>
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<tr>
<td>ORPR 2980</td>
<td>Scoliosis Treatment and Cervical Traction, Mobility and Adaptive Equipment</td>
<td>3</td>
</tr>
<tr>
<td>ORPR 2990</td>
<td>Orthotic Practitioner Practicum</td>
<td>7</td>
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</tbody>
</table>

Orthotic Practitioner

Program Options:
- Orthotic Practitioner 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.

Orthotic Technology

Program Options:
- Orthotic Technician Diploma (46)
- Orthotic Technology AAS Degree (64)
6 Programs of Study

Diploma
Orthotic Technician
Total Number of Credits: 46

Program Description: The Orthotic Technician program prepares students for entry into the field of Orthotics at the technician level. Didactic and laboratory coursework is combined with individualized instruction in the areas of lower limb, upper limb and spinal. Each of these areas contains instruction in anatomy, terminology, measurement forms, fabrication process, system alignment, and suspension techniques, components, materials, repair and maintenance procedures. The clinical section enables the student to practice fabrication skills in an orthotic facility for a minimum of 160 hours.

Career/Occupational Requirements: 40 credits
ORTE 1020 Introduction to the Orthotic Lab and Basic Hand Skills ...................... 5
ORTE 1030 Spinal Orthoses 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 Lower-Limb Orthoses Fabrication .............. 4
ORTE 2010 Thermoplastic Orthoses ...................... 4
ORTE 2020 Upper-Limb Fabrication ...................... 4
ORTE 2780* Orthotic Technician Clinical ...................... 4

General Education/MnTC Requirements: *6 credits
Goal 1 - Communication: 7 credits
Select one of the following communication courses:
ENGL 1021 Composition I ...................... 4
COMM 1021 Fundamentals of Public Speaking ...................... 3
COMM 1031 Interpersonal Communication ...................... 3
COMM 1041 Small Group Communication ...................... 3
COMM 1051 Intercultural Communication ...................... 3
General Education/MnTC electives ...................... 2-3
*Completion of all general education credits is recommended before enrolling in ORTE 2780.

Associate in Applied Science Degree
Orthotic Technology
Total Number of Credits: 64

Program Description: The Orthotic Technician program prepares individuals for entry into the field of orthotics at the technician level. Didactic and laboratory coursework is combined with individualized instruction in the areas of lower limb, upper limb and spinal. Each of these areas contains instruction in anatomy, terminology, measurements forms, fabrication process, system alignment, and suspension techniques, components, materials, repair and maintenance procedures. The clinical section enables the student to practice fabrication skills in an orthotic facility for a minimum of 160 hours.

Career/Occupational Requirements: 40 credits
ORTE 1020 Introduction to the Orthotic Lab and Basic Hand Skills ...................... 5
ORTE 1030 Spinal Orthoses 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 Leatherwork for Lower-Limb Orthoses ...................... 4
ORTE 2010 Thermoplastic Orthoses ...................... 4
ORTE 2020 Upper-Limb Fabrication ...................... 4
ORTE 2780* Orthotic Technician Clinical ...................... 4

General Education/MnTC Requirements: *6 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ...................... 4
COMM 1021 Fundamentals of Public Speaking ...................... 3
COMM 1031 Interpersonal Communication ...................... 3
COMM 1041 Small Group Communication ...................... 3
COMM 1051 Intercultural Communication ...................... 3
General Education/MnTC electives ...................... 2-3
*Completion of all general education credits is recommended before enrolling in ORTE 2780.

Paramedic Technology

See Emergency Medical Services

Prosthetic Practitioner

Advanced Specialty Diploma
Prosthetic Practitioner
Total Number of Credits: 40

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

Application Requirements:
1. A bachelor’s degree in any major
2. Three semester or four quarter credits with a grade of “C” or higher is recommended in each of the following courses:
   - Biology
   - Physics
   - Chemistry
   - Psychology
   - College Algebra or Higher Math
3. Minimum of 4 semester or 5 quarter credits is recommended in:
   - Human Anatomy, including a Lab
   - Human Physiology, including a Lab
4. Prior technical experience in prosthetics is recommended.
5. Acceptable technical experience shall include:
   - Graduate of an NCOPE accredited Prosthetic Technician program,
   - OR
   - 2080 hours of work experience as a prosthetic technician, plus minimum fabrication requirements under an ABC Certified Prosthetic Practitioner
6. MN Human Services background Study
   See Century Website, Admissions or Counseling Center for additional application information

Career/Occupational Requirements: 40 credits
PRTE 2900 Introduction to Prosthetic Practitioner Program ...................................... 3
PRPR 2905 Standard Patella Tendon Bearing (PTB) Prosthesis ...................................... 3
PRPR 2910 Trans-Tibial Prosthesis ................................................................. 3
PRPR 2915 Variations in Trans-Tibial Prostheses .................................................. 4
PRPR 2930 Trans-Femoral Prostheses ................................................................. 2
PRPR 2935 Trans-Femoral Suction Prostheses ...................................................... 3
PRPR 2940 Knee and Hip Disarticulation Prostheses .......................................... 1
PRPR 2945 Trans-Femoral Hydraulic Knee Prostheses ....................................... 3
PRPR 2960 Long Trans-Radial Prosthesis ............................................................ 3
PRPR 2965 Short Trans-Radial Prostheses ............................................................ 3
PRPR 2970 Externally Powered Prostheses ........................................................... 2
PRPR 2975 Trans-Humeral Prosthesis ................................................................. 3
PRPR 2990 Prosthetic Practitioner Practicum ....................................................... 7

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

Associate in Applied Science Degree
Prosthetic Technology
Total Number of Credits: 64

Program Description: The Prosthetic Technician program prepares individuals for entry into the field of prosthetics at the technician level. Didactic and laboratory coursework is combined with individualized instruction in the areas of lower limb and upper limb. Each of these areas contains instruction in anatomy, terminology, measurement forms, fabrication process, system alignment, suspension techniques, components, materials, repair and maintenance procedures. The clinical section enables the student to practice fabrication skills in a prosthetic facility for a minimum of 160 hours.

Career/Occupational Requirements: 40 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRTE 1020</td>
<td>Introduction to Prosthetics</td>
<td>3</td>
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<tr>
<td>PRTE 1030</td>
<td>Anatomy of the Trans-Tibial Amputations</td>
<td>4</td>
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<tr>
<td>PRTE 1040</td>
<td>Trans-Tibial Socket Inserts, Alignment, and Duplication</td>
<td>3</td>
</tr>
<tr>
<td>PRTE 1050</td>
<td>Finishing Procedures for Patellar Tendon-Bearing (PTB) Prostheses</td>
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<td>Fabrication of Patellar Tendon-Bearing (PTB) Joint and Lacer</td>
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<td>PRTE 1070</td>
<td>Anatomy of Trans-Femoral Amputations</td>
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<tr>
<td>PRTE 1080</td>
<td>Trans-Femoral Socket Fabrication</td>
<td>4</td>
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<tr>
<td>PRTE 2000</td>
<td>Finishing Procedures for Trans-Femoral Prostheses</td>
<td>3</td>
</tr>
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<td>PRTE 2010</td>
<td>Thermo-Plastic Check Socket Fabrication</td>
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<tr>
<td>PRTE 2020</td>
<td>Anatomy of Upper-Limb Amputations</td>
<td>3</td>
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<tr>
<td>PRTE 2030</td>
<td>Fabrication of Short Trans-Radial and Trans-Humeral Prostheses</td>
<td>4</td>
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<td>PRTE 2780</td>
<td>Clinical Internship Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements: 20 credits

Goal 1 - Communication: 7 credits
ENGL 1021 Composition I                                                  4
COMM 1031 Interpersonal Communication                                       3

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

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
PHYS 1020 Physics Concepts - recommended                                  3

Goal 5 - History/Social and Behavioral Sciences: 3 credits
PSYC 1041 Developmental Psychology-recommended                             3

Goal 6 - Humanities and Fine Arts: 3 credits
PHIL 1035 Biomedical Ethics-recommended                                   3

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

Additional Requirements: Sufficient credits to total 64

Certificate
Prosthetic Technology
Total Number of Credits: 64

Program Options:
Public Safety Leadership Certificate (16)
Fire Services Certificate (16)
Public Safety AAS Degree (64)

Certificate
Public Safety Leadership
Total Number of Credits: 16

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

Career/Occupational Requirements: 16 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAF 1020</td>
<td>Foundations of Public Safety</td>
<td>3</td>
</tr>
<tr>
<td>PSAF 1032</td>
<td>Principles of Public Safety Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PSAF 1035</td>
<td>Community Service Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 7 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 1020</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 2040</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2081</td>
<td>Police in the Community</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2010</td>
<td>Workplace Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PE 1060</td>
<td>Personal Fitness</td>
<td>2</td>
</tr>
<tr>
<td>PSAF 1790</td>
<td>Independent Study</td>
<td>1-4</td>
</tr>
<tr>
<td>PSAF 2040</td>
<td>Incident Command Strategies</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 1005</td>
<td>Spanish for Public Safety Professionals I</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate
Fire Services
Total Number of Credits (16)

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

Career/Occupational Requirements: 16 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRTA 1091</td>
<td>Firefighter I</td>
<td>5</td>
</tr>
<tr>
<td>FRTA 1092</td>
<td>Firefighter II</td>
<td>2</td>
</tr>
<tr>
<td>FRTA 1095</td>
<td>Hazardous Materials Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 6 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1015</td>
<td>First Responder</td>
<td>2</td>
</tr>
<tr>
<td>EMSB 1020</td>
<td>Emergency Medical Technician</td>
<td>6</td>
</tr>
</tbody>
</table>
Associate in Applied Science Degree

Public Safety

Total Number of Credits: 64

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

Core Requirements: 28 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAF 1020</td>
<td>Foundations of Public Safety</td>
<td>3</td>
</tr>
<tr>
<td>PSAF 1031</td>
<td>Public Safety Technology</td>
<td>3</td>
</tr>
<tr>
<td>PSAF 1032</td>
<td>Principles of Public Safety Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PSAF 1035</td>
<td>Community Service Principles</td>
<td>3</td>
</tr>
<tr>
<td>PSAF 2040</td>
<td>Incident Command Strategies</td>
<td>4</td>
</tr>
<tr>
<td>PSAF 2045</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>PSAF 2050</td>
<td>Public Safety Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 6 credits from the following courses with instructor consent:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 2091</td>
<td>Crime Scene and Incident Mapping</td>
<td></td>
</tr>
<tr>
<td>CAPL 1010</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2097</td>
<td>Homeland Defense</td>
<td>3</td>
</tr>
<tr>
<td>PSAF 1790</td>
<td>Independent Study</td>
<td>1-4</td>
</tr>
<tr>
<td>SPAN 1005</td>
<td>Spanish for Public Safety Professionals I</td>
<td>3</td>
</tr>
</tbody>
</table>

Career/Occupational Requirements: 16 credits

Select one of three Specialty Track Options

Fire Suppression

Select 16 credits from the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1010</td>
<td>AHA BLS for the Healthcare Provider</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1015</td>
<td>First Responder</td>
<td>2</td>
</tr>
<tr>
<td>EMSB 1020</td>
<td>Emergency Medical Technician</td>
<td>6</td>
</tr>
<tr>
<td>FRTA 1091</td>
<td>Firefighter I</td>
<td>5</td>
</tr>
<tr>
<td>FRTA 1092</td>
<td>Firefighter II</td>
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</tr>
<tr>
<td>FRTA 1095</td>
<td>Hazardous Materials Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

Emergency Medical Services

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSB 1020</td>
<td>Emergency Medical Technician</td>
<td>6</td>
</tr>
<tr>
<td>EMS 1025</td>
<td>EMS Interventions I</td>
<td>4</td>
</tr>
<tr>
<td>EMS 1026</td>
<td>EMS Interventions II</td>
<td>2</td>
</tr>
</tbody>
</table>

Electives selected with instructor consent

Leadership and Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 1020</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

BMGT 2040 Human Resource Management 3
MKTG 2010 Workplace Leadership 3
PSAF 1790 Independent Study 1-4

Electives selected with instructor consent to total 16 credits for specialty track.

General Education/MnTC Requirements: 20 credits

Goal 1 – Communication: 7 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1021</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESCI 1050</td>
<td>Introduction to Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1025</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1020</td>
<td>Physics Concepts</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Select one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1020</td>
<td>Biology Concepts</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2035</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1020</td>
<td>Chemistry Concepts</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Select one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1020</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SOC 1020</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Goal 6 – Humanities and Fine Arts: 3 credits

Select one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 1031</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1035</td>
<td>Biomedical Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Radiologic Technology

Program Options:

Radiologic Technology Associate in Applied Science (78)
Computed Tomography Advanced Certificate (16)

Associate in Applied Science Degree
Radiologic Technology

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 information available on Century website, in Admissions, or the Counseling Center.
6 Programs of Study

Additional Program Requirements:
1. A current physical/technical standards examination, including tuberculosis screening, and documentation of current immunizations as recommended by CDC and clinical affiliates.
2. Minnesota Human Services background check with no restrictions is required prior to clinical coursework.
3. Two-year CPR certification for the Health Care Provider must be valid from program start date through program completion.
4. Students must possess no uncorrectable hearing or vision problems.

Career/Occupational Requirements: 58 credits
RADI 1020 Fundamentals of Radiography ............... 3
RADI 1031 Anatomy and Positioning I ................... 5
RADI 1032 Anatomy and Positioning II ................... 3
RADI 1040 Radiography Exposure Factors ............... 3
RADI 1781 Clinical Radiography I ......................... 6
RADI 1782 Clinical Radiography II ....................... 6
RADI 2000 Radiation Biology and Protection ............ 1
RADI 2010 Imaging Pathology ............................. 1
RADI 2020 Introduction to Sectional Anatomy .......... 2
RADI 2030 Radiation Physics and Quality Control ........ 2
RADI 2060 Radiography Seminar .......................... 2
RADI 2090 Topics in Radiology ......................... 1
RADI 2100 Introduction to Computed Tomography ....... 1
RADI 2783 Clinical Radiography III ....................... 8
RADI 2784 Clinical Radiography IV ....................... 8
RADI 2785 Clinical Radiography V ......................... 6
Additional Optional Career/Occupational courses
RADI 1051 Bone Densitometry I .......................... 1
RADI 1052 Bone Densitometry II ......................... 1
RADI 2095 Introduction to Mammography .................. 1

General Education/MnTC Requirements: 20 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ................................ 4
Select one of the following COMM courses: ............. 3
COMM 1021 Fundamentals of Public Speaking
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication
Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Legical Reasoning: 4 credits
(PHYS 1020, formerly 1021, and BIOL 1020 are required for admission)
Goal 5 - History/Social and Behavioral Sciences: 3 credits
Goal 6 - Humanities and Fine Arts: 3 credits
Goals 7-10 - Three credits in one of the four goals

Certificate
Computed Tomography
Total Number of Credits: 16

Program Description: Courses of the Computed Tomography Certificate are designed to assist the individual preparing for the American Registry of Radiologic Technologist Examination in Computed Tomography.
Application Requirement: Currently enrolled in a JRCERT accredited program or be an ARRT registered technologist in good standing. Proof of the former will be required upon initial application to the courses.

Career/Occupational Requirements: 16 credits
RADI 2800 Cross Sectional Anatomy I .................. 2
RADI 2804 Cross Sectional Anatomy II .................. 2
RADI 2808 Patient Assessment in Computed Tomography ........ 2
RADI 2812 Computed Tomography Physics and Instrumentation I .................. 2
RADI 2816 Computed Tomography Physics and Instrumentation II ........ 2
RADI 2820 Computed Tomography Radiation Safety and Quality Control ........ 2
RADI 2824 Computed Tomography Pathology ............. 2
RADI 2828 Computed Tomography Imaging and Application ................ 2

Renewable Energy

Program Options:
Solar Assessor Certificate (16)
Advanced Solar Thermal Energy Systems Certificate (30)
Energy Technical Specialist Associate in Applied Science (60)

Certificate
Solar Assessor
Total Number of Credits: 16

Program Description: The Solar Assessor Certificate is designed to prepare students to work as solar assessors for solar contractors. Graduates will be able to do a basic site assessment including the feasibility of solar thermal, estimated costs, recommend product and other information for a solar contractor to create a professional assessment and cost estimate of a solar project.

Career/Occupational Requirements: 16 credits
FST 1000 Construction Technology ........................ 4
FST 1001 Facility Workplace Safety ......................... 2
SOLR 1020 Introduction to Solar Site Assessment ........ 3
ECAD 1023 Blueprint Reading for Renewable Energy ........................................ 3
SOLR 2030 Advanced Solar Thermal Energy Concepts ..................................... 3
SOLR 2035 Solar Thermal Lab ................................................................. 2
FST 1033 Electric Motors and Electric Controls ............................................. 3
MATH 1015 Applied Mathematics ............................................................... 5
Consortium Digital Electronics ...................................................................... 2
Consortium Hydraulics ............................................................................... 3
Consortium Mechanical Fundamentals for Process Control .................. 3
Consortium PLC Fundamentals ................................................................. 3
Consortium Introduction to Process Control and Instrumentation .......... 3

Certificate
Advanced Solar Thermal Energy Systems
Total Number of Credits (30)

Program Description: The Advanced Certificate in Solar Thermal Energy Systems is designed to provide existing contractors and other industry professionals with skills necessary to become solar contractors.

Application Requirements: Must have a diploma or degree in plumbing, pipefitting, construction HVAC or related field, or consent of instructor.

Career/Occupational Requirements: 24-26 credits
ECAD 1023 Blueprint Reading for Renewable Energy ........................................ 3
FST 1001 Facility Workplace Safety .............................................................. 2
HVAC 1073 Hydronic Heating and Boilers ...................................................... 3
HVAC 1080 Residential Energy Auditing and Conservation ...................... 3
SOLR 1020 Introduction to Solar Site Assessment ......................................... 3
SOLR 1781 Solar Thermal Installation Internship ........................................... 3
SOLR 2030 Advanced Solar Thermal Energy Concepts ................................ 3
SOLR 2035 Solar Thermal Lab ...................................................................... 2

General Education/MnTC Requirements: 4 credits
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 4 credits
ESCI 1040 Energy Concepts ....................................................................... 3
ESCI 1045 Energy Concepts Lab ................................................................... 1

Additional Requirements: Sufficient credits to total 30
Minimum of 4 credits in a related field such as electrical, HVAC or FST.

Associate in Applied Science Degree
Energy Technical Specialist
Total Number of Credits: 60

Program Description: This AAS Degree will convey the skills and knowledge necessary to be successful in the traditional and renewable energy fields. The degree will prepare students for work as technicians in the following industries: coal-fired electrical power generation, natural gas distribution, ethanol production, biodiesel production, wing turbine maintenance and solar energy.

Core Requirements: 33 credits
ECAD 1020 Interpreting Engineering Drawings ......................................... 2
FST 1000 Construction Technology ............................................................ 4
FST 1001 Facility Workplace Safety ............................................................ 2
FST 1030 Basic electricity ....................................................................... 3

FST 1033 Electric Motors and Electric Controls ............................................. 3
MATH 1015 Applied Mathematics ............................................................... 5
Consortium Digital Electronics ...................................................................... 2
Consortium Hydraulics ............................................................................... 3
Consortium Mechanical Fundamentals for Process Control .................. 3
Consortium PLC Fundamentals ................................................................. 3
Consortium Introduction to Process Control and Instrumentation .......... 3

Career/Occupational Requirements: 10 credits
Students must choose a minimum of 10 credits from one of the Energy Technician tracks offered by Century College (solar) or one of its partner colleges. These tracks may include solar, wind, biodiesel, ethanol or other approved tracks.

SOLR 1020 Introduction to Solar Site Assessment ......................................... 3
SOLR 1030 Construction for Solar Energy ................................................... 2
SOLR 2030 Advanced Solar Thermal Energy Concepts ................................ 3
SOLR 2035 Solar Thermal Lab ...................................................................... 2
Biofuels Production: Diesel-Minnesota West Community and Technical College ......................................................... 10
Biofuels Production: Ethanol-Minnesota West Community and Technical College ......................................................... 10
Fossil Fuels-St. Cloud Technical College ...................................................... 10
Power Generation-Alexandria Technical College .......................................... 10
Wind Power-Minnesota West Community and Technical College ......................................................... 10

General Education/MnTC Requirements: 17 credits
Goal 1 - Communication: 7 credits
ENGL 1021 Composition I ........................................................................... 4
Select one of the following COMM courses: ................................................ 3
COMM 1021 Fundamentals of Public Speaking
COMM 1031 Interpersonal Communication
COMM 1041 Small Group Communication
COMM 1051 Intercultural Communication

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 7 credits
ESCI 1040 Energy Concepts ....................................................................... 3
PHYS 1020 Physics Concepts ..................................................................... 4

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

Sports Facility Management

Program Options:
Ice Arena Management Certificate (21)
Golf Course Management/Maintenance Certificate (21)
Sports/Athletic Facility Maintenance Certificate (21)
6 Programs of Study

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.

Certificate
Ice Arena Management
Total Number of Credits: 21

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

Career/Occupational Requirements: 15 credits
BMGT 1020 Introduction to Business ......................... 3
COMM 1031 Interpersonal Communication .................... 3
HVAC 1041 Basic Refrigeration I .......................... 3
PE 1780 Internship: Sports Facility/Operations Management ......................... 3
PE 2080 Introduction to Sports Management ................ 3

Additional Requirements: 6 credits
Select a minimum of two courses from the following:
BMGT 2051 Legal Environment of Business .................. 3
FST 1030 Basic Electricity .................................. 3
HVAC 1042 Basic Refrigeration II .......................... 3
MKTG 1066 Event Production and Marketing ................ 3
POLS 1033 State and Local Government .................... 3

Certificate
Golf Course Management/Maintenance
Total Number of Credits: 21

Program Description: The Golf Course Maintenance Certificate is designed to prepare individuals for employment at a golf course in the areas of turf maintenance, pro shop manager or greens keeper.

Career/Occupational Requirements: 15 credits
BMGT 1020 Introduction to Business ......................... 3
COMM 1031 Interpersonal Communication .................... 3
HORT 2045 Turfgrass Science and Management ............... 3
PE 1780 Internship: Sports Facility/Operations Management OR
PE 2780 Internship: Sports Management .................... 3
PE 2080 Introduction to Sports Management ................ 3

Additional Requirements: 6 credits
Select two courses from the following:
BMGT 2051 Legal Environment of Business .................. 3
HORT 1023 Soil Science ..................................... 3
HORT 2044 Landscape Maintenance and Management ...... 3
POLS 1033 State and Local Government .................... 3

Certificate
Sports/Athletic Facility Maintenance
Total Number of Credits: 21

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

Career/Occupational Requirements: 15 credits
BMGT 1020 Introduction to Business ......................... 3
COMM 1031 Interpersonal Communication .................... 3
POLS 1033 State and Local Government .................... 3
PE 1780 Internship: Sports Facility/Operations Management OR
PE 2780 Internship: Sports Management .................... 3
PE 2080 Introduction to Sports Management ................ 3

Additional Requirements: 6 credits
Select two courses from the following:
BMGT 2030 Management Fundamentals ..................... 3
BMGT 2035 Human Relations in Business .................... 3
**Translating and Interpreting**

**Program Description:** The Translating and Interpreting Certificate is designed to educate students who wish to develop professional interpreting skills. It is especially well suited for students who have previous post-secondary education who wish to provide accurate, linguistically competent and context-sensitive interpretation in a variety of settings in our increasingly diverse communities. Coursework includes consecutive interpreting, simultaneous interpreting, translation techniques, working within the code of ethics of interpreting, intercultural communication, critical thinking, collaboration and concepts in psychology and socio-linguistics. Interpreters will be prepared to work in K-12 schools, health care facilities, community clinics, social service agencies, and legal settings.

**Application Requirements:** Completion of RDNG 0090 with a grade of “C” or higher or assessment placement in RDNG 1000. Completion of ENGL 0090 with a grade of “C” or higher or assessment placement in ENGL 1021. Completion of MATH 0010 with a grade of “C” or higher or placement into MATH 0030 or higher. Advanced High or Superior rating on the ACTFL Oral Proficiency Interview in English and the second language, or equivalent prior to TRIN 1041. MN Human Services background study is required for the internship, service learning and field experience requirements.

**Core Requirements:** 15 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRIN 1000</td>
<td>Orientation to Interpreting</td>
<td>1</td>
</tr>
<tr>
<td>TRIN 1021</td>
<td>Introduction to Translation and Related Skills</td>
<td>3</td>
</tr>
<tr>
<td>TRIN 1031</td>
<td>Standards of Practice and Skills of Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>TRIN 1041</td>
<td>Beginning Skills of Interpreting</td>
<td>4</td>
</tr>
<tr>
<td>TRIN 2022</td>
<td>Intermediate Skills of Interpreting</td>
<td>4</td>
</tr>
</tbody>
</table>

**Career/Occupational Requirements:** 3 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRIN 2020</td>
<td>Occupational Specialty</td>
</tr>
<tr>
<td>TRIN 1051</td>
<td>Glossary Development</td>
</tr>
</tbody>
</table>

Select one of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1023</td>
<td>Introduction to Forensic Biology</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 2070</td>
<td>Special Education Issues for Educators</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1001</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>HSER 2040</td>
<td>Crisis Assessment and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1080</td>
<td>Introduction to the Criminal Justice System</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one course from the following:

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<tr>
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</thead>
<tbody>
<tr>
<td>TRIN 2023</td>
<td>Advanced Skills of Interpreting</td>
<td>4</td>
</tr>
<tr>
<td>TRIN 2035</td>
<td>Role of the Interpreter in Education</td>
<td>1</td>
</tr>
<tr>
<td>TRIN 2036</td>
<td>Role of the Interpreter in Medicine</td>
<td>1</td>
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</tbody>
</table>

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

**Goal 1 - Communication:** 3 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1051</td>
<td>Intercultural Communication</td>
<td>3</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 2030</td>
<td>Introduction to Socio-Linguistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Additional Requirements:** Sufficient credits to total 30 from courses with COMM, LING or TRIN designator.

Structured interpreting practicums, service learning and field experiences are important components of quality interpreter programs. Students in the Translating and Interpreting Certificate Program are required to complete a minimum of 30 hours of approved practicums, field experiences or service learning.

**Associate in Applied Science Degree Translating and Interpreting**

**Total Number of Credits:** 60

**Program Description:** The Translating and Interpreting AAS Degree is designed to prepare students with the critical thinking and interpreting skills which are necessary to pass interpreter certification examinations, and to begin professional interpreting careers. Students will learn to administer accurate, linguistically competent and context-sensitive interpretations in a variety of settings in our increasingly diverse communities. Coursework includes consecutive interpreting, simultaneous interpreting, translation techniques, working within the code of ethics of interpreting, intercultural communication, critical thinking, collaboration and concepts in psychology and socio-linguistics. Interpreters will be prepared to work in K-12 schools, health care facilities, community clinics, social service agencies, and legal settings.

**Application Requirements:** Completion of RDNG 0090 with a grade of “C” or higher or assessment placement in RDNG 1000. Completion of ENGL 0090 with a grade of “C” or higher or assessment placement in ENGL 1021. Completion of MATH 0010 with a grade of “C” or higher or placement into MATH 0030 or higher. Advanced High or Superior rating on the ACTFL Oral Proficiency Interview in English and the second language, or equivalent prior to TRIN 1041. MN Human Services background study is required for the internship, service learning and field experience requirements.

**Core Requirements:** 15 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>TRIN 1000</td>
<td>Orientation to Interpreting</td>
<td>1</td>
</tr>
<tr>
<td>TRIN 1021</td>
<td>Introduction to Translation and Related Skills</td>
<td>3</td>
</tr>
<tr>
<td>TRIN 1031</td>
<td>Standards of Practice and Skills of Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>TRIN 1041</td>
<td>Beginning Skills of Interpreting</td>
<td>4</td>
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<tr>
<td>TRIN 2022</td>
<td>Intermediate Skills of Interpreting</td>
<td>4</td>
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<tr>
<td>TRIN 2020</td>
<td>Occupational Specialty</td>
<td></td>
</tr>
<tr>
<td>TRIN 1051</td>
<td>Glossary Development</td>
<td></td>
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</table>

Select one of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1023</td>
<td>Introduction to Forensic Biology</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 2070</td>
<td>Special Education Issues for Educators</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1001</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>HSER 2040</td>
<td>Crisis Assessment and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1080</td>
<td>Introduction to the Criminal Justice System</td>
<td>3</td>
</tr>
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</table>

Select one course from the following:

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</thead>
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<td>TRIN 2036</td>
<td>Role of the Interpreter in Medicine</td>
<td>1</td>
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**Goal 1 - Communication:** 3 credits

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

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**Additional Requirements:** Sufficient credits to total 30 from courses with COMM, LING or TRIN designator.

Structured interpreting practicums, service learning and field experiences are important components of quality interpreter programs. Students in the Translating and Interpreting AAS Degree Program are required to complete a minimum of 30 hours of approved practicums, field experiences or service learning.
6 Programs of Study

Core Requirements: 19 credits
TRIN 1000 Orientation to Interpreting .................. 1
TRIN 1021 Introduction to Translation and Related Skills ............ 3
TRIN 1031 Standards of Practice and Skills of Interpreting .............. 3
TRIN 1041 Beginning Skills of Interpreting .................. 4
TRIN 2022 Intermediate Skills of Interpreting .................. 4
TRIN 2023 Advanced Skills of Interpreting .................. 4

Career/Occupational Requirements: 18 credits
LING 2020 Introduction to Linguistics .................. 4
TRIN 2020 Occupational Specialty Glossary Development .................. 1
TRIN 2780 Internship ........................................ 1-3

Select one of the following courses:
BIOL 1023 Introduction to Forensic Biology .................. 4
EDUC 2070 Special Education Issues for Educators .................. 3
HLTH 1001 Medical Terminology .................................. 2
HSER 2040 Crisis Assessment and Intervention .................. 3
SOC 1080 Introduction to the Criminal Justice System .................. 3

Select one of the following courses:
TRIN 2035 Role of the Interpreter in Education OR TRIN 2036 Role of the Interpreter in Medicine .................. 1

Career/Occupational requirement: 18 credits
Select 18 credits from the following courses:

Interpreting Skills Focus
TRIN 2065 Over-the-Phone Interpretation .................. 1
TRIN 2069 Automated Language Translation Software Programs ............. 3

Language Focus
ENGL 1025 Technical Writing .................. 3
ESOL 1033 American English: Advanced Listening and Speaking ............. 3
ESOL 1035 ESOL for College .................. 3
TRIN 1071 Spanish Writing for Native Speakers ............. 2
TRIN 1073 Reading and Writing in Hmong .................. 3
TRIN 1075 Somali Writing for Native Speakers ............. 3

Business Focus
ACCT 1010 Introduction to Accounting .................. 3
BMGT 1020 Introduction to Business .................. 3
BMGT 2030 Management Fundamentals .................. 3
BMGT 2051 Legal Environment of Business ............. 3
BMGT 2060 Business Communications .................. 3
HLTH 1003 Worker Right to Know .................. 1
MKTG 2000 Customer Service Strategies ............. 3
MKTG 2010 Workplace Leadership .................. 3
OFFT 1001 College Keyboarding .................. 1

Health Focus
EMS 1010 AHA BLS for the Healthcare Provider ............. 1
HLTH 1005 Basic CPR, Red Cross .................. 1
HLTH 1010 Standard First Aid and Safety .................. 2

HLTH 1040 Stress Management .................. 2
HLTH 1050 Human Sexuality .................. 3
HLTH 1060 Drug Education .................. 3
MATH 1000 Medical Dosages Calculations .................. 1

General Education/MnTC Requirements: 23 credits
Goal 1 - Communication: 10 credits
ENGL 1021 Composition I .................. 4
Select two of the following COMM courses: .................. 3
COMM 1031 Interpersonal Communication
COMM 1051 Intercultural Communication
COMM 2071 Communication and Gender

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete
Goal 3 and Goal 4 - Sciences/Math/Logical Reasoning: 3 credits
Select one of the following courses:
BIOL 1020 Introduction to Biology .................. 4
BIOL 1023 Introduction to Forensic Biology .................. 4
BIOL 1024 Human Biology .................. 3
BIOL 2031 Human Anatomy and Physiology I .................. 4
BIOL 2032 Human Anatomy and Physiology II .................. 4
MATH 1025 Statistics .................. 4
MATH 1061 College Algebra I .................. 4

Goal 5 - History/Social and Behavioral Sciences: 4 credits
LING 2030 Introduction to Socio-Linguistics .................. 4

Additional Recommended Courses:
COMM 2051 Minnesota's New Immigrants: Communication, Culture and Conflict ............. 3
WGST 1061 Foundations of Women's Studies .................. 3

Goal 6 - Humanities and Fine Arts: 3 credits
Select one of the following courses:
HUM 1030 Culture and Civilization of Spanish Speaking Peoples
HUM 1035 Culture and Civilization of French Speaking Peoples
HUM 1040 Culture and Civilization of Chinese Speaking Peoples
PHIL 1035 Biomedical Ethics

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

Additional Requirements:
Structured interpreting practicums, service learning and field experiences are important components of quality interpreter programs. Students in the AAS Translating and Interpreting Program are required to complete a minimum of 80 hours of approved practicums, field experiences or service learning.
Visual Communications Technologies

Program Options:
- Advanced 3D Animation Certificate (12)
- Webmaster Certificate (16)
- Visual Communications Technologies Fundamentals Certificate (16)
- Visual Communications Technician Diploma (48)
- Marketing Communications Technology AAS Degree (60)

Certificate
Advanced 3D Animation
Total Number of Credits: 12

Program Description: The Visual Communications Technologies program prepares students for a career field involving the delivery of messages in visual forms. This Advanced Certificate is intended for VCT students enrolled in the Interactive Media Specialty area of the VCT Program as well as other students, such as industry professionals, interested in gaining advanced 3D animation skills. Emphasis is on providing the valuable technical, concept, and design skills necessary for those wishing to obtain a position as a 3D animator in the visual communications industry.

Admission Requirements: VCT 2026, or industry equivalent skills and/or consent of instructor

Career/Occupational Requirements: 12 credits
- VCT 1017 Concept Drawing and Storyboarding 3
- VCT 2084 Advanced Modeling for 3D Animation 3
- VCT 2085 Advanced Texturing for 3D Animation 3
- VCT 2087 Advanced 3D Animation Project 3

Certificate
Webmaster Certificate
Total Number of Credits: 16

Program Description: Being a webmaster for today’s eye-catching and highly interactive websites requires a challenging blend of skills. A webmaster is expected to actively participate both in the design and development aspects of a website. This certificate has been designed to respond to this need by integrating fundamental and pertinent material from the Visual Communications Technology and Computer Science disciplines. Completion of this certificate will provide the student with a comprehensive understanding of, and practical experience in, aspects of website creation ranging from visual design basics to Internet programming techniques.

Recommendation: Basic programming skills or appropriate coursework are required for this certificate. For students having no prior programming experience, CSCI 1060 (one of the electives for this certificate) can be taken.

Career/Occupational Requirements: 16 credits
- VCT 1012 Principles of Digital Communications I 3
- VCT 1013 Design Basics 4
- VCT 1015 Project Planning 3
- VCT 1018 Digital Imaging 3
- VCT 1019 Principles of Digital Communications II 3

Certificate
Visual Communications Technologies Fundamentals
Total Numbers of Credits: 16

Program Description: The Visual Communications Technologies program prepares students for a career field involving the delivery of messages in visual forms. This fundamentals certificate will acquaint students with the Visual Communications Technologies industry by exploring industry professions and concepts, while obtaining essential foundational skills. The basic of design, working with digital images, planning projects, working with a variety of the most important computer applications used in the VCT industry, as well as the techniques of professional networking are covered. Student wishing to get started in the Visual Communications Technologies industry will be ready to move forward into such areas as Interactive Media, Digital Video, Photography, Graphic Design.

Career/Occupational Requirements: 16 credits
- VCT 1012 Principles of Digital Communications I 3
- VCT 1013 Design Basics 4
- VCT 1015 Project Planning 3
- VCT 1018 Digital Imaging 3
- VCT 1019 Principles of Digital Communications II 3

Diploma
Visual Communications Technician
Total Number of Credits: 48

Program Description: The Visual Communications Technologies program prepares students for a career involving the delivery of messages in visual forms. Emphasis areas include interactive media, digital video, photography, and graphic design. In addition to these core areas, the General Education/MnTC courses required will help ensure individuals have the necessary oral, written, and critical thinking skills to help them with their professional responsibilities.
## Programs of Study

### Core Requirements: 16 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCT 1012</td>
<td>Principles of Digital Communications I</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1013</td>
<td>Design Basics</td>
<td>4</td>
</tr>
<tr>
<td>VCT 1015</td>
<td>Project Planning</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1018</td>
<td>Digital Imaging</td>
<td></td>
</tr>
<tr>
<td>VCT 1019</td>
<td>Principles of Digital Communications II</td>
<td>3</td>
</tr>
</tbody>
</table>

### Career/Occupational Requirements:

#### Select 1 of 4 Specialty Track Options

#### Interactive Media: 29 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCT 1021</td>
<td>Flash Interactive Media I</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1023</td>
<td>Web Page Design with XHTML</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1027</td>
<td>Web Page Design with DXHTML</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VCT 1031</td>
<td>Digital Audio OR</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1035</td>
<td>Digital Editing I</td>
<td></td>
</tr>
<tr>
<td>VCT 2021</td>
<td>Flash Interactive Media II</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2084</td>
<td>Advanced Modeling for 3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2025</td>
<td>3D Animation I</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2026</td>
<td>3D Animation II</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2029</td>
<td>Portfolio Development–Interactive Media</td>
<td>1</td>
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</table>

#### Digital Video: 29 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VCT 1030</td>
<td>Video I</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1031</td>
<td>Digital Audio OR</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1035</td>
<td>Digital Editing I</td>
<td></td>
</tr>
<tr>
<td>VCT 2030</td>
<td>Video II</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2031</td>
<td>Video Production I</td>
<td>3</td>
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<tr>
<td>VCT 2032</td>
<td>Video Production II</td>
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<td>VCT 2033</td>
<td>Motion Graphics for Video</td>
<td>3</td>
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<tr>
<td>VCT 2035</td>
<td>Digital Editing II</td>
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<tr>
<td>VCT 2037</td>
<td>Portfolio Development-Digital Video</td>
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</table>

#### Electives selected with instructor consent: 4 credits

- Adobe Photoshop
- Advanced Digital Studio and Adobe Photoshop
- Portfolio Development-Digital Video

### Photography: 29 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VCT 1040</td>
<td>Traditional Photography</td>
<td>2</td>
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<tr>
<td>VCT 1041</td>
<td>Digital Photography I</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1042</td>
<td>Digital Photography II</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1047</td>
<td>Forensic Photography</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2040</td>
<td>Digital Studio</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2042</td>
<td>View Camera</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2044</td>
<td>Professional Photography Using Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2045</td>
<td>Advanced Digital Studio and Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2046</td>
<td>Portfolio Development-Photography</td>
<td>1</td>
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#### Electives selected with instructor’s consent: 5 credits

### Graphic Design: 29 credits

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VCT 1060</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1061</td>
<td>Electronic Publishing I</td>
<td>3</td>
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<tr>
<td>VCT 1063</td>
<td>Imaging and Printing Methods</td>
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<tr>
<td>VCT 2061</td>
<td>Electronic Publishing II</td>
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<td>VCT 2062</td>
<td>Electronic Publishing III</td>
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<tr>
<td>VCT 2063</td>
<td>Digital Color Management</td>
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#### Electives selected with instructor’s consent: 3 credits

### General Education/MnTC Requirements: 3 credits

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ART 1041</td>
<td>Drawing I</td>
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<td>ENGL 1021</td>
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<tr>
<td>HUM 1045</td>
<td>American Film</td>
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<tr>
<td>COMM 1021</td>
<td>Fundamentals of Public Speaking</td>
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<tr>
<td>COMM 1031</td>
<td>Interpersonal Communication</td>
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<td>COMM 1041</td>
<td>Small Group Communication</td>
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<tr>
<td>COMM 1061</td>
<td>Mass Media and Communication</td>
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</tbody>
</table>

### Associate in Applied Science Degree

#### Visual Communications Technologies

#### Total Number of Credits: 64

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**Program Description:**

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

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### Career/Occupational Requirements:

#### Select 1 of 4 Specialty Track Options

#### Interactive Media: 28 credits

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<tr>
<td>VCT 2029</td>
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#### Electives selected with instructor’s consent: 3 credits

### Photography: 28 credits

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#### Electives selected with instructor’s consent: 5 credits

### Graphic Design: 28 credits

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</tr>
<tr>
<td>VCT 1063</td>
<td>Imaging and Printing Methods</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2061</td>
<td>Electronic Publishing II</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2062</td>
<td>Electronic Publishing III</td>
<td>3</td>
</tr>
<tr>
<td>VCT 2063</td>
<td>Digital Color Management</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Electives selected with instructor’s consent: 3 credits

### Digital Video: 28 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCT 1030</td>
<td>Video I</td>
<td>3</td>
</tr>
<tr>
<td>VCT 1031</td>
<td>Digital Audio OR</td>
<td>3</td>
</tr>
</tbody>
</table>

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106 Century College 2011-2012
Goals 1 - Communication: 7 credits

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

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

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

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

Goal 6 - Humanities and Fine Arts: 3 credits

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

Associate in Applied Science Degree
Marketing Communications Technology
Total Number of Credits: 60

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 Technologies Program and the hands-on and aesthetic teachings of the Art and Art Studio coursework. In addition, courses from the English, Communication, and Philosophy disciplines round out this curriculum and form a balanced theory/practice approach. Learners with this type of preparation find fulfilling careers in a variety of visual communications as well as visual marketing fields.

Core Requirements: 29 Credits

- CAPL 1010 Introduction to Software Applications .......................... 3
- MKTG 2035 Trend Analysis ........................................ 3
- MKTG 2050 Principles of Marketing ...................................... 3
- MKTG 2055 Electronic Marketing Concepts ................................ 3
- MKTG 2063 Advertising and Sales Promotion ................................ 3
- VCT 1012 Principles of Digital Communications I .......................... 3
- VCT 1013 Design Basics ................................................. 4
- VCT 1015 Project Planning .................................................. 3
- VCT 1018 Digital Imaging .................................................. 3
- VCT 2076 Portfolio Development—Marketing Communications .................. 1

Career/Occupational Requirements: 9 Credits

Select 3 credits from the following courses:

- MKTG 1020 Visual Merchandising and Store Planning .......................... 3
- MKTG 2000 Customer Service Strategies .................................. 3
- MKTG 2005 Entrepreneurship Fundamentals .................................. 3
- MKTG 2020 Negotiation Strategies ........................................... 3
- MKTG 2080 Retailing Principles and Practices ................................. 3

Select 6 credits from the following courses:

- VCT 1023 Webpage Design with XHTML .................................. 3
- VCT 1030 Video I ............................................................ 3
- VCT 1041 Digital Photography I ............................................. 3
- VCT 1061 Electronic Publishing I ............................................ 1

General Education/MnTC Requirements: 22 Credits

Goal 1 - Communication: 7 credits

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

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

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

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

Goal 6 – Humanities and Fine Arts: 3 credits

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

Women and Gender Studies

Program Options:
Women and Gender Studies Certificate (16)

Certificate
Women and Gender Studies
Total Number of Credits: 16

Program Description: The Women and Gender Studies Certificate program offers an interdisciplinary field of study focused on the rich diversity of women's experiences across time, cultures, and social/economic classes. In Women and Gender Studies courses, students and faculty examine and evaluate assumptions about women's role in society, uncovering the central role of women in the human experience. The program is a valuable addition to any academic field and provides a career advantage in many areas. In addition, the Women and Gender Studies Certificate is an excellent preparation for transfer students wishing to major or minor in Women and Gender Studies at other institutions. Note: A maximum of two courses transferred from other institutions can be used to help fulfill the 16-credit Women and Gender Studies Certificate.

Core Requirement: 3 credits
WGST 1061 Foundations of Women and Gender Studies ...................... 3
WGST 2099 Women and Gender Studies Certificate Capstone .................. 1

Course Requirements: 12 credits
Select 12 credits from the following list of courses:
WGST 1071 Introduction to GLBT Studies ........................................ 3
WGST 2061 Women in Global Perspective ...................................... 3
WGST 2790 Special Topics in Women and Gender Studies ...................... 1-3
ANTH 2031 Sex and Gender ....................................................... 3
BIOL 1021 Biology of Women .................................................... 3
COMM 2071 Communication and Gender ......................................... 3
ENGL 2061 Women in Literature: British and Colonial Tradition .............. 3
ENGL 2062 Women in Literature: American .................................... 3
ENGL 2063 Women in Literature: World Voices .................................. 3
HIST 2065 Women in America to 1890 ......................................... 3
HIST 2066 Women in America Since 1890 .................................... 3
HIST 2063 Women, Health and Medicine ...................................... 3
HUM 2061 Women in the Arts .................................................... 3
SOC 2031 Sociology of the Family ............................................. 3
SOC 2061 Sociology of Gender and Work ..................................... 3
Course Descriptions

Chapter 7

Course Identification

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

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

Prerequisite, Restriction
Recommendation
Course prerequisites, restrictions, and recommendations are listed immediately following the course descriptions.

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.

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.

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

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

Accounting

Introduction to Accounting
ACCT 1010 3 Credits
This course introduces the practice of accounting. Topics include transaction analysis, double-entry accounting, cash, petty cash, purchases/payables, sales/receivables, and specialized journals. Year-end procedures and financial statement preparation for service and merchandise companies, payroll, inventory valuation, and corporate structure and equity accounting are also covered.

Payroll Procedures
ACCT 1020 3 Credits
This course covers the numerous laws pertaining to employment practice and compensation as well as computations and payment of salaries and wages and related taxes. Topics include employment recordkeeping requirements, preparation of the payroll register, individual earnings records, tax reports, and other forms required by government agencies. The accounting procedures necessary to properly prepare accounting transactions are also covered. Prerequisite: ACCT 1010 or ACCT 2020 or concurrent enrollment. Recommendation: Assessment score placement in MATH 0030 or above or completion of MATH 0010 with a grade of “C” or higher.

Computerized Accounting Applications
ACCT 1030 3 Credits
This course is a comprehensive overview of QuickBooks Pro software for business. Students will perform multiple accounting transactions and run reports using QuickBooks. These include recording checks/deposits, preparing bank reconciliations, recording sales/receivables, recording purchases/accounts payables, recording payroll transactions, recording fixed asset transactions and financial statement
7 Course Descriptions

preparation. Students will also gain experience writing accounting procedures related to Quick-Books. This course is relevant to prospective students interested in increasing their knowledge of QuickBooks for their business or current accounting position. Prerequisite: ACCT 1010 or ACCT 2020 with a grade of “C” or higher and ACCT 1020 and CAPL 1010 or instructor consent.

Federal Income Taxation
ACCT 1040 3 Credits
This course is 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 also includes the use of a computer software package. Recommendation: ACCT 1010 or ACCT 2020 and computer skills.

Financial Accounting
ACCT 2020 3 Credits
This course includes the study of financial accounting concepts through the measurement, communication, and analysis of economic events for the benefit of investors, creditors, and other users of financial accounting information. Emphasis is on the preparation and analysis of financial statements in a corporate annual report. Prerequisite: Assessment score placement in MATH 0070 or above or completion of MATH 0030 with a grade of “C” or higher.

Managerial Accounting
ACCT 2025 3 Credits
This course introduces the foundations of managerial accounting. The emphasis is on management’s use of accounting information for planning, controlling, and decision making. Topics covered include cost behavior, an overview of job order and process costing, cost volume profit analysis, budgeting, cost analysis, and capital budgeting decisions. Prerequisite: ACCT 2020 or equivalent.

Intermediate Accounting
ACCT 2050 4 Credits
This course provides an in-depth presentation of accounting for balance sheet accounts, financial statement preparation and analysis. This course expands on financial accounting topics such as inventory and financial statement analysis. Prerequisite: ACCT 1010 or ACCT 2020.

Professional Issues in Accounting
ACCT 2060 3 Credits
This course requires students to apply financial accounting concepts and examine current issues in the accounting profession. Topics covered include the development of work papers, writing of accounting reports, understanding accounting documents, and the accountant-client relationship. Prerequisite: ACCT 1010 or ACCT 2020 and ENGL 1021. Recommendation: CAPL 1025 or CSCI 1021.

Accounting Cases and Applications
ACCT 2070 3 Credits
A course that examines the accounting profession through case studies and the application of accounting principles. This course includes group projects, an examination of professional ethics, and the writing aspects of the profession. Prerequisite: ACCT 2060 or consent of instructor.

Introduction to the Social and Behavioral Sciences: ANTH, PSYC and SOC
ANTH 1000 3 Credits
This course serves as a broad introduction to three of the social and behavioral sciences: Anthropology, Psychology, and Sociology. The course provides an overview of the history, theories, research methods, and research publications of each discipline. The course is designed to help students to acquire the knowledge and skills that will enable them to succeed in the introductory courses in these three disciplines. Prerequisite: Assessment score placement in RDNG 0090, or completion of RDNG 0080 with a grade of “C” or higher or consent of the instructor. Restriction: May not be taken for credit if credit has been earned in PSYC 1000 or SOC 1000.

Introduction to Physical Anthropology: Human Origins
ANTH 1022 3 Credits
MnTC: Goals 03 & 10
This course is an introduction to physical anthropology through the study of human origins. This includes a detailed introduction to evolutionary theory and related topics, such as Mendelian and population genetics, taxonomy, and primate behavior and ecology. Central to the course is the human and non-human primate fossil evidence, and the evolutionary origins of modern Homo sapiens. This course is intended for new students in anthropology. Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Introduction to Cultural Anthropology
ANTH 1023 3 Credits
MnTC: Goals 05 & 08
This course examines the fundamental social processes that universally bind humans together and tear them apart: subsistence, language, kinship, reproduction, alliances, food production, economics, competition, warfare and death. The anthropological approach to these topics is to study human societies from around the world using the guiding concepts of culture and evolution.

Introduction to Archaeology
ANTH 1025 3 Credits
MnTC: Goals 05 & 07
Archaeology is the study of past human behaviors. Using excavation and other methods, archaeologists study the material remains of people from the past. Students will study specific archaeological discoveries from all over the world and at different time periods, and learn about the methods and theories that archaeologists employ in their investigation of the past. Students will have hands-on experience with methods like mapping and excavation documentation and opportunities to discuss ethical issues in archaeology. Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Sex and Gender
ANTH 2031 3 Credits
MnTC: Goals 05 & 08
This course will examine sex and gender from an anthropological perspective. Anthropology recognizes that human behavior and social systems arise as a result of the interaction of our biology and our environment. This class will begin by studying sex from an evolutionary perspective. Later, the class will turn to the topic of gender, which is the behavior associated with each sex as defined varyingly by different cultures. Students will study gender across many different cultures around the world and look for patterns to seek a better understanding of our species and ourselves. Prerequisite: Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher, and assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher. Recommendation: Word processing proficiency.

Anthropology of Human Nature
ANTH 2061 3 Credits
MnTC: Goals 05 & 10
This class introduces the broad anthropological study of behavior from a Darwinian perspective.
Students explore the evidence concerning the evolution of primate behavior and the past several million years of human evolution with a strong emphasis on the behavior of our ancestors. Initial topics include a detailed introduction to natural selection and a brief survey of human evolution. This is followed by readings and lectures on the evolution of primate and human tool use, meat-eating, cooperation, food-sharing, mate selection, sex, child-rearing, and conflict. Once the students are familiar with evolutionary theory and the evolutionary history of human behavior the focus turns to universal patterns in modern human behavior. Prerequisite: Assessment score placement in ENGL 0090 with a grade of “C” or higher, and assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Art

Art Appreciation
ART 1020 3 Credits
MnTC: Goals 06 & 08
This course introduces students to art from a variety of cultures and historical contexts. Topics include: major art movements, varieties of materials, and aesthetic theories. Coursework covers formal terms, elements, and principles common to the study of art and architecture. Recommendation: Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher, and assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Art History of the Western World I
ART 1021 3 Credits
MnTC: Goals 06 & 08
This course traces the development of art and architecture in the west from the Paleolithic through the Gothic Periods - the art, architecture, philosophies, and traditions that continue to shape the modern western world. Students examine individual historical styles, techniques and ideological movements that have evolved in western art making, architecture and design.

Art History of the Western World II
ART 1022 3 Credits
MnTC: Goals 06 & 08
This course traces the development of Art in the West from the Renaissance Period through the 20th Century - the art, architecture, philosophies, and traditions that continue to shape the modern western world. Students examine individual historical styles, techniques and ideological movements that have evolved in western art making, architecture and design.
7 Course Descriptions

Ceramics 1
ART 1071  3 Credits
MnTC: Goal 06
This course introduces basic hand-building and wheel techniques with clay. Students will examine the diverse cultural history of ceramic art and its continued relevance as a form of creative expression. The principles of 3 dimensional design, along with functional and non-functional applications, will be explored through a series of hands-on exercises and projects.

Independent Study
ART 1790  1 – 3 Credits
Independent study is an opportunity for intermediate and advanced art students to complete an in-depth project or body of work in studio art or art-related research. Prerequisite: Students must have completed all or most art courses offered at Century College or provide proof (transcripts or portfolio) of completing college-level foundation art courses. Project must be approved, prior to enrollment, first by instructor, and then dean. Recommendation: This offering is meant to assist students who are planning to major in studio art, art history, or art education.

Photography II
ART 2031  3 Credits
MnTC: Goal 06
This course will challenge students to consider different ways that a variety of photographic processes can be used to communicate ideas. Students will be introduced to the tools, applications and creative methods used in making traditional as well as, nontraditional, alternative, and non-silver photographic images. Through class critiques, discussions of the history of photography and contemporary trends in art, and reading and writing assignments, students will expand their ability to evaluate, interpret and express ideas through the use of the camera and light sensitive materials. A group field trip to a major metro area art venue is required. Prerequisite: Students must have a basic understanding of 35mm SLR cameras and darkroom experience.

Drawing II
ART 2041  3 Credits
This course expands and refines concepts covered in Drawing I. Additional topics include thematic intent and deeper investigation into the impact of composition. Students will also explore the properties of a variety of wet and dry materials, including color. Projects and exercises are based on direct observation of still life, the human form, architectural spaces, and nature. Coursework includes cultural/historical research and considers a range of contemporary professional applications. Prerequisite: ART 1041. Recommendation: ART 1024.

Figure Drawing
ART 2042  3 Credits
This course emphasizes traditional strategies for drawing the live human form, clothed and unclad. Topics include proportional canons, relational measuring, basic anatomy for artists, portraiture, gesture drawing, and construction techniques. Students will study the way the human image has been used throughout art history, as well as explore contemporary trends and applications of figure drawing. Prerequisite: ART 1041 with a grade of “B” or higher.

Painting 2
ART 2051  3 Credits
This course expands on the foundational concepts presented in Painting I. Emphasis is placed on traditional and experimental approaches to painting using water-based oils. Students will explore themes based on landscape, interior spaces, still life and the human form. Painting assignments are supported by sketchbook exercises, readings, discussions, and research of historic, cultural, and contemporary painting issues. Prerequisite: ART1024, ART1041, ART1051.

Ceramics 2
ART 2071  3 Credits
This course is an expansion of concepts covered in Ceramics I. Students will refine technical skills as well as explore design concepts of greater complexity. Coursework includes functional and nonfunctional applications, glazing techniques, effects and functions of various clay bodies, firing procedures, and studio safety. In addition, students will research the diverse history of ceramic art and pottery, including contemporary trends and movements. Prerequisite: ART 1071. Recommendation: ART 1025.

Portfolio: Professional Practices
ART 2099  2 Credits
This course presents topics related to the creation of professional materials common to the Art Profession. In addition to the creation of a professional portfolio of art work, discussions will include presenting to galleries, creation of an artist resume, and professional studio practices. This class is part of the final semester of the AFA-Art degree. Prerequisite: Sufficient credits in ART and consent of instructor.

Auto Body

Introduction to Auto Body Trade
ABOD 1000  4 Credits
This course covers shop safety, tool maintenance, professionalism and the major work areas in a typical shop. Students are also exposed to the steps necessary in repairing a wrecked vehicle. Students must be able to perform physical tasks to complete course requirements.

Introduction to Welding for Auto Body
ABOD 1010  4 Credits
This course covers the identification and performance of gas, plasma cutting, and MIG equipment as it pertains to auto body. Topics include welding terms and safety procedures, setup, shutdown and performance on various gauges of steel in a variety of positions. Students will perform bead, lap and butt welding in the vertical and overhead positions. Students must be able to perform physical tasks to complete course requirements.

Auto Body Sheet Metal
ABOD 1020  2 Credits
This course covers sheet metal repair processes for minor damage. Students will use tools and equipment on actual sheet metal panels and damaged vehicle panels. Students must be able to perform physical tasks to complete course requirements.

Introduction to Auto Body Refinishing
ABOD 1030  4 Credits
This course is an introduction to automotive refinishing. Topics include refinishing safety, tools, equipment, surface preparation and material application procedures. Students must be able to perform physical tasks to complete course requirements.

Corrosion Protection and Body Fillers
ABOD 1040  3 Credits
This course covers rust repair techniques and corrosion protection material safety, tools, equipment and application. Topics include safe use of body fillers and repair sectioning or replacement of fiberglass body repairs. Students must be able to perform physical tasks to complete course requirements.

Glass, Trim and Hardware
ABOD 1050  2 Credits
This course covers safe procedures for the removal and replacement of all stationary and movable glass and various types of attachments on auto body trim and hardware. Glass and
trim are not considered structural, but they are important components in the reconstruction of a vehicle. Different methods of glass removal, glass adhesives, and fasteners are discussed. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** ABOD 1000, ABOD 1010, ABOD 1020, ABOD 1030, ABOD 1040 or instructor consent.

**Collision Repair and Overall Refinishing**

**ABOD 1060  3 Credits**
This course covers the overall techniques for restoring damaged cars, reconditioning vehicles, and cleaning up. Topics include refinishing procedures and preparation for overall refinishing, hammer and dolley techniques, and removal of paint from damaged areas. Students must be able to perform physical tasks to complete course requirements.

**Auto Body Electrical and Mechanical Components**

**ABOD 1070  5 Credits**
This course covers repairs to electrical, air conditioning, charging and reconditioning systems damaged in collisions. Topics include personal and shop safety, drive train, steering system, suspension, severed wiring, and engine sensors. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** ABOD 1000, ABOD 1010, ABOD 1020, ABOD 1030, ABOD 1040 or instructor consent.

**Specialty Refinishing**

**ABOD 2000  4 Credits**
This course covers identification and correction of color mismatching, techniques in spot repairing full panels, application of pinstriping, interior and plastics repairs, chip protection and custom paint finishes. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** ABOD 2010, ABOD 2020, ABOD 2030 or instructor consent.

**Computer Estimating**

**ABOD 2010  2 Credits**
This course covers identification and calculation of the cost of vehicle damage, calculating cost of parts, material, and labor written from a manual or computer. **Prerequisite:** ABOD 1050, ABOD 1060, and ABOD 1070 or instructor consent.

**Unibody and Frame and Damage**

**ABOD 2020  4 Credits**
In this course, students will use specialized equipment to locate key reference points on a damaged vehicle and compare them with published dimensions from an undamaged vehicle. The students will use this information to repair or replace the necessary parts. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** ABOD 1050, ABOD 1060, and ABOD 1070 or instructor consent.

**Major Collision Lab**

**ABOD 2030  5 Credits**
In this course, students will focus on analysis of impact damage from a major collision and determine strategies for repairs. Topics include determining the extent of damage to structural steel body panels and repairing, welding, or replacing in accordance with vehicle manufacturers’ specifications. Students must be able to perform physical tasks to complete course requirements.

**Auto Body Management**

**ABOD 2040  1 Credit**
This course covers proper shop management procedures including parts ordering, payroll, employer-employee relations, customer relations, and communication skills as if the student owns and operates a body shop. Students are required to write a plan to build and operate their own shop. **Prerequisite:** ABOD 2010, ABOD 2020, ABOD 2030 or instructor consent.

**Refinishing Lab**

**ABOD 2050  4 Credits**
This course focuses on advanced color theory and repair procedures to a complete vehicle. It also includes undercoat and topcoat functions, types of undercoats, and application techniques for major or minor damage. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** ABOD 2010, ABOD 2020, ABOD 2030 or instructor consent.

**General Auto Body Lab**

**ABOD 2060  4 Credits**
In this course, students will apply concepts and skills learned in previous courses. Students must develop a repair plan, time line, and cost estimate, and perform repair to industry standards. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** ABOD 2010, ABOD 2020, ABOD 2030 or instructor consent.

**Mechanical Suspension and Wheel Alignment Lab**

**ABOD 2070  6 Credits**
In this course, students will replace damaged water pumps, radiators, and engines using proper safety techniques. Topics also include proper wheel alignment, suspension, and electrical repairs. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** ABOD 2010, ABOD 2020, ABOD 2030 or instructor consent.

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**Auto Service Technology**

**Automotive Workplace Safety**

**AST 1005  1 Credit**
This course covers safe practices in the automotive workplace. Topics include the labeling, handling, storage, removal, disposal, and recycling of hazardous and toxic materials, Minnesota Right to Know Act, and emergency shop procedures. Students must be able to perform physical tasks to complete course requirements.

**Automotive Brakes**

**AST 1015  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. Students must be able to perform physical tasks to complete course requirements.

**Steering and Suspension Systems**

**AST 1025  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. Students must be able to perform physical tasks to complete course requirements.

**Four-Wheel Alignment**

**AST 1035  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. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** AST 1005.
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7 Course Descriptions

Standard Drive Train
AST 1045  4 Credits
This course covers the theory and operation of manual transmissions/transaxles, clutches, RWD, universal joints, FWD, 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. Students must be able to perform physical tasks to complete course requirements.

Automotive Service
AST 1055  2 Credits
This course covers all of the tasks that are required for a person starting in the automotive field. Topics include 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. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 1005.

Electrical Principles
AST 1065  3 Credits
This course covers electrical terms, what electricity is, what it does as it flows through a circuit, series and parallel circuits, Ohm's Law, how to connect and use a DVOM, battery theory, and how to test batteries using a VAT-40. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 1005.

Body Electrical Systems
AST 1075  2 Credits
This course introduces the student to reading wiring diagrams and testing common automotive electrical circuits. In this course, students will be exposed to 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 practice on training boards and then move into testing and repair on live vehicles. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 1065.

Starting and Charging Systems
AST 1085  4 Credits
In this course, students will study the components, circuits, and theory of operation of the starting and charging systems. Students will use test equipment, diagnostic procedures, and flowcharts to interpret test results so that the correct repairs will be performed on inoperative starting and charging systems. Students must be able to perform physical tasks to complete course requirements.

Automatic Transmissions
AST 1095  4 Credits
This course covers automatic transmission theory, sub-assembly operation, and operational controls. Rebuilding techniques, service procedures and diagnosis are covered in group discussions and shop applications. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 1085.

Engine Diagnosis
AST 2015  3 Credits
This course covers diagnostic test procedures used to determine the operating condition of a gasoline engine. Diagnostic testing and test interpretation will be performed. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 2005.

Cooling System Service
AST 2025  2 Credits
This course covers the operation and service of the cooling system. Cooling system service and coolant recovery/recycling procedures will be performed. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 2015.

Body Electrical Systems
AST 2030  2 Credits
This course introduces the student to reading wiring diagrams and testing common automotive electrical circuits. In this course, students will be exposed to 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 practice on training boards and then move into testing and repair on live vehicles. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 2020 with a grade of "C" or higher.

Emission Control
AST 2035  3 Credits
This course covers the need for vehicle emission control. A complete description of the function and operation of most common emission control devices will be addressed. Testing of emission control devices will be performed. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 2025.

Computerized Engine Control
AST 2045  4 Credits
This course covers the fundamentals of the microcomputer system used to control the automotive engine. Concepts covered include: central processing, memory/storage devices, input/output devices, adaptive strategy, and on-board diagnostics. Computer scanners will be used to test and analyze the engine control computer system. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 2035.

Electronic Fuel Injection
AST 2055  2 Credits
This course covers the operation and service of electronic fuel injection systems. System testing and necessary repairs will be performed. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 2045.

Engine Performance Maintenance
AST 2065  4 Credits
This course covers ignition system theory, testing and repair procedures, four-gas analysis and engine performance maintenance. Engine performance maintenance using a variety of diagnostic test equipment will be performed. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 2055.

Supplemental Computer Systems
AST 2075  2 Credits
In this course, students will study supplemental computer systems used to control inflatable restraint systems. Repair and diagnostic procedures will be performed on live vehicles. Students must be able to perform physical tasks to complete course requirements. Prerequisite: AST 2065.

Air Conditioning
AST 2085  3 Credits
This course covers the fundamentals and service of the automotive air conditioning system. Topics include system operation, recovery/recycling of 134A, system charging, leak detection,
performance testing, and retrofitting. Air conditioning service using typical service equipment will be performed. Students must be able to perform physical tasks to complete course requirements.

**New Automotive Technology**

**AST 2095 3 Credits**

This course introduces students to new technology in the automotive industry. Course content will range from shop management trends to new federally mandated systems that are and will be required on vehicles. Course content will change as vehicle technologies emerge. Students must be able to perform physical tasks to complete course requirements.

**Carburetor Rebuild**

**AST 2115 2 Credits**

This course will cover the purpose and theory of operation of each of the seven carburetors’ circuits for two- and four-barrel carburetors. Rebuild procedures and adjustments will be demonstrated with students performing complete rebuilds on vehicles. Computer controlled carburetors will also be explained and demonstrated. Students cannot be allergic to carburetor cleaner. Students must be able to perform physical tasks to complete course requirements.

**Introduction to Forensic Biology**

**BIOL 1023 4 Credits**

**MnTC: Goal 03**

This course deals with many of the basic concepts of general and human biology using forensic biology to demonstrate the concepts. These will include a survey of the organ systems and applications of forensic science to the human body systems, including the biology of DNA. Offered F, S. **Prerequisite:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of a "C" or higher. **Recommendation:** High school biology, BIOL 1020 or its equivalent.

**Human Biology**

**BIOL 1024 3 Credits**

**MnTC: Goal 03**

This course is a survey of the human organ systems by structure and function. Organ systems include integumentary, skeletal, muscular, nervous, endocrine, circulatory, respiratory, digestive, urinary, and reproductive. The scientific method of inquiry, human reproduction, development and heredity are other topics integrated into the biology of the human body. This course is designed for students who wish to gain a better understanding of the biology of the human body, including liberal arts majors. **Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of a “C” or higher. **Restriction:** Closed to students who have already earned credit for Biology 1024, Human Biology.

**Biology of Women**

**BIOL 1021 3 Credits**

**MnTC: Goal 03**

This course investigates the basis of scientific inquiry and investigation, analysis of scientific data, male and female reproductive anatomy and physiology, sexual and reproductive biology, anatomy and physiology of women and men including contraception, pregnancy, childbirth, and infertility. The biology of cancers, sexually transmitted diseases and infections, and systemic chronic diseases throughout the lifespan is also included. Students will participate in hands-on activities or case studies as part of the course. Biology of Women is open to both women and men. **Prerequisite:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of a “C” or higher. **Recommendation:** High school biology, BIOL 1020 or its equivalent.

**Field Biology**

**BIOL 1025 4 Credits**

**MnTC: Goals 03 & 10**

This is a lab science course dealing with the biological, historical, and cultural perspectives of roles plants have played in human civilizations. It also covers how plants and plant products are changing as vehicle technologies emerge. Students must be able to perform physical tasks to complete course requirements.

**Plants and Society**

**BIOL 1026 4 Credits**

**MnTC: Goals 03 & 10**

This is a lab science course dealing with the biological, historical, and cultural perspectives of roles plants have played in human civilizations. It also covers how plants and plant products are changing as vehicle technologies emerge. Students must be able to perform physical tasks to complete course requirements.

**Climate Change Biology**

**BIOL 1027 3 Credits**

**MnTC: Goals 03 & 10**

This course deals with the effects of climate change on various biological species and ecosystems. Topics include basic biology concepts including characteristics and organization of life, ecosystems, biogeochemical cycles, basic climate change science, and how various organisms are responding to it. Students will form “eco-teams,” a type of non-traditional lab component to the course, in which they will calculate their carbon footprints and analyze and determine ways to decrease their environmental impact. Students will explore practical ways to live more sustainably and how to be responsible citizens in regard to sustainability, all of which can improve one’s quality of life, slow climate change, and help protect present and future generations of humans and other species.
Course Descriptions

Ecology
BIOL 1028  4 Credits
MnTC: Goals 03 & 10
This is a lab science course covering the basic concepts of ecology, including physical factors that influence the distribution and abundance of organisms, population regulation and interactions, nutrient cycling and energy flow, community change and succession. Natural and human disturbances of ecosystems and the concept of sustainability will also be integrated within the basic concepts of ecology. The major biomes of Minnesota - prairie and coniferous and deciduous forests - will be explored in relationship to these concepts. The course is intended to be a lab science general education course. **Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** High school biology or BIOL 1020 or equivalent.

Microbes and Society: An Introduction to Microbiology
BIOL 1029  4 Credits
MnTC: Goal 03
Microbes and Society introduces students to the biology of the major microbial groups, their role in our everyday existence, and the methods of scientific inquiry. Contemporary topics, such as genetic engineering, bioterrorism, antibiotic resistance, biotechnology, emerging infectious diseases, and the consequences of public policies on the emergence, spread, and control of infectious disease will be examined. The laboratory will acquaint students with basic techniques used in the handling of microorganisms, and investigate the properties and uses of microbes. This course is intended for students who require a laboratory science course to fulfill general education or degree requirements. This course is not intended for students who require a microbiology course for Nursing, Pharmacy, Dental Hygiene or other allied health programs. **Prerequisite:** RDNG 0090 with a grade of “C” or higher, or assessment score placement in RDNG 1000.

Principles of Biology I
BIOL 1041  5 Credits
MnTC: Goal 03
This is a lab science course that provides a general introduction to biological principles. Topics include the scientific method, molecular and cellular biology, energy acquisition and use, cell reproduction, genetics, ecology, and evolution. Laboratory exercises provide students with practical means to understand basic biological principles. This is a laboratory science course intended for biology and related liberal art majors and for pre-professional students. **Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher. Completion of CHEM 1020 and BIOL 1020 with a grade of “C” or higher, or high school biology and chemistry within the last three years.

Principles of Biology II
BIOL 1042  5 Credits
MnTC: Goal 03
This is a lab science course dealing with a taxonomic survey of the major groups of organisms. It is a continuation of BIOL 1041. Topics include phylogeny, morphology, development, and structure-function relationships of viruses, bacteria, protistans, plants, fungi and animals. Laboratory exercises consist of practical identification of various organisms and structures. This is a laboratory science course intended for biology and related majors. **Prerequisite:** BIOL 1041 or equivalent.

Independent Study
BIOL 1790  1 – 3 Credits
This variable-credit elective course emphasizes the student’s independent search for advanced knowledge as well as additional hands-on skills beyond current Biology course offerings. The student and instructor will devise a formal plan of study to satisfy credit workload requirements within the semester timeline. **Prerequisite:** Consent of instructor and dean. **Recommendation:** BIOL 1020 or equivalent.

Human Anatomy and Physiology I
BIOL 2031  4 Credits
MnTC: Goal 03
This is the first of a two-semester lab science course. Human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Homeostasis is an integrating theme throughout this course. Subjects considered include the cardiovascular system, lymphatic system and immunity, respiratory system, digestive system and metabolism, urinary system, fluid/electrolyte and acid/base balance, and reproductive systems. This course is intended for anyone interested in gaining a better understanding human anatomy and body functions. **Prerequisite:** BIOL 2031 or equivalent.

Microbiology
BIOL 2035  3 Credits
MnTC: Goal 03
This is a lab science course that surveys the major groups of microorganisms with an emphasis on their structural characteristics, factors affecting growth and reproduction, interactions with host organisms and physical and chemical methods of control. Issues related to antibiotic use and infectious diseases are included. The laboratory portion includes experiences in the safe handling of microorganisms, and methods for the culture, visualization, and identification of known and unknown microorganisms. **Prerequisite:** Completion or concurrent enrollment in BIOL 2032 or BIOL 2045 with a grade of “C” or higher.

Human Anatomy and Physiology II
BIOL 2032  4 Credits
MnTC: Goal 03
This is the second of a two-semester lab science course. Human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Homeostasis is an integrating theme throughout this course. Subjects considered include the cardiovascular system, lymphatic system and immunity, respiratory system, digestive system and metabolism, urinary system, fluid/electrolyte and acid/base balance, and reproductive systems. This course is intended for anyone interested in gaining a better understanding human anatomy and body functions. **Prerequisite:** BIOL 1041 and CHEM 1041.

Comprehensive Human Anatomy
BIOL 2040  4 Credits
This is a lab science course dealing with detailed anatomical study of the human organ systems, including: the integumentary, muscular, skeletal, nervous, endocrine, digestive, cardiovascular, lymphatic, respiratory, urinary, and reproductive systems. The focus is on anatomy of the human body but does not ignore principles of physiology. Laboratory experiences provide students with a practical means to understanding human gross anatomy through comparisons to animal anatomy and selected organ dissections. This is a lab-science course intended for students in medically related programs. **Prerequisite:** BIOL 1041 and CHEM 1041 or equivalents. **Recommendation:** CHEM 1041.
Comprehensive Human Physiology
BIOL 2045  4 Credits
This is a lab science course dealing with a detailed physiological study of the human organ systems, including protection, construction and locomotion; coordination and sensation; hormonal regulation; circulation and immuno-regulation; respiration and digestion, and excretion and reproduction. Laboratory experiences provide students with a practical means to gaining an understanding of human physiological concepts through individual experimentation and computer simulation. This is a lab-science course intended for students in medically related programs. Prerequisite: BIOL 2040 or equivalent.

Introduction to Human Disease
BIOL 2051  3 Credits
This is a comprehensive human disease course dealing with the pathology and pathophysiology of disease, correlated with the pathogenesis, clinical manifestations, diagnosis, and treatment of the common and important diseases affecting humankind. Selected case studies are reviewed for critical thinking analysis where appropriate. This is a lecture-demonstration course for students interested in healthcare. This course is not equivalent to NURS 2222. Prerequisite: BIOL 2031 and BIOL 2032, or BIOL 2040 and BIOL 2045, or equivalents.

Personal Finance
BMGT 1005  2 Credits
This course covers patterns of personal income, savings, compound interest, and consumer spending. Topics include techniques for planning and budgeting, consumption expenditures, taxes, student loans, and savings. Restriction: Credit cannot be earned in BMGT 1005 if credit has been earned in ACCT 2025 -Managerial Accounting or BMGT 2090 Business Finance or their equivalents (for transfer students). Recommendation: Assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of “C” or higher.

Introduction to Business
BMGT 1020  3 Credits
This course is a study of contemporary business concepts in the areas of economics, business formation, management, marketing, accounting, finance and the future scope of business. The emphasis of the course includes learning business terminology and understanding applications of concepts in the business world. The perspective includes business interrelationships within the economic, legal, technological, competitive, social, and global environments.

Survey of Business Economics
BMGT 1030  3 Credits
This course is a survey of both branches of economics-macroeconomics and microeconomics. Topics include economic institutions and tools and techniques of economic analysis, as they relate to the business community. Current economic issues and the impact of economic decisions upon individual and aggregate business activity are analyzed. This course does not fulfill Goal 5 of the MNTC curriculum or AA degree. Restriction: May not be taken for credit if credit has been earned in ECON 1021.

Independent Study
BMGT 17901  3 Credits
This variable-credit elective course emphasizes the student’s independent search for advanced knowledge as well as additional hands-on skills beyond business management program offerings. The student and instructor will devise a formal plan of study to satisfy credit workload requirements within a one semester timeframe. Prerequisite: Consent of instructor and dean.

Management Fundamentals
BMGT 2030  3 Credits
This course is a study of the foundations, principles, and functions of management. The emphasis is on planning, organizing, staffing, leading, and controlling resources in organizations. Managerial strategies and decision models are analyzed, which contributes to the development and improvement of managerial skills and expertise. Prerequisite: BMGT 1020.

Human Relations in Business
BMGT 2035  3 Credits
This course covers the creation and maintenance of well-managed working relationships in all types of organizations. The course includes a comprehensive discussion of the background and basis for human relations. Three core human relations skills are developed-motivation, leadership and communication. Additional aspects of human behavior in the work environment are explored including team building, the human/technology interface, and managing change.

Human Resources Management
BMGT 2040  3 Credits
This course is a study of the importance of human resource management in contributing to the achievement of organizational objectives. Topics include the principle functions performed in human resource management such as planning and recruitment, training and career development, compensation and security, productive work environments, and employee-management relations. Students study leaders who have contributed to the field as well as the various regulations, laws, events, and forces that have an impact upon it.

Legal Environment of Business
BMGT 2051  3 Credits
This course is a study of the principles, rules, and logic of business law and its relation to the social, economic, and moral forces underlying justice in our society. It provides an overview of the legal system including basic laws, contracts, constitutional law, and tort law.

Business Communications
BMGT 2060  3 Credits
This course covers the theory and processes of business communication. It concentrates on building skills and strategies used by business professionals including etiquette, interviewing, small and large group meetings, oral presentations, as well as business correspondence. This course examines nonverbal, intercultural, technological, and ethical aspects of business communications. Students develop employment search skills for career entry or advancement. Prerequisite: ENGL 1021.

Business Finance
BMGT 2090  3 Credits
This course is a study of financial management from the perspective of finance executives, employees, shareholders, and creditors. Students engage in problem solving activities related to financial analysis and forecasting, leverage analysis, current asset management and short-term financing, time value of money, capital budgeting, and long-term equity and debt financing.

International Business
BMGT 2095  3 Credits
This course is a study of the key concepts and issues involved in the conduct of international business. Topics will include an examination of international economics and politics, comparative management styles and methods, international marketing and finance, business transactions in the major trading regions of the world, and ethical and cultural issues involved in international business.
Course Descriptions

Special Topics
BMGT 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: Consent of instructor and dean.

Career Studies

Career Exploration and Planning
CRRS 1005 1 Credit
This course guides students in the general exploration of appropriate career and educational options. Through assessment of interests, personality, skills, and values, students will examine themselves and explore their personal, career, and educational goals. Restriction: Cannot be taken for credit if credit has been received for CRRS 1010.

Career and Life Planning
CRRS 1010 2 Credits
This course guides students through the lifelong career exploration and decision-making process, using various career planning strategies and resources. It includes an examination of individual strengths, personality types, interests, values, and skills. Student will explore the world of work, examine educational options, and establish specific goals. The course presents processes for determining what gives meaning to students’ lives and integrating the work role with other life roles. Prerequisite: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of “C” or higher. Restriction: Cannot be taken for credit if credit has been received for CRRS 1005.

Chemical Dependency

Introduction to Drugs and Alcohol
CDEP 1020 3 Credits
This course provides an overview of classification of mood altering addictions, signs and symptoms of addicted behavior, treatment, prevention, and cultural issues. The course meets the academic coursework requirement for Minnesota Statute 2005 Chapter 148C. “Overview of alcohol and drug counseling, focusing on the transdisciplinary foundations of alcohol and drug counseling and providing an understanding of theories of chemical dependency, the continuum of care and the process of change.” Service learning will be a component of this course.

Pharmacology of Chemical Dependency
CDEP 1030 3 Credits
This course is an overview of the basics of pharmacology as applied to various classifications of mood altering chemicals. It is also an examination of the central nervous system and drug/neurotransmitter interactions. The course examines substance abuse, detoxification, withdrawal, drug interaction, and dynamics of addiction. The course meets academic coursework criteria of Minnesota Statute 2005 Chapter 148c, Subdivision 5a, Area 2: “pharmacology of substance abuse disorders and the dynamics of addiction.” Prerequisite: CDEP 1020 or consent of instructor.

Overview of Gambling
CDEP 1040 3 Credits
This course presents a historic overview of gambling and describes gambling addiction and the variety of ways in which it manifests itself in society. The course will also identify diagnostic criteria and treatment strategies for the pathological gambler and how gambling impacts family, society, and crime. When the academic coursework is completed to satisfy Minnesota Statute 2005 Chapter 148C, this course would be credited toward the 270 hours needed for chemical dependency licensure.

Substance Abuse Prevention
CDEP 1050 3 Credits
This course will focus on how a student can design and implement substance abuse prevention principles that meet the needs of communities. Students can compare evidence-based prevention programs, principles, and strategies when assessing the needs of communities. Successful completion of the course will qualify students for certification as a Certified Prevention Professional (CPP) through the Minnesota Certification Board. The course is intended for students or individuals in public health, law enforcement, school staff including teachers, administrators, nurses, counselors, and social workers, as well as community coalition workers with little or no training in substance abuse prevention.

Professional Conduct in Chemical Dependency
CDEP 1060 3 Credits
This course addresses the multicultural aspects of chemical dependency, professional and ethical responsibilities, orientation, consultation, reporting and record keeping, referral, case management and treatment planning. Students explore a model for ethical decision making in reference to chemical dependency. They also discuss confidentiality, professional boundaries, and rules of conduct. The course includes a minimum of six hours of ethics as required by the Minnesota Certification Board, Minnesota Association of Resources for Recovery, and Chemical Health and National Association of Alcohol and Drug Abuse Counselors. This course meets academic coursework criteria of Minnesota Statute 2005 Chapter 148c, Subdivision 5a, Area 2 and Minnesota Rule 4747. Service learning is a component of this course. Prerequisite: CDEP 1020 and HSER 1030.

Chemical Dependency Assessments
CDEP 2010 3 Credits
This course addresses the screening, intake, assessment, treatment planning, and the multicultural aspects of chemical dependency, case management, referral, record keeping, reports, consultation and professional conduct. Students focus on chemical dependency assessment and criteria including Rule 25, the Six Dimensions of treatment planning according to Rule 31. This course meets the academic course work requirement for Minnesota Statute 2005 Chapter 148C and Minnesota Rule 4747. Prerequisite: CDEP 1020 and HSER 1030.

Counseling Skills
CDEP 2020 4 Credits
This course addresses chemical dependency counseling theory and practice, crisis intervention, orientation, client education, referral, professional and ethical responsibility, treatment planning, case management, reporting and record keeping, as well as culturally appropriate models for counseling. The course focuses on enhancing motivation for change in substance abuse treatment, stages of client change, and counseling skills appropriate for each particular stage. Students also address crisis intervention, grief and loss, and the 12 steps. This course meets the requirement for Minnesota Statute 2005 Chapter 148C and Minnesota Rule 4747. Prerequisite: CDEP 1020.

Group Counseling
CDEP 2030 3 Credits
This course addresses chemical dependency group counseling theory and practice, crisis intervention, orientation, client education, referral, and professional and ethical responsibility, treatment planning, reporting and
Case Management for Chemical Dependency Treatment
CDEP 2050 3 Credits
This course will address an overview of the multiaxial assessment of the DSMIV. Special problems, including mental health issues will be discussed. The course provides students with knowledge and practice in case management, through screening, assessment, treatment planning, consulting, referral, and recordkeeping. The student will practice documentation of client problems, goals, objectives, and progress notes as required by treatment centers. This course meets the requirement for Minnesota Statute 2005 Chapter 148C and Minnesota Rule 4747. Prerequisite: CDEP 1020 and HSER 1030.

Co-Occurring Disorders: Substance Abuse and Mental Health
CDEP 2055 3 Credits
This course will meet the Rule 31 criteria for training in co-occurring mental health problems and substance abuse. The course will include competencies related to philosophy, screening, assessment, diagnosis and treatment planning, documentation, programming, medication, collaboration, mental health consultation and discharge planning. The core functions involved include screening, intake, assessment, treatment planning, crisis intervention, referral and multicultural aspects of chemical dependency. Prerequisite: CDEP 1020 and HSER 1030 or instructor consent.

Addiction Counseling Internship I
CDEP 2781 4 Credits
This is the first internship course in a two-internship sequence. Students will work in a treatment facility to gain work experience integrating the 12 core chemical dependency counseling functions defined by state law in their practicum. Internship I consists of 440 hours of the 880 required by state law. In addition to work experience, students will meet with faculty at assigned times to discuss their internship experiences. Prerequisite: All required chemical dependency coursework completed and consent of chemical dependency coordinator. Recommendation: Student should plan to complete CDEP 2781 and CDEP 2782 in two consecutive semesters.

Addiction Counseling Internship II
CDEP 2782 4 Credits
This is the second internship course in a two-internship sequence. Students will work in a treatment facility to gain work experience integrating the 12 core chemical dependency counseling functions defined by state law in their practicum. It consists of the remaining 440 hours of the 880 required by state law. In addition to work experience, students will meet with faculty at assigned times to discuss their internship experiences. Prerequisite: All required chemical dependency coursework completed and consent of chemical dependency coordinator. Recommendation: Student should plan to complete CDEP 2781 and CDEP 2782 in two consecutive semesters.

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

Chemistry Concepts
CHEM 1020 4 Credits
MnTC: Goal 03
This course deals with the basic concepts of chemistry. Topics include general properties of matter, the development of the model of the atom, nuclear chemistry, basics of chemical bonding, chemical equations and their uses, acids and bases, oxidation-reduction, and an introduction to organic chemistry. The laboratory portion of the course introduces students to basic equipment and procedures used in the science laboratory and provides an opportunity to observe some of the concepts discussed in the classroom. This course is intended for students who have not had a high-school chemistry course within the last three years. Prerequisite: Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of “C” or higher. Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher.

Principles of Chemistry I
CHEM 1041 5 Credits
MnTC: Goal 03
This is the first course in a two-course introduction to chemistry. Students will investigate the basic concepts of chemistry, including atomic theory and structure, chemical nomenclature, chemical equations and stoichiometry, electron configuration and periodicity, chemical bonding, molecular structure, enthalpy changes associated with chemical reactions, the behavior of gases, and an introduction to organic chemistry. Quantitative laboratory experiments emphasize observation, organization of data, and analysis of data. This course is intended for students who need a course in general chemistry to fulfill a requirement for a variety of majors such as: chemistry, medicine, biology, nursing, dentistry, physical therapy and liberal arts. Prerequisite: Assessment score placement in MATH 1061 or above, or completion of MATH 0070 with a grade of “C” or higher. Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.
7 Course Descriptions

Principles of Chemistry II
CHEM 1042  5 Credits
MnTC: Goal 03
This course is a continuation of CHEM 1041. Students will investigate solid state structure, properties of solutions, chemical kinetics, chemical equilibria, acids and bases, oxidation and reduction, and chemical thermodynamics. The laboratory work emphasizes observation, organization of data, analysis of data, and experimental design. This course is intended for students who need a second course in general chemistry to fulfill a requirement for a variety of majors such as: chemistry, medicine, biology, nursing, dentistry, physical therapy and liberal arts. Prerequisite: Completion of CHEM 1041 with a grade of "C" or higher.

Independent Study
CHEM 1790  1 – 3 Credits
This variable-credit elective course emphasizes the student’s independent search for advanced knowledge as well as additional lab and/or class work in an area of chemistry outside that covered in the regularly scheduled courses. The student and instructor will devise a formal plan of study to satisfy credit workload requirements within a one-semester (or summer session) timeline. Prerequisite: CHEM 1041 with a grade of “B” or higher, and consent of instructor and dean.

Organic Chemistry I
CHEM 2041  5 Credits
This course is an introduction to organic chemistry. Topics include a review of covalent bonding, acid-base chemistry, 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. Prerequisite: CHEM 1042 or equivalent, with a grade of “C” or better.

Organic Chemistry II
CHEM 2042  5 Credits
This course is a continuation of CHEM 2041. Topics include the study of the properties and reaction of carbonyl compounds, alkenes, aromatic compounds, and free radicals. Applications of organic chemistry, including polymers, natural products, and photochemistry, will be introduced and discussed. The laboratory work will include examples of these reactions and the chemical and instrumental identification of organic compounds. Prerequisite: CHEM 2041 or equivalent, with a grade of “C” or better.

Chinese

Beginning Chinese I
CHIN 1011  5 Credits
MnTC: Goal 08
This course is an introduction to Mandarin Chinese. Fundamental grammar, correct oral-expression, aural comprehension and reading are stressed. Weekly listening and laboratory work are required. An introduction to Chinese culture is also included. Restriction: If students have completed any Chinese language course, consent of instructor is required.

Beginning Chinese II
CHIN 1012  5 Credits
MnTC: Goal 08
This course is the second course in a beginning sequence and a continuation of Chinese 1011. Continued development of all four language skills (speaking, listening comprehension, writing and reading) is stressed. Weekly listening and laboratory work are required. A further exploration of Chinese culture is included. Prerequisite: CHIN 1011 or equivalent.

Intermediate Chinese I
CHIN 2021  5 Credits
MnTC: Goal 08
This course is the first term of second-year Chinese. Students will converse with a Mandarin speaker on simple topics of daily life, as well as formulate and understand structurally more complicated sentences. In addition, students will practice paragraph-level Chinese reading and writing. The course material will incorporate topics that are of interest to the students with social and cultural aspects in Chinese-speaking societies. Two hours per week in the language laboratory are required. Prerequisite: CHIN 1012 or equivalent.

Intermediate Chinese II
CHIN 2022  5 Credits
MnTC: Goal 08
This course is the second term of second-year Chinese, focused on developing communicative skills when dealing with routine tasks and social situations in Chinese. Students will read authentic Chinese texts and write compositions on specifically assigned topics to foster a deeper understanding of Chinese society and culture. Two hours per week in the language laboratory are required.

Communication

Fundamentals of Public Speaking
COMM 1021  3 Credits
MnTC: Goals 01 & 09
This course focuses on learning techniques for effective public speaking in academic, business, professional, and community settings. Students practice these skills by preparing and presenting informative and persuasive oral presentations in class. Course topics include audience analysis, ethics, speech purpose, organization, delivery, visual aids, outlining, and speaker evaluation. Offered F, S, SS. Prerequisite: Assessment score placement in RDNG 0090, or completion of RDNG 0090 with a grade of “C” or higher.

Introduction to Intercollegiate Debate
COMM 1023  3 Credits
Students will prepare for and compete in intercollegiate debate competition. Students will learn debate theory, current events research techniques, and presentation skills necessary to enter debate competition. Note: Interested students should contact instructor concerning weekend travel for competition and other requirements for participation on the debate team. These requirements may happen outside of scheduled class time. Students traveling off-campus for competition must meet established academic standards. The instructor can answer any questions about travel, extra meetings or academic standards. Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher, or consent of instructor.

Advanced Intercollegiate Debate
COMM 1024  3 Credits
Students will develop skills learned in Introduction to Intercollegiate Debate by preparing for and competing in intercollegiate debate competition. Students will learn advanced debate theory, advanced current events research techniques, and advanced presentation skills necessary to enter advanced levels of debate competition. Note: Interested students should contact instructor concerning weekend travel for competition and other requirements for participation on the debate team. These requirements may happen outside of scheduled class time. Students traveling off-campus for competition must meet established academic standards. The instructor can answer any questions about travel, extra meetings or academic standards.
Interpersonal Communication  
COMM 1031 3 Credits  
MnTC: Goals 01 & 07  
This course focuses on basic communication theories and concepts, and the practice of interpersonal communication skills. Topics include the self and others as communicators, verbal and nonverbal messages, effective communication theory and interpersonal skills; group leadership, cohesion, logic, and emergence roles; conflict management; problem-solving and decision-making; planning and conducting meetings; and parliamentary procedure. The course content applies to everyday communication situations at home and on the job. Offered F, S, SS. **Recommendation(s):** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher, and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher.

Small Group Communication  
COMM 1041 3 Credits  
MnTC: Goals 01 & 09  
This course focuses on communication in small groups. Topics include small group communication theory and effective interpersonal skills; group leadership, cohesion, and emergence roles; conflict management; problem-solving and decision-making; planning and conducting meetings; and parliamentary procedure. The course content applies to everyday situations in the community and workplace, with emphasis on practical application and practice of oral skills. Some group meetings and activities outside scheduled class hours are required. Offered F, S. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

Intercultural Communication  
COMM 1051 3 Credits  
MnTC: Goals 01 & 08  
Study cultural differences and how they affect communication and cause misunderstanding. Are people really different from one another or are they basically alike? Topics include the role of culture in human behavior; references to a wide range of specific cultural groups; cultural aspects of domestic and international business; issues in refugee/immigrant resettlement and adaptation; and intercultural relationships. Materials/activities include readings, films, class discussions, group events, personal interviews. Offered F, S, SS. **Recommendation(s):** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher.

Communication, Travel and Tourism  
COMM 1053 1 Credit  
MnTC: Goals 01 & 08  
This course is an introduction to being a cross-culturally effective traveler: intercultural communication applied to international travel. Topics include world tourism, its positive and negative effects on individuals and countries; tourism as an instrument of national development; appropriate everyday tourist behaviors; and survival skills for any trip abroad. For all students, especially those going overseas on business, for pleasure, or to study. Offered S, F.

Introduction to Mass Communication  
COMM 1061 3 Credits  
MnTC: Goals 01 & 09  
This course focuses on the historical, cultural, economic, and political impact of mass communication on individual media consumers and on American and global cultures. Topics may include corporate control, the role of government, freedom of expression, values and ethics, journalism, advertising, public relations, and media effects. Specific media industries, including radio, television, movies, newspapers, books, magazines, and the internet, will be examined. Offered F, S. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher, completion of ENGL 1021 with a grade of “C” or higher.

Interviewing  
COMM 2011 3 Credits  
MnTC: Goals 01 & 09  
This course focuses on developing a working knowledge of the interview process and the communication skills necessary to effectively interview. Students will develop and conduct several types of interviews, which may include oral history, journalistic, research, persuasive, and employment interviews. Students’ communication skills, including effective listening, appropriate responding, nonverbal communication, perception, and empathy, will be examined, practiced, and evaluated. **Prerequisite:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher or concurrent enrollment in ENGL 1021.

Nonverbal Communication  
COMM 2033 3 Credits  
MnTC: Goals 01 & 07  
Effective communication requires an understanding of nonverbal messages. Students will study a variety of nonverbal communica-
throughout a lifetime of change. This course applies to health communication situations at home and on the job. Prerequisite: assessment score placement in RDNG 1000 or completion of RDNG 90 with a grade of “C” or higher. Recommendation: Completion of ENG 1021 with a grade of “C” or higher, or concurrent enrollment in ENG 1021.

Communication Capstone Certificate
COMM 2099 1 Credit
This course will give students an opportunity to review communication courses successfully completed in the certificate program. Students will reflect on how these courses have enhanced their current level of knowledge and skills and demonstrate how they have achieved the Communication Student Competencies defined in the Minnesota Transfer Curriculum. In addition, students will work with the course instructor to explore future career and academic goals as related to the Communication Certificate. Prerequisite: Consent of Instructor.

Special Topics
COMM 2790 1 – 3 Credits
This course covers topics of special interest in Communication which may vary. Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 90 with a grade of “C” or higher. Recommendation: Completion of ENG 1021 with a grade of “C” or higher or concurrent enrollment in ENG 1021.

Computer Application Technology

Computer Literacy
CAPL 1000 1 Credit
This course is appropriate for first-time computer users. In a hands-on lab environment, students will be introduced to the computer and its terminology. Topics include an overview of computer hardware, exploring the use of popular word processing packages, and managing computer files. This class explores technology in the way we live, work and learn. Prerequisite: OFFT 1001 or consent of instructor.

Introduction to Software Applications
CAPL 1010 3 Credits
This introductory course will give an overview of the following Microsoft Office programs: Microsoft Word-a word processing program; Excel—an electronic spreadsheet program; Access—a database program; and PowerPoint—a presentation graphics program. Students will reinforce their skills by completing assignments that integrate the applications. This course emphasizes hands-on computer applications. Prerequisite: Keyboarding skills.

Microsoft PowerPoint
CAPL 1021 1 Credit
This course offers a comprehensive look at the latest version of Microsoft PowerPoint software. Students will work with practical exercises to develop and practice procedures to create presentations suitable for coursework, professional purposes, and personal use. Skills presented include using design themes, working within different PowerPoint views, enhancing presentations using clip art, graphics, SmartArt, and shapes, applying custom animations, modifying visual elements and presentation formats, running a slide show with hyperlinks and action buttons, and creating a self-running presentation. Prerequisite: Keyboarding skill.

Microsoft Outlook
CAPL 1022 1 Credit
This course utilizes Microsoft Outlook as an information management tool for business and personal use. This software includes a calendar feature, task and contact management, note taking, a journal, web browsing, and e-mail.

Microsoft Word
CAPL 1023 3 Credits
This course uses a comprehensive word processing program to create and edit professional-looking business documents. Students will create letters, memos, announcements, resumes, fax cover sheets, mailing labels, mail-merge documents, Web pages, and other types of business documents. Prerequisite: OFFT 1001 or consent of instructor.

Microsoft Excel
CAPL 1025 3 Credits
This course covers spreadsheet software that enables 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 aide tools. The students will apply critical thinking and problem-solving skills to real-life spreadsheet project. Prerequisites: CAPL 1010 or CSCO 1020.

Microsoft Access
CAPL 1027 3 Credits
This course covers the newest version of database software that enables the student to create and build databases, define table structures, maintain and query databases, create reports, and use forms and reports, enhance databases using advanced tools, integrate, analyze, and automate tasks, and secure a database. The students will apply critical thinking and problem-solving skills to real-life database projects. Prerequisites: CAPL 1010 or CSCO 1020.

Microsoft Project
CAPL 1028 1 Credit
This course covers project management skills including planning, cost estimating, creating project schedules, communicating project information, assignment resources, tracking progress, and maximizing project capture without compromising key evidence residing in disk space and memory. This course aligns with the objectives of the Access/Database Certified (ACE) qualification. Successful completion of this course requires passing the ACE certification exam. Prerequisites: CFIT 2085 and OFFT 2010 with a grade of “C” or higher or instructor consent.

Microsoft Word for System Forensics
CFIT 2093 3 Credits
This course explores Microsoft’s Windows file systems in depth. It focuses on how-level, manual analysis of file system components and artifacts. Additional topics include understanding how file allocation tables (FAT), extended file systems (NTFS), and basic knowledge of Windows processing software or instructor consent.

Introduction to Macromedia Dreamweaver, Fireworks, and Flash
CAPL 1053 3 Credits
Students will learn how to develop exciting, interactive Web sites using 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, interaction, and performance. Prerequisite: Keyboarding (35 wpm) and basic knowledge of word processing software or instructor consent.

Windows Security and Auditing
CFIT 2083 3 Credits
This course introduces students to a variety of topics covered in a computer science degree. It provides hands-on exposure to topics such as programming computers, interacting with data, and communicating between hardware and software systems. It also covers other more specialized topics, possibly including computer graphics, Web-based applications, and bioinformatics. Special focus will be given to topics of current interest, and students will have the opportunity to explore the variety of educational and career opportunities available in computer science and to enhance their personal potential path through these opportunities.

Introduction to Game Programming
CSOC 1011 3 Credits
What goes into creating a computer game?
stationery, and certificates. Throughout the course, students will apply problem-solving, critical-thinking, and creative-thinking abilities as well as the hands-on computer skills to real-world situations. Prerequisite: CAPL 1023 or consent of instructor.

Computer Forensics and Investigative Technology

Introduction to Computer Forensics
CFIT 2065 3 Credits
This introductory course presents methods to properly conduct a computer forensics investigation including ethics, tools, procedures and analysis. This aligns with the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Prerequisite: Consent of instructor.

Microsoft File System Forensics
CFIT 2070 3 Credits
This forensic course explores Microsoft file systems in depth. It focuses on hex-level, manual analysis of file system components and artifacts. Additional topics include understanding how operating systems interact with file systems and additional analysis considerations. Prerequisite(s): CFIT 2065 with a grade of “C” or higher or instructor consent.

Computer Investigative Law for Forensic Analysts
CFIT 2075 3 Credits
This course presents the essential legal foundation for computer professionals managing or working in incident handling teams. Topics include: the legal constraints of information sharing, rules for voluntary disclosure, and response to government requests for information as well as the use of honey-pots, hack-back, and trace-back procedures as investigative strategies within the legal limitations of the information technology industry. Emphasis is placed on preserving and maintaining chain of custody protocols for computer evidence.

Open Source Forensic Methodology
CFIT 2080 3 Credits
This forensic course begins with file system fundamentals but moves rapidly to using advanced open source toolkits to perform a forensic audit of suspect computer systems. Forensic analysis is performed on gathered evidence contained in “disk images.” Using a disk image of a computer involved in an actual forensic case, students apply what they learn in class by investigating the incident in a hands-on setting. Prerequisite: CFIT 2065 or consent of instructor.

Advanced Windows Forensics
CFIT 2081 3 Credits
This course provides an in-depth examination of the forensic evidence left on Windows-based file systems using a variety of methods and tools to investigate any event for the workplace. It covers Windows methods that ensure maximum evidence capture without poisoning key evidence residing in disk space and memory. This course aligns with the objectives of the AccessData Certified Examiner (ACE) certification. Successful completion of the course requires passing the ACE certification exam. Prerequisite: CFIT 2065 and CFIT 2070 with a grade of “C” or higher or instructor consent.

Wireless Ethical Hacking and Penetration Testing
CFIT 2086 3 Credits
This course takes an in-depth, hands-on look at the security challenges of many different wireless technologies, exposing the wireless security threats through the eyes of an attacker. Using readily available and custom-developed tools, students will navigate through the techniques attackers use to exploit WiFi networks, including attacks against WEP, WPA, and WPA2. This course will cover how to identify the threats that expose wireless technology and build on this knowledge to implement defensive techniques that can be used to protect wireless systems. Prerequisite: CFIT 2065 with a grade of “C” or higher or instructor consent.

Windows Security and Auditing
CFIT 2083 3 Credits
This course provides a technical focus on the numerous security controls and settings available on a Windows operating system, particularly in terms of compliance management and auditing. The material provides updated information on current Windows 2000, XP and .NET security issues. Additional topics include a variety of Microsoft utilities available to secure the Microsoft Windows OS, including HFNETCHK, MBSA, URLSCAN, and IIS Lockdown. Prerequisite: MCST1011 and MCST1013 with a grade of “C” or better OR MCP Client OS, MCP Server and CCNA OR Network+ industry certification OR instructor consent.

Computer and Network Hacker Techniques II
CFIT 2088 3 Credits
This course explores system vulnerability by covering common hacking techniques often used for compromising systems, analyzing worm developments, exploiting weakness on web applications and projecting these trends into the future to get a feel for the Super Worms the industry is likely to face soon. It also covers the application of basic hacking techniques to design an IT audit checklist for different OS platform. Prerequisite: CFIT 2085.

Independent Study
CFIT 2795 – 3 Credits
This variable-credit elective course emphasizes the student’s independent search for advanced knowledge as well as additional hands-on skills beyond current Computer Forensics course offerings. The student and instructor will devise a formal plan of study to satisfy credit workload requirements within a one semester timeframe. Prerequisite: Consent of instructor and dean. Recommendation: CFIT 2065 and CFIT 2080.

Computer Science

Exploring Computer Science
CSCI 1010 3 Credits
This course introduces students to a variety of topics covered in a computer science degree. It provides hands-on exposure to topics such as programming computers, interacting with databases, and designing hardware and software systems. It also covers other specialized topics, possibly including computer graphics, robotics, artificial intelligence, Web-based applications, and bioinformatics. Special focus will be given to topics of current interest. Students will have the opportunity to explore the variety of educational and career opportunities available in computer science and to chart their own potential path through these opportunities.

Introduction to Game Programming
CSCI 1011 3 Credits
What goes into creating a computer game?
7 Course Descriptions

This course, for students with no programming background, explores fundamental game elements such as sprites, basic animation, collision detection, event-response mechanisms, and sound. Students will use game development software to create complete games of varying complexity. By using programming scripts the games' complexity will be limited only by the students' imagination and ingenuity. **Prerequisite:** Basic computer competency (use of keyboard, mouse, Windows).

**Introduction to Personal Computers and Information Systems**

**CSCI 1020  3 Credits**

This course is intended to give the layperson an understanding of personal computers and information systems. Computer concepts and applications will be covered. The concepts will include basic information on how personal computers, networks, and software work. Enterprise information systems and technologies will be discussed. Additional topics such as security, privacy, ethics, information literacy, and technological trends will be presented. Students will gain hands-on experience using current business applications (such as word processing, database, spreadsheet software). **Prerequisite:** Basic knowledge of Microsoft Windows.

**Spreadsheet & Database Software**

**CSCI 1021  3 Credits**

This course teaches the theory and application of spreadsheet and database management software. The current software technologies will be used to demonstrate these concepts and principles. Students will study and apply spreadsheet concepts such as data lists, pivot tables, one-variable and two-variable input tables, importing data, and the creation of spreadsheet applications using a programming language. Students will study and apply database concepts such as table relationships, queries, forms and reports, macros, and the creation of database applications using a programming language. The intent of this course is to prepare students to be able to customize spreadsheet and database software applications. **Prerequisite:** Basic knowledge of Microsoft Windows, introductory knowledge of spreadsheets and databases.

**Internet Essentials:**

**Concepts, Use and Design**

**CSCI 1050  3 Credits**

This course provides a comprehensive overview of the Internet. Students begin by examining the basic technologies that support the Internet such as TCP/IP, HTML and Javascript. This is followed by learning how to effectively use many of the Internet’s most important features such as advanced e-mail and search techniques, instant messaging, file transfer and internet conferencing. Also covered is Internet security and an introduction to web site design and management. Current software technologies, such as Internet Explorer and Dreamweaver, are used throughout to demonstrate the concepts and develop student proficiency. **Recommendation:** CSCI 1000 and OFFT 0091, or equivalent knowledge.

**Introduction to Programming**

**CSCI 1060  3 Credits**

This course provides a comprehensive introduction to fundamental programming concepts for students interested in exploring computer programming for the first time. Program logic, algorithm design and programming control structures are emphasized. Programming activities using Visual Basic 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. **Prerequisite:** Basic knowledge of Microsoft Windows. Assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of “C” or higher.

**Visual Basic for Applications**

**CSCI 1062  3 Credits**

This course is designed to provide knowledge of how to use Visual Basic for Applications (VBA) to customize Microsoft Office applications. The course will cover the basic programming constructs in the VBA language and then demonstrate how they can be used to develop customized Word, Excel, and Access applications. VBA will be used by students to create working applications. **Prerequisite:** CSCI 1021 or equivalent working knowledge of Microsoft Office.

**Visual Basic**

**CSCI 1065  3 Credits**

This course explores how to develop Windows-based applications using the core features of Visual Basic (VB). Topics include programming Windows controls, event-driven programming, writing modular code, and using lists, arrays, structures and files. Using VB to write Internet applications will also be introduced. **Prerequisite:** Some knowledge of some another programming language (such as C, C++, Java, JavaScript, Fortran, etc.). Working knowledge of Microsoft Windows. No knowledge of Windows programming is required. Assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of “C” or higher.

**Programming Fundamentals**

**CSCI 1081  3 Credits**

This course introduces the fundamental concepts, structures and techniques of programming. Topics include introduction to algorithms, design and development, fundamental programming and data constructs. It also covers programming support for numerical applications, introduction to computer architecture, and mechanics of running, testing, and debugging. **Prerequisite:** Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade or “C” or higher.

**Object-Oriented Programming**

**CSCI 1082  3 Credits**

This course introduces the concepts of object-oriented programming to students with a background in the procedural paradigm. It begins with a review of control structures and data types with emphasis on structured data types and array processing. It then moves on to introduce the object-oriented programming approach, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Other topics include an overview of programming language principles, simple analysis of algorithms and an introduction to software engineering issues. **Prerequisite:** CSCI 1081 or CSCI 2011.

**Internet Programming: Client-Side Scripting and Applications**

**CSCI 2005  3 Credits**

This course covers how to create the Internet programs that are such a key component of today’s dynamic websites. Specifically, it will focus on current technologies used to develop Internet client applications that take full advantage of the power of contemporary browsers. These client-side technologies include XHMTL, Cascading Style Sheets, the DOM, XML and the de facto standard programming language of the browser: JavaScript. **Prerequisite:** Working knowledge of a contemporary programming language such as Java, C++ or Visual Basic. **Recommendation:** CSCI 1050; CSCI 1081 or CSCI 1082; familiarity with (X)HTML.

**Internet Programming: Server-side Applications**

**CSCI 2006  3 Credits**

This course focuses on the server-side components involved in developing Internet...
programs. The course will examine some of the 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 PHP and Ruby (in the Rails framework) will be used in conjunction with MySQL to create database-driven websites. Ajax will also be explored as a technique for enhancing the interactivity of a website. Prerequisite: Working knowledge of an object-oriented programming language such as Java or C++. Working knowledge of JavaScript. Recommendation: CSCI 2005, CSCI 1081 or CSCI 1082. Introductory knowledge of database concepts and techniques.

**Concepts and Applications of Online Education Technology**  
**CSCI 2007 3 Credits**  
This course provides an introduction to concepts and application of online education technology. Students will be introduced to essential software and network concepts. A survey of current hardware and software technologies will be presented. Students will apply these technologies gaining practical experience developing online content. Additional legal and social topics such as intellectual property rights, privacy, ADA compliance, assessment and accreditation will also be presented. Effective support resources for online education will be presented. Prerequisite: Basic knowledge of Microsoft Windows.

**Discrete Structures of Computer Science**  
**CSCI 2014 4 Credits**  
This course covers discrete mathematical techniques and structures used in computer science. The content stresses problem solving techniques that involve the use of logic, various methods of proof, and sets. Topics of particular interest to computer scientists include big-O notation, recursion, and the fundamentals of trees and graphs. Prerequisite: Assessment score placement into MATH 1081 or completion of MATH 1061 with a grade of "C" or higher.

**Introduction to the Organization of Computer Systems**  
**CSCI 2016 4 Credits**  
This course is an introduction to hardware/software components of a computer system. Topics covered will include data representation, computer arithmetic, basic logic design, machine-level programs, instruction set architectures, processor and memory organization, storage hierarchy, optimization techniques and future trends. Students will write programs in a low-level language, such as assembly language. 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 CSCI 1060, CSCI 1065, or CSCI 1081.

**Introduction to Numerical Computing**  
**CSCI 2031 3 Credits**  
An introduction to numerical computing for CSCI students. Uses computing methods to cover numerical error, root finding, systems of equations, interpolation, numerical differentiation and integration, least squares, and differential equations. The goal is to teach the principles of Numerical Analysis, especially the concepts and tools involving in modeling real continuous mathematical problems on the digital computer, and the effects of using floating point arithmetic. Prerequisite: MATH 2082.

**Data Structures and Algorithms**  
**CSCI 2040 3 Credits**  
This course introduces the student to the theory, use, design and implementation of common data structures and related algorithms. Topics include algorithm analysis, software engineering, linked lists, queues, stacks, trees, graphs, sorting and hashing. Class assignments will include writing programs for selected data structures. Prerequisite: CSCI 2012 or CSCI 2020 or consent of instructor.

**Database Management Systems**  
**CSCI 2050 3 Credits**  
This course covers the design, implementation, maintenance, securing, and querying of modern relational database management systems (DBMS). The focus of the course will be on making appropriate design decisions and using SQL (the Structured Query Language) to create, modify, query, and secure a relational DBMS. Prerequisite: CSCI 1020 or equivalent knowledge. Recommendation: Some knowledge of computer programming.

**Operating Systems**  
**CSCI 2060 3 Credits**  
This course covers the core functionality of modern operating systems. Topics include process management, memory management, processor scheduling, file systems, and I/O. Students will perform system-level programming in a Unix or Unix-like environment in addition to studying the theory of operating system implementation. Prerequisite: CSCI 2016 and CSCI 2082.

**Data Structures and Algorithms**  
**CSCI 2082 3 Credits**  
This course builds on the foundation provided by the CSCI 1081, CSCI 1082 sequence to introduce the fundamental concepts of data structures and the algorithms that proceed from them. Topics include recursion, the underlying philosophy of object-oriented programming, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs) and the basics of algorithmic analysis. Prerequisite: CSCI 1082 or CSCI 2020.

**Introduction to Functional Programming**  
**CSCI 2090 1 Credit**  
Students will learn to use a functional programming language (such as Scheme) as a formal method of creating programs and expressing program ideas. Recursion will be presented as an algorithm development technique. Use of abstraction to hide program details and of modularity to manage complexity of large programs will be emphasized through the course.

**Independent Study**  
**CSCI 2795 1 - 4 Credits**  
This course allows advanced computer science students to pursue topics of individual interest that are either outside of the existing CSCI offerings or which go beyond them in depth. Prerequisite: Students must have completed or be currently completing the core of the CSCI curriculum as defined by the core of the AS in Computer Science. Project must be approved, prior to enrollment, first by instructor, and then dean.

**Cosmetology**

**Preclinical Introduction**  
**COS 1000 3 Credits**  
This course provides an introduction to cosmetology careers including professional image, Minnesota laws and rules, safety, and sanitation. Anatomy, electricity, and chemistry as related to the profession will also be included. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of “C” or higher.

**Preclinical Hair Styling and Design**  
**COS 10073 Credits**  
This course provides elementary hair service skills including trichology, shampooing, conditioning, thermal and wet hairstyling on all types and lengths of hair, wigs, and extensions. Students must be able to perform physical tasks to complete course requirements. Prerequisite: COS 1000 or concurrent enrollment.
7 Course Descriptions

Preclinic Nail Care
COS 1010  3 Credits
This course provides an introduction to nail care including manicuring, pedicuring, and artificial nail application. Also, the safe use of products will be covered. Students must be able to perform physical tasks to complete course requirements. Prerequisite: COS 1000 or concurrent enrollment.

Preclinic Chemical Control
COS 1015  3 Credits
This course provides an introduction to cosmetology chemicals and their applications. This includes curl reformation, permanent waving, soft curl perming, and chemical relaxing. Students must be able to perform physical tasks to complete course requirements. Prerequisite: COS 1000 or concurrent enrollment.

Preclinic Skin Care
COS 1020  3 Credits
This course provides an introduction to dermatology, skin analysis, facial massage, makeup application, and waxing. Students must be able to perform physical tasks to complete course requirements. Prerequisite: COS 1000 or concurrent enrollment.

Preclinic Hair Color
COS 1025  3 Credits
This course provides an understanding of temporary, semi-permanent, and permanent hair color services as well as hair lightening and corrective color. Students must be able to perform physical tasks to complete course requirements. Prerequisite: COS 1000 or concurrent enrollment.

Preclinic Haircutting
COS 1035  3 Credits
This course provides basic and advanced skill training in haircutting on women and men using shears, razor, clipper, and texturizing techniques. Students must be able to perform physical tasks to complete course requirements. Prerequisite: COS 1000 or concurrent enrollment.

Salon Preparation
COS 1040  3 Credits
This course prepares students for clinical experiences including salon management, Minnesota Cosmetology laws and rules, communication skills as related to cosmetology, and retail operations. A service learning component is required, which may include an offsite assignment. Students must be able to perform physical tasks to complete course requirements. Prerequisite: COS 1000 and 750 hours in Cosmetology or 125 hours in Nail Technician or instructor consent.

Clinic Introduction
COS 1051  3 Credits
This course provides practical skill development using skills learned in preclinic courses. Students will have an initial exposure to the Century College clinic. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of or concurrent enrollment in COS 1000 and one of the following: COS 1007, 1010, 1015, 1020, 1025, 1035.

Clinic I
COS 1053  3 Credits
This is the first clinical course in an eight-course sequence. This course provides students with a clinical experience in the Century College clinic for practical skill development. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Minimum of 240 hours in Cosmetology.

Clinic II
COS 1055  3 Credits
This is the second clinical course in an eight-course sequence. This course provides students with a clinical experience in the Century College clinic for practical skill development. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Minimum of 240 hours in Cosmetology.

Clinic III
COS 1057  3 Credits
This is the third clinical course in an eight-course sequence. This course provides students an opportunity in the Century College clinic to expand their knowledge and develop practical skills necessary for entry-level salon work. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Minimum of 500 hours in Cosmetology.

Clinic IV
COS 1059  3 Credits
This is the fourth clinical course in an eight-course sequence. This course provides students an opportunity in the Century College clinic to expand their knowledge and develop practical skills necessary for entry-level salon work. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Minimum of 500 hours in Cosmetology.

Clinic V
COS 1061  3 Credits
This is the fifth clinical course in an eight-course sequence. This course provides students an opportunity in the Century College clinic to expand their knowledge and develop practical skills necessary for entry-level salon work. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Minimum of 500 hours in Cosmetology.

Clinic VI
COS 1063  3 Credits
This is the sixth clinical course in an eight-course sequence. This course provides students with the opportunity in the Century College clinic to apply theories and skills learned throughout the program. Emphasis will be placed on speed, accuracy, and proper selection of chemicals and services to prepare students for the salon. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Minimum of 750 hours in Cosmetology or instructor consent.

Clinic VII
COS 1065  2 Credits
This is the seventh clinical course in an eight-course sequence. This course provides students with the opportunity in the Century College clinic to apply theories and skills learned throughout the program. Emphasis will be placed on speed, accuracy, and proper selection of chemicals and services to prepare students for the salon. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Minimum of 750 hours in Cosmetology or instructor consent.

Clinic VIII
COS 1067  2 Credits
This is the eighth clinical course in an eight-course sequence. This course provides students with the opportunity in the Century College clinic to apply theories and skills learned throughout the program. Emphasis will be placed on speed, accuracy, and proper selection of chemicals and services to prepare students for the salon. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Minimum of 750 hours in Cosmetology or instructor consent.

Cosmetology Capstone
COS 1068  3 Credits
This capstone course enables students to update current skills in all areas of cosmetology. This course prepares students for the demands of a salon by using the peer teaching/learning process. This course prepares students for the state licensing exam and certification of skills. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Minimum of 900 hours in Cosmetology.
Nail Clinic/License Preparation
COS 1070 4 Credits
This course provides students the opportunity in the Century College clinic to apply theories and skills learned throughout the nail program. Emphasis will be placed on speed, accuracy, and proper selection of nail products to prepare students for the salon, the state licensing exam, and certification of skills. Students must be able to perform physical tasks to complete course requirements.

Salon Operations I
COS 1081 1 Credit
This course gives students additional clinical experience to complete the required services and/or hours for licensure, including students desiring Wisconsin licensure and students reactivating a manicurist license. Emphasis will be placed on speed, accuracy, and proper selection of chemicals and services to prepare students for the salon. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Minimum of 1350 hours in Cosmetology or 250 hours in Nail technology or previous Minnesota Manicurist license or instructor consent.

Salon Operations II
COS 1082 2 Credits
This course gives students additional clinical experience to complete the required services and/or hours for licensure, including students desiring Wisconsin licensure and students reactivating a manicurist license. Emphasis will be placed on speed, accuracy, and proper selection of chemicals and services to prepare students for the salon. Students must be able to perform physical tasks to complete course requirements.

Salon Operations III
COS 1083 3 Credits
This course gives students additional clinical experience to complete the required services and/or hours for licensure, including students desiring Wisconsin licensure. Emphasis will be placed on speed, accuracy, and proper selection of chemicals and services to prepare students for the salon. Students must be able to perform physical tasks to complete course requirements.

Salon Operations IV
COS 1084 4 Credits
This course gives students additional clinical experience to complete the required services and/or hours for licensure, including students desiring Wisconsin licensure. Emphasis will be placed on speed, accuracy, and proper selection of chemicals and services to prepare students for the salon. Students must be able to perform physical tasks to complete course requirements.

Salon Operations V
COS 1085 5 Credits
This course gives students additional clinical experience to complete the required services and/or hours for licensure, including students desiring Wisconsin licensure. Emphasis will be placed on speed, accuracy, and proper selection of chemicals and services to prepare students for the salon. Students must be able to perform physical tasks to complete course requirements.

Salon Operations VI
COS 1086 6 Credits
This course gives students additional clinical experience to complete the required services and/or hours for licensure, including students desiring Wisconsin licensure. Emphasis will be placed on speed, accuracy, and proper selection of chemicals and services to prepare students for the salon. Students must be able to perform physical tasks to complete course requirements.

Cosmetology Reactivation Course: Theory
COS 2013 3 Credits
This course introduces recent changes in Minnesota laws and rules and technological and product developments for stylists seeking to reactivate their license. **Prerequisite:** Previous Minnesota Cosmetology license.

Cosmetology Reactivation Course: Practical
COS 2010 3 Credits
This course prepares students for the written examination and certification of skills practical exam required for the reactivation of a license. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** COS 2011 or concurrent enrollment; previous Minnesota Cosmetology license.

Cosmetology/Nail Technician Reactivation Course: License Preparation
COS 2015 1 Credit
This course prepares students for the written examination and certification of skills practical exam required for the reactivation of a license. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Previous Minnesota cosmetology license for cosmetology students, or previous Minnesota manicure license for the nail technician students.

Criminal Justice

CJS 1020 2 Credits
This course is recommended as a first course for all students interested in the field of criminal justice. Students will study various career paths within the criminal justice field and will establish a course selection pathway based on the student’s intended career or education endeavors. The students will develop a portfolio to be used as an opportunity to exhibit their experience to transfer institutions or potential employers.

Foundations of Intelligence & Crime Analysis
CJS 1010 3 Credits
Students in law enforcement, criminal justice, and other public safety areas will study the history of the intelligence cycle and the processes and functions of an analysis unit. Students will study implementation of the intelligence cycle within an agency and community in order to develop information to support stakeholders and decision-makers. Students will study core analytical and statistical skills using data sources commonly found in public government. **Prerequisite:** Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher, assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher and assessment score placement in MATH 0030 or above or completion of MATH 0010 with a grade of “C” or higher.

Intelligence and Crime Analysis Methods I
CJS 2011 3 Credits
Students in law enforcement, criminal justice and other public safety areas will study critical thinking methodologies and how to apply them to case studies. Topics include how to conduct basic and advanced research through open sources while discussing the use of closed sources of information. Students will be asked to demonstrate effective oral and written communication based on the methodologies and research techniques learned during the course. **Prerequisite:** CJS 2010 or instructor consent.

Intelligence and Crime Analysis Methods II
CJS 2012 3 Credits
Students in law enforcement, criminal justice, and other public safety areas will study how to apply critical thinking and analytical skills to
course descriptions

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case studies to conduct a critical review of real events. Topics will include the processes and structures of an organization and/or investigation to address deficiencies or gaps and how to address the deficiencies or gaps. The student will present a written and oral brief that demonstrates the mastery of the critical thinking and analytical skills. Prerequisite: CJS 2011 or instructor consent.

Portfolio of Intelligence and Crime Analysis
CJS 2013  1 Credit
This course will give students an opportunity to review analysis courses successfully completed in the certificate program. Students will reflect on how these courses have enhanced their current level of knowledge and skills. In addition, students will work with the course instructor to explore future career and academic goals as related to intelligence and crime analysis.

Intelligence and Crime Analysis Internship
CJS 2014  2 - 6 Credits
The internship experience provides an opportunity for students to work with intelligence and crime analyst professionals in the field and apply what they learned throughout the certificate program to the real world. Students may intern with their current employer if course objectives are met. Students may also work as interns or volunteers for organizations they wish to explore.

Emerging Technologies in the Investigative Sciences
CJS 2060  2 Credits
This course provides an overview of emerging technologies as they apply to investigative sciences, criminal justice agencies, and the private sector security. Applications include information management, identification technology, crime analysis, and crime investigation. Students will evaluate technology products and programs to determine their quality and suitability for agency applications.

Private Sector Security and Investigations
CJS 2070  3 Credits
This course covers the historical development of private sector security and investigations in American society. It considers the legal ramifications of privatization and its growing presence in the area of social control and emerging technologies. Topics include the role of private security in the private industry, retail, the judicial system, homeland security, and public safety.

Police in the Community
CJS 2081  3 Credits
This course examines the role of police in various types of communities. It considers the general and specialist approach to police-community relations, training, evaluation, performance, and changes in the role of the police due to homeland security, social policy, and emerging technologies. There is a 40-hour service learning requirement for this class.

Introduction to Corrections
CJS 2083  3 Credits
This course will use the criminal justice perspective to explore analysis of corrections and correctional policy within the criminal and juvenile justice system in American society. Systematic organization of punishment and incarceration will be studied according to institutional and community-based programs with regard to recurrent and chronic issues for management and officers. This course is a requirement for the criminal justice program and the investigative sciences program for criminal justice. Recommendation: Students should have completed 15 college credits prior to taking this class. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher.

Community Corrections
CJS 2084  3 Credits
This course introduces alternatives to traditional incarceration for convicted criminals and people on probation and parole. Topics include the history of community corrections and alternatives available, the legal framework for community corrections, the growth potential of the field, and the role of the corrections professional. This course applies to students interested in the criminal justice, law enforcement, human services, emergency medical services (EMS), and public safety fields. Prerequisite: Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher; CJS 2083 with a grade of “C” or higher or instructor consent. Recommendation: Completion of or concurrent enrollment in CJS 2095.

Juvenile Justice and Delinquency
CJS 2085  3 Credits
This course is an introductory survey of the juvenile justice system with specific coverage of terminology, laws, and procedures unique to the juvenile in the system. This course also covers theories of delinquency, delinquent acts, corrective actions, custody, and disposition. There is a 40 hours service learning requirement for this class. Restriction: It is advised that students not enroll in this course concurrently with CJS 2081 Police in the Community because that also has a service learning requirement. Recommendation: Fifteen college credits. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher and assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher.
Criminal Law
CJS 2089  3 Credits
This course offers students a foundation in the interpretation of criminal law. Examples of criminal cases will be used to illustrate and analyze the essence and interpretation of criminal law. Sociological theory and methods will be used to study the substantive nature and historical development of criminal law and its role in shaping society. Prerequisite: An assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher. Recommended: Fifteen college credits prior to enrollment in this course. Any course in Criminal Justice Sciences should be among these credits.

Crime and Incident Mapping for Public Safety I
CJS 2091  3 Credits
This course is designed to teach interactive usage of crime mapping techniques as well as develop an understanding of social and geographical principles and issues for crime mapping. This course will be especially helpful for people intending to work within the criminal justice system or public safety. Students will develop a theoretical and applied understanding of developing technology for the interpretation of social and geographical data. Prerequisite: An assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher. Students must have at least 15 college credits before enrolling in this class.

Crime and Incident Mapping for Public Safety II
CJS 2092  3 Credits
In this course, students will use criminal justice Geographic Information Systems (GIS) software for mapping information that uncovers emerging geographic and demographic patterns of crime and other events according to location and social significance. Students will query data, working with specific attributes and software features to aggregate and analyze data. Students will create and edit spatial data and become acquainted with other types of data images and computer-aided design (CAD) drawings. Prerequisite: CJS 2091 with a grade of “C” or higher or consent of the instructor.

Terrorist and Extremist Groups
CJS 2093  3 Credits
This course examines the social trend of terrorism. Social theory and methods within the criminal justice perspective are used to analyze group dynamics and social interaction. Group leadership, social influence, social networks, group cohesion, development, group performance, and motivation of terrorism will be studied. Groups that will be considered in course material will include extremist groups prone to violence, terrorism, and anti-government sentiment. Prerequisite: Fifteen college credits and an assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher.

Fundamentals of Criminal Investigations
CJS 2094  3 Credits
This course will explore the fundamental principles and procedures employed in the criminal investigation process. Students will examine the various methods and techniques utilized by law enforcement to solve a variety of crimes. Areas of study will include the preliminary and follow-up investigation, crime scene analysis, evidence collection and processing, report writing and preparing a case for prosecution. Prerequisite: Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher.

Interview, Interrogation, and Investigation
CJS 2095  3 Credits
This course examines oral and nonverbal communication and collection of verbal information using criminal justice theory and methods. Students will practice the skills of interviewing and interrogation. Students will learn various methods and legal guidelines for interviewing, interrogation, and investigation. Prerequisite: Fifteen completed college credits. Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher.

Crime Scene Investigations
CJS 2096  3 Credits
This course will provide students with an in-depth look into the topic of crime scene investigations. Students will study the search process, collection of physical evidence, and processing of evidence in the crime lab. Students will examine the equipment and methods used in the collection and processing of specific categories of physical evidence. Students will also explore the legal and ethical issues involved in collecting and processing evidence. Prerequisite: Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher; CJS 2094 with a grade of “C” or better or instructor consent.

Homeland Defense
CJS 2097  3 Credits
This course explores the concept of national defense with attention to changing issues for the criminal justice system. Students will employ scientific theories and methods to analyze the changing roles of police and military involvement in defense. Topics will include terrorism, weapons of mass destruction (WMDs), civil rights and constitutional issues related to defense. Prerequisite: Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of “C” or higher and assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher.

Investigative Sciences Capstone
CJS 2099  2 Credits
This capstone course will allow students to integrate philosophies, methods and processes necessary to evaluate and analyze programs, problems, and field study experiences within the criminal justice system. Prerequisite: Fifteen completed college credits with a grade of “C” or higher in each course or instructor permission. An assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher.

Dental Assisting
DENA 1000  3 Credits
This is an introductory course that explores the role of a Certified Dental Assistant and a Licensed 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.

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utilizing dental instruments and equipment. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Acceptance to the Century College Dental Assisting Program. **Recommendation:** Concurrent enrollment in DENA 1011 and DENA 1012.

**Dental Assisting Pre-Clinic I**
**DENA 1011** 3 Credits
This course is the first in a 2-part series that helps prepare the student for clinical activities. Topics include oral embryology/histology, oral health, dental nutrition, general anatomy/physiology, head & neck anatomy, and tooth morphology. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Acceptance to the Century College Dental Assisting Program. **Recommendation:** Concurrent enrollment in DENA 1000 and DENA 1012.

**Dental Assisting Pre-Clinic II**
**DENA 1012** 3 Credits
This course is the second in a 2-part series that helps prepare the student for clinical activities. Topics include intraoral and extraoral diseases, medical emergencies in the dental office, dental disease transmission concepts and prevention, OSHA guidelines, and dental pharmacology as it relates to dental procedures. Students must be able to perform physical tasks to complete course requirements.

**Dental Materials**
**DENA 1020** 3 Credits
This course provides the basic knowledge and skills required for the Dental Assistant in the dental office. Technical and hands-on experience will be given for dental materials used in operative, restorative, specialty, and laboratory procedures. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENA 1000, DENA 1011, DENA 1012.

**Dental Radiology I**
**DENA 1031** 2 Credits
The course will focus on the study and practical application of the principles of radiation safety, operating and maintaining radiographic equipment, and exposing and processing diagnostically acceptable intraoral radiographs on mannequins. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENA 1000, DENA 1011, DENA 1012. **Restriction:** If a student is pregnant, a physician’s approval is required for course attendance because of radiation exposure. **Recommendation:** Assessment placement score in MATH 0070 or higher or completion of MATH 0030 with a grade of “C” or higher.

**Dental Radiology II**
**DENA 1032** 3 Credits
This course will focus on the study and practical applications of exposing, processing, and evaluating diagnostically acceptable intraoral radiographs on mannequins and patients. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENA 1020, DENA 1031, DENA 1041, DENA 1042, DENA 1050. **Restriction:** If a student is pregnant, a physician’s approval is required for course attendance because of radiation exposure. **Recommendation:** Assessment placement score in MATH 0070 or higher or completion of MATH 0030 with a grade of “C” or higher.

**Chairside Dental Assisting I**
**DENA 1041** 2 Credits
This course will focus on how to utilize and maintain a dental clinic. This course follows the American Dental Association Occupational Safety Health Act and the Centers for Disease Control guidelines in preparing, assisting with and dismissing patients. The student will utilize chairside four-handed dentistry in a variety of procedures, as well as teach personal oral hygiene to patients.

**Chairside Dental Assisting II**
**DENA 1042** 3 Credits
This course will focus on taking and recording dental and medical histories of patients, charting of the oral cavity, taking and recording vital signs, and applying topical medications and rinses. Other topics include activities of medications on patients and techniques of operative dentistry. Students must be able to perform physical tasks to complete course requirements.

**Dental Specialties**
**DENA 1050** 3 Credits
This course provides instruction in fundamental principles, instrumentation, and procedures for the specialty areas of dentistry. These specialties include oral and maxillofacial surgery, endodontics, periodontics, fixed and removable prosthetics, pedodontics, community dentistry, medically and physically compromised patient, and orthodontics. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENA 1000, DENA 1011, DENA 1012.

**Dental Assisting Advanced Functions I**
**DENA 1061** 3 Credits
This course will focus on the following Minnesota Licensed Advanced Functions: impressions and bite registrations; placement and removal of rubber dam; removal of excess cement; placement and removal of periodontal dressing (demonstration only); suture removal; pre-selection of orthodontic bands; placement of ligatures, o-rings and power chains; placement and removal of orthodontic separators; application of enamel etch; and removal of excessive orthodontic adhesive with hand and rotary instruments. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENA 1012, DENA 1031, DENA 1041, DENA 1042, DENA 1050.

**Dental Assisting Advanced Functions II**
**DENA 1062** 2 Credits
This course is a continuation of the Dental Assisting Advanced Functions I. Topics include coronal polish/stain removal, fluoride application, and application of pit and fissure sealants. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENA 1020, DENA 1031, DENA 1041, DENA 1042, DENA 1050.

**Nitrous Oxide Inhalation Sedation**
**DENA 1063** 1 Credit
This course will focus on the utilization of nitrous oxide sedation for anxiety and pain control in dentistry. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENA 1020, DENA 1031, DENA 1041, DENA 1042, DENA 1050. **Restriction:** If a student is pregnant, a physician’s approval is required for course attendance because of nitrous oxide exposure.

**Introduction of Dental Assisting Internships**
**DENA 1780** 3 Credits
This course is an introduction to the business aspect of a dental practice and completion of professional development activities. It includes preparation for employment and knowledge of legal and ethical standards. Students will review their prior knowledge in preparation for their clinical internships. Students must be able to perform physical tasks to complete course requirements.

**Dental Assisting Specialty Internship**
**DENA 1781** 3 Credits
This course focuses on the application and practice of dental assisting skills in a dental specialty practice. Students must be able to...
perform physical tasks to complete course requirements. **Prerequisite:** All dental assisting program courses must be completed. Must have HBV series of inoculations and be covered by both medical insurance and professional liability insurance. Student must complete a Minnesota Human Services background study with no restrictions.

**Dental Assisting General Office Internship**

**DENA 1782** 4 Credits
This course focuses on the application and practice of dental assisting skills in a general dental practice. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** All dental assisting program courses must be completed. Must have HBV series of inoculations and be covered by both medical insurance and professional liability insurance. Student must complete a MN Human Services background study with no restrictions.

## Dental Hygiene

### Head and Neck Anatomy

**DENH 1021** 2 Credits
This course is the study of the hard and soft tissues of the head and neck, including the skeletal, muscular, nervous, and venous systems with particular emphasis on the masticatory system. **Prerequisite:** Acceptance into Century College’s Dental Hygiene Program.

### Enteral Embryology, Histology and Anatomy

**DENH 1024** 3 Credits
This course is the study of the microscopic anatomy of the oral tissues and embryonic development of the face and oral cavity and the function and morphological characteristics of the teeth, with an emphasis on root morphology. **Prerequisite:** Acceptance into Century College’s Dental Hygiene Program.

### Radiology for the Dental Hygienist

**DENH 1030** 2 Credits
Following the basic principles of radiology, this course prepares the dental hygiene student to utilize radiographs during patient care and introduces radiographic interpretation. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENH 1021, DENH 1024, DENH 1040, DENH 1045, DENH 1050.

### Dental Hygiene Principles I

**DENH 1040** 3 Credits
This course is the first in a series of principles courses providing students with fundamental dental hygiene theory. Topics include the history, philosophy, theories and ethics relevant to the dental hygiene discipline. Also included are patient assessment and education, etiology and prevention of oral diseases, infection/exposure control and hazardous materials, patients’ rights, and the management of patient records. **Prerequisite:** Acceptance into Century College’s Dental Hygiene Program.

### Dental Hygiene Practice I

**DENH 1045** 2 Credits
This is the first in a series of clinical courses introducing dental hygiene concepts and practice methods. Topics include safety and infection control; patient and clinician positioning and ergonomics; the use and care of equipment; introduction to instrumentation; patient assessment, treatment planning, and patient record management; and health promotion and disease prevention strategies. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Acceptance into Century College’s Dental Hygiene Program.

### Periodontology

**DENH 1050** 2 Credits
This course is the study of periodontology and the role of the dental hygienist as a prevention specialist and periodontal co-therapist. **Prerequisite:** Students must be accepted into the dental hygiene program.

### Pharmacology for the Dental Hygienist

**DENH 1060** 2 Credits
This course will provide an introduction to drug actions, mechanisms of drug actions, and bodily reactions. Special emphasis will be given to the oral and other implications of drugs as they affect dental treatment. **Prerequisite:** DENH 1021, DENH 1024, DENH 1040, DENH 1045, DENH 1050.

### Applied Biochemical Nutrition for the Dental Hygienist

**DENH 1070** 2 Credits
This course includes the study of cellular biochemistry and general nutrition including recent advances in nutrition as it relates to oral health. It also includes the application of this knowledge to nutritional counseling and dietary analysis of dental patients within the framework of their cultural, economic, and psychosocial environment. **Prerequisite:** DENH 1021, DENH 1024, DENH 1040, DENH 1045, DENH 1050.

### Dental Hygiene Principles II

**DENH 1080** 3 Credits
This is the second in a series of three DENH principles courses. Students will review the rationale for delivery of dental hygiene services and be introduced to care and management of patients with special needs. **Prerequisite:** DENH 1021, DENH 1024, DENH 1040, DENH 1045, DENH 1050.

### Dental Hygiene Practice II

**DENH 1085** 3 Credits
This is the second in a series of four DENH clinical courses 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. Students will treat patients in the Century College dental clinic. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENH 1021, DENH 1024, DENH 1040, DENH 1045, DENH 1050.

### Pain Management

**DENH 2005** 2 Credits
This course introduces students to techniques needed to assess and treat patients requiring local anesthesia and nitrous oxide sedation. Emergency procedures will be taught for all new procedures introduced. This course meets the certification requirements of the Minnesota Board of Dentistry for local anesthesia and nitrous oxide administration. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENH 1030, DENH 1060, DENH 1070, DENH 1080, DENH 1085.

### Dental Hygiene Principles III

**DENH 2010** 3 Credits
This is the third and final dental hygiene principles course. Advanced assessment techniques are covered as well as diagnosis and care planning for patients with more complex treatment needs. **Prerequisite:** DENH 2005.

### Dental Hygiene Practice III

**DENH 2015** 5 Credits
This is the third in the series of clinical courses where students treat patients in the college’s dental clinic under supervision of the dental hygiene faculty. Emphasis is placed on the development of competencies in assessment, diagnosis, documentation, treatment planning, evaluation of outcomes, and implementation of various treatment strategies for patients with moderate to advanced periodontal disease. Students are also required to participate in

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off-campus rotations where they provide care for patients from diverse age and ethnic groups. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENH 2005.

### General and Oral Pathology
**DENH 2020 3 Credits**
This course is a study of general and oral pathology with topics of special interest to the dental hygienist. It will cover the etiology and symptomatology of oral diseases and oral manifestations of systemic diseases. Special emphasis is placed on the hygienist’s role in educating patients about oral health and disease and modifying dental hygiene treatment plans for patients who have pathological conditions. **Prerequisite:** DENH 2005.

### Community Dental Health and Epidemiology
**DENH 2030 2 Credits**
In this course the characteristics of community dental health programs are examined with emphasis on epidemiology, program planning and delivery, scientific research, and the delivery and financing of dental care in the United States. Students examine the professional hygienist’s role and responsibility in the delivery of dental hygiene care to all populations.

**Prerequisite:** DENH 2010, DENH 2015, DENH 2020, DENH 2030.

### Legal Aspects of Dental Practice
**DENH 2040 2 Credits**
This course focuses on the ethical and legal implications of providing dental and dental hygiene care. A case study 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 2010, DENH 2015, DENH 2020, DENH 2030.

### Dental Hygiene Seminar
**DENH 2060 2 Credits**
This course focuses on topics important to the graduating dental hygiene student. It is designed to maximize their preparedness for board exams, licensure and employment in dental hygiene. **Prerequisite:** DENH 2010, DENH 2015, DENH 2020, DENH 2030, or consent of instructor.

### Dental Hygiene Practice IV
**DENH 2065 5 Credits**
This is the fourth and final clinical dental hygiene course in which students will refine their skills in delivering patient care services and prepare to enter the dental hygiene workforce. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** DENH 2010, DENH 2015, DENH 2020, DENH 2030.

### Independent Study
**DENH 2790 1 - 3 Credits**
This course is designed to provide students with the opportunity to build their knowledge in the dental hygiene profession. Students will implement a project of their design in a professional setting. **Prerequisite:** DENH 2005 and consent of director and dean.

### Earth Science

#### Earth Science
**ESCI 1020 4 Credits**
**MnTC: Goals 03 & 10**
This course is a survey of the earth sciences as a broad and nonquantitative introduction to topics in geology, oceanography, meteorology, and astronomy. It views solid earth, the liquid hydrosphere, and the gaseous atmosphere in terms of continuous interactions as air comes in contact with rock, rock with water, and water with air. Laboratory investigations and hands-on experiences provide the framework for the semester’s study.

#### Interdisciplinary Physical and Environmental Science
**ESCI 1025 3 Credits**
**MnTC: Goals 03 & 10**
This course introduces a variety of topics in chemistry, physics, and earth science, relating each topic to real-life environmental issues and projects. Students explore the scientific method of inquiry from both historic and present-day perspectives as they examine the relationships among chemistry, physics, and earth science in daily life. The history of science and how our view of nature has changed is discussed when appropriate. Hands-on activities provide students the opportunity to observe basic physical science principles in action. **Prerequisite:** Assessment score placement into RDNG 1000 or successful completion of RDNG 0090 with grade C or higher.

### Physical Geology
**ESCI 1030 4 Credits**
**MnTC: Goals 03 & 10**
This course introduces the student to rocks & minerals, geologic time, plate tectonics, and geologic landforms. Laboratory investigations provide the framework for rock and mineral identification and map interpretation of geologic features and processes.

### Energy Concepts
**ESCI 1040 3 Credits**
**MnTC: Goals 03 & 10**
This course introduces students to the topic of energy and examines energy production, supply, efficiency, and future needs. It also explores the potential of solar, biomass, photovoltaics, wind, and other continuous flow sources: including crude oil, natural gas, coal and nuclear. The impact of our current U.S. policy is viewed from an interdisciplinary approach that includes environmental, political, economic, and ethical considerations. **Recommendation:** Concurrent enrollment in ESCI 1045.

#### Energy Concepts Lab
**ESCI 1045 1 Credit**
**MnTC: Goals 03 & 10**
This laboratory course examines various energy concepts through hands-on learning. Topics will include, but are not limited to: liquid fuels, solid fuels, biomass, wind, solar, insulation, heat storage, pollution and conservation. **Prerequisite:** ESCI 1040 or concurrent enrollment, and assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of "C" or higher.

### Introduction to Meteorology
**ESCI 1050 3 Credits**
**MnTC: Goals 03 & 10**
This course introduces the basic scientific principles involved in meteorology. Students explore the basic properties of the atmosphere, weather instruments, weather phenomena, terminology, and forecasting. **Recommendation:** Concurrent enrollment in ESCI 1055.

#### Meteorology Lab
**ESCI 1055 1 Credit**
**MnTC: Goals 03 & 10**
In this introductory meteorology laboratory, students construct and interpret graphs, analyze weather maps, and also gather, record, and interpret weather data. Concepts covered include structure of the atmosphere, solar and terrestrial radiation, stability of the atmosphere, atmospheric motion, severe storms, and weather map analysis. **Prerequisite:** ESCI 1050 or concurrent enrollment, or consent of instructor.
Introduction to Oceanography  
ESCI 1080  3 Credits  
MnTC: Goals 03 & 10  
This course will investigate the physical processes, origins, as well as the human and economic impacts caused by natural disasters. Students will examine earthquakes, volcanism, severe weather, climate change, wildfires, and floods among other natural catastrophic phenomenon. They will have the opportunity to access information from government agencies and universities involved in the study of these phenomena.

Natural Disasters  
ESCI 1080  3 Credits  
MnTC: Goals 03 & 10  
This course will investigate the physical processes, origins, as well as the human and economic impacts caused by natural disasters. Students will examine earthquakes, volcanism, severe weather, climate change, wildfires, and floods among other natural catastrophic phenomenon. They will have the opportunity to access information from government agencies and universities involved in the study of these phenomena.

Earth Science for Educators  
ESCI 1090  4 Credits  
This course is intended for education majors. It includes a survey of the Earth sciences with a broad and nonquantitative introduction to topics in geology, oceanography, meteorology, and astronomy. In addition, course will provide curriculum surveys of media and instruction models for pre-educators in K-8 education tracks. It will cover four major Earth event to spheres (lithosphere, hydrosphere, atmosphere, and biosphere) modeling projects with an emphasis in interrelated systems analysis that are applicable to grades K-8. Students will develop these four models working in small collaborative groups. Laboratory investigations, field work, collaborative projects and a minimum 20-hour service learning component, arranged through the Service Learning Coordinator, will provide hands-on, real time individual, and group learning opportunities for this class.

Economics  

Macroeconomics  
ECON 1021  3 Credits  
MnTC: Goal 05  
This course is an introduction to macroeconomics. It emphasizes demand and supply theory, fiscal and monetary policy, national income, money and banking. Other topics include international economics, foreign exchange rates, international trade theory, and balance of trade. This course has broad general education applications but is especially appropriate for economics, accounting, and business majors.

Microeconomics  
ECON 1023  3 Credits  
MnTC: Goal 05  
This course is an introduction to microeconomics. It emphasizes the price system, production costs, income distribution, and market structures. The impact of international economics will also be discussed. This course has broad general education applications but is especially appropriate for economics, accounting, and business majors. Prerequisite: ECON 1021.

Statistics for Business and Economics  
ECON 2021  3 Credits  
This course is an introduction to quantitative decision making. It will focus on probabilistic and statistical techniques as applied to business decision-making. Topics include probability, classical statistics, expected value, and sampling. This course includes the use of a statistical software package. Prerequisite: Assessment score placement in Math 1081 or above, or completion of Math 1061 with a grade of "C" or higher.

Education  

Education Field Experience  
EDUC 1000  2 Credits  
The course introduces students and community volunteers to best practices in teaching while providing opportunities to test those practices in the real world. The class is open to students earning degrees in education or other degrees and to members of the community who want to work with students in local community schools. For students earning education degrees at Century College, this class will provide an opportunity to accumulate additional hours in field experience. Students will be required to spend a minimum of 30 hours in a K-12 school classroom. Students must provide their own transportation. A MN Human Services background study with no restrictions may be required. Recommendation: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher. Assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of "C" or higher.

Portfolios I for Educators  
EDUC 1020  1 Credit  
This course is recommended as a first semester course for all education majors. Students will document and reflect upon their competence in the act of teaching by developing an electronic, standards-based portfolio. Students will participate in field experience. Students need to arrange transportation. A Minnesota Human Service background study with no restrictions may be required. Professional material related to the teaching process, or artifacts, will be collected and reflected upon.

Portfolios II for Educators  
EDUC 1021  2 Credits  
Portfolios II is designed to expand the portfolio process begun in EDUC 1020 Portfolios I for Educators. Students will be expected to add a minimum of 30 new standards or competencies, use a rubric to evaluate their own portfolios, review and evaluate other portfolios, add artifacts, and participate in an online discussion group. Field experience is not required in this class, but students may participate in field experience if they wish. Prerequisite: EDUC 1020 Portfolios I for Educators Prerequisite: EDUC 1020. Recommendation: Completion of ENGL 1021 with a grade of "C" or higher.

Education Standards  
EDUC 1025  3 Credits  
This course focuses primarily on Minnesota’s K-12 academic standards and the assessment tools used to determine student growth. Through reading and discussion, students will gain an understanding of the complex issue of balancing educational activities that meet the needs of a diverse student population while collecting data that keeps educators accountable for student growth.

Orientation to Education  
EDUC 1045  3 Credits  
This course is designed to introduce potential teachers/paraeducators to the foundations of the American education system. Throughout this course students will examine the teaching profession through the historical, philosophical, social, curricular, and assessment foundations of education. Students may have the opportunity to participate in field experience activities in K-12 schools. Students must provide their own transportation. A Minnesota Human Services background study with no restrictions may be required. Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher.
Reading and Study Skills
Education Strategies
EDUC 1050  3 Credits
This course presents the fundamentals of reading and study skills instruction. The focus is understanding the skills and strategies necessary to assist children in learning to read and comprehend text. Field experience is required to practice, reflect, and assess reading strategies learned in class. Students must provide their own transportation. A Minnesota Human Services background study with no restrictions may be required. Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Teaching English Language Learners
EDUC 1060  3 Credits
This course focuses on the basics of TESOL (teaching English to speakers of other languages) and strategies for teaching the American English language and American school culture to speakers of other languages in American schools. Students study theories and strategies for being effective educators in ESOL classrooms and with English language learners in mainstream classes. Coursework includes participating in discussions, collecting and analyzing ESOL resources, performing field experience off campus, reflecting on field experience, theories and strategies, and creating a portfolio of resources for teaching English language learners. Students must provide their own transportation. A Minnesota Human Services background study with no restrictions may be required. Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher. For nonnative speakers of English with a college degree from their native country: oral interview and permission of the instructor or concurrent enrollment in ESL 1035 and ESL 1033 or completion of ESL 1035 and ESL 1033 with a grade of “C” or higher. Recommendation: Basic computer literacy.

Mathematics Education Strategies
EDUC 1070  3 Credits
This course is designed to provide students with the skills necessary to support and reinforce the instruction of K-6 students in the area of math. Students in the Education Program will learn instructional strategies and may observe and practice these strategies in local school districts. The class will enable students in the Associate of Science in Education to meet the expectations found in the Minnesota Standards of Effective Practice for Teachers. The class will also enable students in the Paraeducation Program to address all required competencies set forth by the Minnesota Department of Education. Prerequisite: Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher, and assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Creating Culturally Responsive Classrooms
EDUC 2025  3 Credits
This course is designed to prepare teacher/paraeducator students to work in culturally diverse classrooms. Students will investigate assumptions about culture, cultural backgrounds, how culture influences student motivation, and how culture impacts the learning setting. Students may have the opportunity to participate in field experience activities in K-12 schools.

Classroom Management
EDUC 2040  3 Credits
The focus of this course is to guide future and current educators as they develop strategies for creating productive classroom environments. Fundamental principles of classroom management and discipline are presented along with ways to create positive learning environments. Prerequisite: Assessment score placement into RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher. Recommendation: Basic computer literacy.

Legal Issues in Education
EDUC 2050  3 Credits
This course presents an overview of the legal environment and legal issues in education. The course will contrast sources of regulations from federal, state, and local authorities. In addition, students will examine a variety of issues relating to the rights and obligations of both students and educators, circumstances in the education environment, and their legal consequences.

Strategies for Teaching Writing
EDUC 2055  3 Credits
This course is designed to prepare students with the skills necessary to support and reinforce the instruction of K-6 students in the area of writing. Students will study instructional strategies and may observe and practice these strategies in local school districts. The class will introduce students to the expectations found in the Minnesota Standards of Effective Practice for Teachers. Students will examine required paraeducator competencies set forth by the Minnesota Department of Education. Prerequisite: Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher, and assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Special Education Issues for Educators
EDUC 2070  3 Credits
This course introduces students to the foundations of special education with an emphasis on the role of the classroom teacher and the paraeducator. The course is designed to provide students with the skills and knowledge necessary to support special needs students in special education programs. Recommendation: Assessment score placement into RDNG 1000 or completion of RDNG 0090 with a “C” or higher.

Emergency Medical Services

AHA BLS for the Healthcare Provider (CPR)
EMS 1010  1 Credit
The focus of this course is on basic life support of the cardiac and/or respiratory arrest victim for the healthcare provider. The course includes adult, child, and infant CPR skills, including AED, in both the out-of-hospital and in-hospital settings. An American Heart Association BLS for the Health Care Provider card provided at successful completion of course.

Emergency Medical Responder
EMS 1015  3 Credits
This course delivers the National EMS Educational Standards adopted by the state of Minnesota for Emergency Medical Responder educational requirements. This course provides the EMR student the necessary knowledge and skill to manage patient care until the arrival of ambulance personnel at a scene of a medical or trauma emergency. Obtaining AHA Healthcare Provider CPR certification is a component of this course. Students must be able to perform physical tasks to complete course requirements. Upon successful completion, a student is eligible to acquire state of Minnesota EMR certification, pending Emergency Medical Services Regulatory Board (EMSRB) verification. A student who has committed a misdemeanor, gross misdemeanor or felony may not qualify to gain initial certification in the state of Minnesota as an Emergency Medical Responder (formerly First Responder).
EMS Interventions I
EMS 1025  5 Credits
This course enhances the current EMT’s basic life support (BLS) skills and prepares the student to assist in advanced procedures and assessment techniques. Under paramedic instructor guidance, the student will synthesize and apply theories and skills learned throughout the class in order to assist a paramedic. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. Successful completion of this class, along with EMS 1026, with a grade of “B” or higher will meet the 50-run requirement for entrance into the Century College Paramedic Program. Prerequisite: Current state EMT certification; current American Heart Association (AHA) Basic Life Support (BLS) skills. Recommended: Basic word processing skills.

EMS Interventions II
EMS 1026  2 Credits
This advanced practicum provides the EMT with opportunities in entry-level and advanced care with a fire department or ambulance provider. Under paramedic instructor guidance, the student will synthesize and apply theories and skills learned throughout the class, to assist a paramedic. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. Successful completion of this class, along with EMS 1025, with a grade of “B” or higher will meet the 50-run requirement for entrance into the Century College Paramedic Program. Prerequisite: Current state EMT certification; current American Heart Association (AHA) BLS for the Healthcare Provider certification.

Advanced Cardiac Life Support EMS 2001  1 Credit
The American Heart Association (AHA) Advanced Cardiovascular Life Support (ACLS) course is designed for healthcare providers who either direct or participate in the resuscitation of a patient, whether in or out of hospital. Through the ACLS course, providers will practice their skills in the treatment of the adult victim of a cardiac arrest and other cardiopulmonary emergencies. Upon successful completion of this course, the student will obtain AHA ACLS certification. Students must have knowledge of cardiac medications and proficiency in obtaining vascular access, ECG interpretation, and manual defibrillator operation prior to enrolling in this course. Prerequisite: Completion of EMS 1010 with current certification or current American Heart Association (AHA) Basic Life Support Healthcare Provider or equivalent certification. Students must possess certification or licensure as a paramedic (EMT-P), registered nurse (RN), medical doctor (MD), doctor of osteopathy (DO), respiratory therapist (RT), dentist (DDS), or physician’s assistant (PA).

Pediatric Advanced Life Support with PEPP EMS 2002  1 Credit
This course is designed to provide physicians, nurses, paramedics, respiratory therapists, and other healthcare providers with the skills to provide advanced life support to pediatric patients. Through the PALS with PEPP course, providers will enhance their skills in the treatment of the pediatric victim of cardiac, respiratory, trauma, and other emergencies. Upon successful completion of this course, the student will obtain PALS and PEPP certification. Students must have knowledge of cardiac medications and proficiency in obtaining vascular access, ECG interpretation, and manual defibrillator operation prior to enrolling in this course. Prerequisite: Completion of EMS 1010 with current certification or current American Heart Association (AHA) Basic Life Support Healthcare Provider or equivalent certification. Students must possess certification or licensure as a paramedic (EMT-P), registered nurse (RN), medical doctor (MD), doctor of osteopathy (DO), respiratory therapist (RT), dentist (DDS), or physician’s assistant (PA).

International Trauma Life Support Provider EMS 2004  1 Credit
The International Trauma Life Support course (ITLS) is a comprehensive course for EMTs, paramedics, registered nurses, physicians and other EMS personnel. The ITLS course covers the skills necessary for rapid assessment, resuscitation, stabilization and transportation of trauma patients. The course emphasizes evaluation steps and sequencing and techniques for resuscitating and packaging a patient. Upon completion of this course the student will be issued either a Basic ITLS or Advanced ITLS Provider card depending on whether they are certified/licensed to provide basic or advanced life support. Prerequisite: Must possess current certification or licensure as an emergency medical technician (EMT), paramedic (EMT-P), registered nurse (RN), medical doctor (MD), doctor of osteopathy (DO), or physician’s assistant (PA).
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CPR Instructor
EMS 2010  1 Credit
This course is designed to teach participants the fundamentals of teaching Basic Life Support (BLS) to a variety of audiences. Successful completion of this course allows the participant to teach CPR and offer American Heart Association course completion cards to lay rescuers and health professionals. Successful completion of this course will result in American Heart Association CPR Instructor certification. 
Prerequisite: Completion of EMS 1010 with current certification or current American Heart Association (AHA) Basic Life Support Healthcare Provider.

Advanced Cardiac Life Support Instructor
EMS 2011  1 Credit
The ACLS Instructor course is designed to prepare individuals to become instructors in advanced cardiac life support (ACLS). Upon successful completion of the ACLS Instructor course, instructor candidates will be able to teach an American Heart Association (AHA) ACLS course using the video and lesson maps in the ACLS course instructor materials and will obtain AHA ACLS Instructor certification. 
Prerequisite: EMS 2001 or current ACLS certification. Completion of EMS 1010 with current certification or current American Heart Association (AHA) Basic Life Support Healthcare Provider. Students must possess current certification or licensure as a paramedic (EMT-P), registered nurse (RN), medical doctor (MD), doctor of osteopathy (DO), respiratory therapist (RT), dentist (DDS), or physician’s assistant (PA). Recommendation: One year as an advanced life support (ALS) provider.

Pediatric Advanced Life Support Instructor
EMS 2012  1 Credit
This course is designed to prepare individuals to become instructors in pediatric advanced life support (PALS). Upon successful completion of the PALS instructor course, instructor candidates will be able to teach a PALS course using the video and lesson maps in the PALS course instructor materials; and will obtain American Heart Association PALS Instructor certification. 
Prerequisite: EMS 2002 or current PALS certification. Completion of EMS 1010 with current certification or current American Heart Association (AHA) Basic Life Support Healthcare Provider. Students must possess current certification or licensure as a paramedic (EMT-P), registered nurse (RN), medical doctor (MD), doctor of osteopathy (DO), respiratory therapist (RT), dentist (DDS), or physician’s assistant (PA).

Emergency Medical Services Basic

Emergency Medical Technician
EMSB 1020  6 Credits
This course meets the needs of the entry-level Emergency Medical Technician for direct employment in an emergency ambulance service, basic transport service, an emergency room, police department, security department or fire department. Completion of the EMT course prepares the student for the National Registry of EMT examination. Successful completion of the National Registry exam is recognized by the state of Minnesota to generate the state certification required to work and volunteer as an EMT in Minnesota. Prerequisite: The National Registry of EMT examination testing requires a minimum age of 18. Proof of current/unexpired AHA (American Heart Association) Healthcare Provider CPR card required prior to end of EMT course. (The AHA Healthcare Provider CPR course may be taken concurrently with EMT course.) Students must successfully pass a Background Study through the Minnesota Human Services Department and the Emergency Medical Services Regulatory Board (EMSRB). This course is effective until Spring 2012. See below for new course.

Emergency Medical Technician
EMSB 1020 – Refresher
EMSB 1022  2 Credits
This course meets the needs of the entry-level Emergency Medical Technician for direct employment in an emergency ambulance service, basic transport service, an emergency room, police department, security department or fire department. Completion of the EMT course prepares the student for the National Registry of EMT examination. Successful completion of the National Registry exam is recognized by the state of Minnesota to generate the state certification required to work and volunteer as an EMT in Minnesota. Prerequisite: The National Registry of EMT examination testing requires a minimum age of 18. Proof of current/unexpired AHA (American Heart Association) Healthcare Provider CPR card required prior to end of EMT course. (The AHA Healthcare Provider CPR course may be taken concurrently with EMT course.) Students must successfully pass a Background Study through the MN Human Services Department and the Emergency Medical Services Regulatory Board (EMSRB).
Emergency Medical Services-Experienced

Experienced Paramedic Preparation
EMSE 1140 1 Credit
This course is designed for experienced EMT’s desiring entry into the Paramedic Program. Students will perform skills and demonstrate proficiency in areas required for entrance into EMSE 1141. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Application and acceptance into the Paramedic Program; Minnesota Human Services background study with no restrictions; current AHA BLS Healthcare Provider certification; current State EMT certification; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Introduction to Paramedics
EMSE 1141 3 Credits
This course introduces the student to the roles, responsibilities, and ethics of a paramedic. It integrates a comprehensive understanding of the EMS systems, medical-legal issues, and the safety and well-being of a paramedic. An overview of medical terminology, acid-base balance, and the anatomy and physiology of the human body is also emphasized. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1140 with a grade of “C” or higher; Minnesota Human Services background study with no restrictions; current AHA BLS Healthcare Provider certification; current State EMT certification; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Advanced EMS Pharmacology
EMSE 1149 3 Credits
This course introduces the paramedic student to the areas of intravenous cannulation, drug classification, dosage calculations, pharmacokinetics, pharmacodynamics of medications and their administration routes and techniques. Students will practice IV/IO access, blood draws, and medication administration skills. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1148 with a grade of “C” or higher; current AHA BLS Healthcare Provider certification; current State EMT certification; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Advanced EMS Operations
EMSE 1148 1 Credit
This course introduces concepts and skills in the areas of triage, resource management, and incident command during a simulated Mass Casualty Incident (MCI). Students will design and participate in a multi-station MCI tabletop exercise. Emphasis includes special considerations for patient care at the scene of a crime. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1141 with a grade of “C” or higher; Minnesota Human Services background study with no restrictions; current AHA BLS Healthcare Provider certification; current State EMT certification; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Advanced Medical Emergencies II
EMSE 1154 4 Credits
This course provides the student with knowledge and skills to manage and formulate a comprehensive treatment plan for a medical emergency encountered in the prehospital setting. Emphasis is placed upon toxicology, environment, psychiatry, crisis management, neuroling, death and dying, cultural diversity, and communicable disease, and infection. A practicum will allow students to synthesize didactic and practical assessment skills in mock scenarios and a hospital setting. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1149 with a grade of “C” or higher; Minnesota Human Services background study with no restrictions; current AHA BLS Healthcare Provider certification; required immunizations; current AHA BLS Healthcare Provider certification; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Advanced Prehospital Cardiac Care I
EMSE 1160 4 Credits
This course introduces the paramedic student to cardiac anatomy and physiology, cardiovascular diseases, and the function of the heart. Additional topics include EKG interpretation and cardiac monitoring devices. The student will apply their cardiac knowledge in classroom simulations. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1154 with a grade of “C” or higher; Minnesota Human Services background study with no restrictions; current AHA BLS Healthcare Provider certification; current state EMT certification; valid driver’s license; driver’s license check passed according to MnSCU policy.

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Advanced Prehospital Cardiac Care II
EMSE 1161 4 Credits
This course builds upon EMS 1160 and presents concepts and skills for assessing and managing the out-of-hospital cardiac patient. Emphasis will be placed upon recognition, interpretation and management of EKG rhythms, and cardiac arrest management with the use of pacemakers, defibrillators, and medications. A practicum, with occupational experiences in a cardiac cath lab, coronary care unit, and emergency departments, will provide the student with an opportunity to provide paramedic-level interventions. Obtaining ACLS Provider certification is a component of this course. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1161 with a grade of “C” or higher; MN Human Services background study with no restrictions; current AHA BLS Healthcare Provider certification; current state EMT certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Paramedic Preparation and Assessment
EMSE 1170 2 Credits
This course assesses the paramedic student’s advanced skills in preparation for field experience and National Registry practical testing. Students will also be introduced to best practices in job seeking and career planning in the EMS profession. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1148, EMSE 1164, EMSE 1166 with a grade of “C” or higher. MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS Healthcare Provider certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Pre-Hospital Trauma Care
EMSE 1164 1 Credit
This course provides the paramedic student with the concepts, theory, and skills to effectively assess and manage a trauma patient. Students will synthesize material learned in simulated scenarios and advanced skills evaluations. Obtaining ITLS or PHTLS Advanced certification is a component of this course. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1161 with a grade of “C” or higher; MN Human Services background study with no restrictions; current AHA BLS Healthcare Provider certification; current state EMT certification; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy.

Pre-Hospital Special Populations
EMSE 1166 5 Credits
This course will provide the paramedic student with the concepts, theory, and skills to assess and manage the special patient populations. Emphasis will be placed upon pediatric, gynecologic, obstetric, neonate, and geriatric patients during simulated scenarios. A practicum, with clinical experiences in obstetrics, pediatrics, and a specialty-care hospital, will provide the student with an opportunity to observe and provide paramedic-level interventions. Obtaining PALS and PEPP provider certification is a component of this course. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1161 with a grade of “C” or higher; current AHA BLS Healthcare Provider certification; current state EMT certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Pre-Hospital Special Populations
EMSE 1166 5 Credits
This course will provide the student with opportunities for entry-level paramedic care with specialty providers which may include police departments, fire departments, critical care transportation, and fixed or rotary wing air ambulances. Under instructor and preceptor guidance, the student will synthesize and apply theories and skills learned throughout the program. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1170 with a grade of “C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS Provider certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Advanced Life Support Practicum III
EMSE 1177 3 Credits
This practicum provides the student with opportunities for entry-level paramedic care with specialty providers which may include police departments, fire departments, critical care transportation, and fixed or rotary wing air ambulances. Under instructor and preceptor guidance, the student will synthesize and apply theories and skills learned throughout the program. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSE 1170 with a grade of “C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS Provider certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Integrated and Transition to the Paramedic Role
EMSE 1180 1 Credit
This course is designed to synthesize and assess the paramedic student’s hospital and ambulance experiences. Emphasis will be placed upon preparation for the National Registry Computer-Based Test (CBT) and regulatory requirements for the EMS profession. Prerequisite: Completion of EMSE 1175, EMSE 1176, and EMSE 1177 with a grade of “C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS Provider certification; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.
insurance; valid driver’s license; driver’s license check passed according to MnSCU policy.

**Recommendation:** Basic word processing skills.

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### Emergency Medical Services Paramedic

#### Introduction to Paramedics
**EMSP 1041**  5 Credits
This course introduces the student to the roles, responsibilities, and ethics of a paramedic. It integrates a comprehensive understanding of the EMS systems, medical-legal issues, and the safety and well-being of a paramedic. An overview of medical terminology, acid-base balance, and the anatomy and physiology of the human body is also emphasized. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** MN Human Services background study with no restrictions; current AHA BLS for the Healthcare Provider certification; current State EMT certification; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. **Recommendation:** Basic word processing skills.

#### Advanced EMS Pharmacology
**EMSP 1049**  4 Credits
This course introduces the applications and principles of pharmacological interventions and intravenous cannulation commonly used by paramedics. Emphasis is placed upon drug classifications, dosage calculations, pharmacokinetics, and pharmacodynamics of medications and their administration routes and techniques. Students will practice IV/IO access, blood draws, and medication administration skills. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Completion of EMSP 1046 and EMSP 1048 with a grade of “C” or higher; assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of “B” or higher; or completion of MATH 1000 with a grade of “B” or higher; MN Human Services background study with no restrictions; current AHA BLS for the Healthcare Provider certification; current state EMT certification; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. **Recommendation:** Basic word processing skills.

#### Advanced Prehospital Cardiac Care I
**EMSP 1060**  2 Credits
This course introduces the student to the roles, responsibilities, and ethics of a paramedic. Emphasis is placed upon drug classifications, dosage calculations, pharmacokinetics, and pharmacodynamics of medications and their administration routes and techniques. Students will practice IV/IO access, blood draws, and medication administration skills. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Completion of EMSP 1046 and EMSP 1048 with a grade of “C” or higher; assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of “B” or higher; or completion of MATH 1000 with a grade of “B” or higher; MN Human Services background study with no restrictions; current AHA BLS for the Healthcare Provider certification; current state EMT certification; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. **Recommendation:** Basic word processing skills.

#### Advanced Medical Emergencies II
**EMSP 1054**  4 Credits
This course introduces advanced life support techniques for assessing and treating out-of-hospital cardiac emergencies. Emphasis is placed upon shock, advanced respiratory interventions, and renal and anaphylactic emergencies. Simulations will allow students to utilize didactic and practical assessment skills in simulated emergency scenarios. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Completion of EMSP 1049 with a grade of “C” or higher; MN Human Services background study with no restrictions; current AHA BLS for the Healthcare Provider certification; current state EMT certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. **Recommendation:** Basic word processing skills.

#### Advanced Prehospital Cardiac Care II
**EMSP 1061**  4 Credits
This course builds upon EMSP 1060 and presents concepts and skills for assessing and managing the out-of-hospital cardiac patient. Emphasis will be placed upon recognition, interpretation and management of EKG rhythms, and cardiac arrest management with the use of pacemakers, defibrillators, and medications. Obtaining ACLS Provider certification is a component of this course. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Completion of EMSP 1060 with a grade of “C” or higher; MN Human Services background study with no restrictions; current AHA BLS for the Healthcare Provider certification; current state EMT certification; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. **Recommendation:** Basic word processing skills.
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no restrictions; current state EMT certification; current AHA BLS for the Healthcare Provider certification; required immunizations; valid driver's license; driver's license check passed according to MnSCU policy. **Recommendation:** Basic word processing skills.

**Advanced Prehospital Trauma Care**
*EMSP 1064 2 Credits*
This course provides the paramedic student with the concepts, theory, and skills to effectively assess and manage a trauma patient. Students will synthesize material learned in simulated scenarios and advanced skills evaluations. Obtaining ITLS or PHTLS Advanced certification is a component of this course. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Completion of EMSP 1061 with a grade of “C” or higher; MN Human Services background study with no restrictions; current AHA BLS for the Healthcare Provider certification; current state EMT certification; current healthcare insurance; valid driver's license; driver's license check passed according to MnSCU policy.

**Prehospital Special Populations**
*EMSP 1066 4 Credits*
This course will provide the paramedic student with the concepts, theory, and skills to assess and manage special patient populations. Emphasis will be placed upon pediatric, gynecologic, obstetric, neonate, and geriatric patients during simulated scenarios. Obtaining PALS and PEPP provider certification is a component of this course. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Completion of EMSP 1068 with a grade of “C” or higher; MN Human Services background study with no restrictions; current AHA BLS for the Healthcare Provider certification; current state EMT certification; current healthcare insurance; valid driver's license; driver's license check passed according to MnSCU policy. **Recommendation:** Basic word processing skills.

**Paramedic Preparation and Assessment**
*EMSP 1070 3 Credits*
This course assesses the paramedic student's advanced skills in preparation for field experience and National Registry practical testing. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Completion of EMSP 1064 and EMSP 1066 with a grade of “C” or higher. MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS for the Healthcare Provider certification; required immunizations; current healthcare insurance; valid driver's license; driver's license check passed according to MnSCU policy. **Recommendation:** Basic word processing skills.

**Advanced Clinical Practicum I**
*EMSP 1071 3 Credits*
This practicum provides the student with opportunities for entry-level paramedic care with occupational experiences in a cardiac cath lab, coronary care unit, and emergency department. Under instructor and preceptor guidance, the student will synthesize and apply theories and skills learned throughout the program. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Completion of EMSP 1071 and EMSP 1072 with a grade of “C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS for the Healthcare Provider certification; required immunizations; current healthcare insurance; valid driver's license; driver's license check passed according to MnSCU policy. **Recommendation:** Basic word processing skills.

**Advanced Life Support Practicum II**
*EMSP 1076 3 Credits*
This practicum provides the student with opportunities for entry-level paramedic care with a community-based ambulance provider. Under instructor and preceptor guidance, the student will synthesize and apply theories and skills learned throughout the program. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Completion of EMSP 1071 and EMSP 1072 with a grade of “C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS for the Healthcare Provider certification; required immunizations; current healthcare insurance; valid driver's license; driver's license check passed according to MnSCU policy. **Recommendation:** Basic word processing skills.

**Advanced Life Support Practicum III**
*EMSP 1077 3 Credits*
This practicum provides the student with opportunities for entry-level paramedic care with specialty providers which may include police departments, fire departments, critical care transportation, and fixed or rotary wing air ambulances. Under instructor and preceptor guidance, the student will synthesize and apply theories and skills learned throughout the program. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** Completion of EMSP 1071 and EMSP 1072 with a grade of
“C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS for the Healthcare Provider certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Integration and Transition to the Paramedic Role
EMSP 1080 2 Credits
Catalog description: This course is designed to synthesize and assess the paramedic student’s hospital and ambulance experiences. Emphasis will be placed upon preparation for the National Registry Computer-Based Test (CBT) and regulatory requirements for the EMS profession. Prerequisite: Completion of EMSP 1075, EMSP 1076, and EMSP 1077 with a grade of “C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS for the Healthcare Provider certification; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Advanced Clinical Practicum II
EMSP 1082 3 Credits
This practicum provides the student with opportunities for entry-level paramedic care with occupational experiences in anesthesia, labor and delivery, neurological and special care units. Under instructor and preceptor guidance, the student will synthesize and apply theories and skills learned throughout the program. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSP 1070 with a grade of “C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS for the Healthcare Provider certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Advanced Life Support Practicum I
EMSP 1085 4 Credits
This practicum provides the student with opportunities for entry-level paramedic care with a high-volume metropolitan ambulance provider. Under instructor and preceptor guidance, the student will synthesize and apply theories and skills learned throughout the program. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSP 1070, EMSP 1081, and EMSP 1082 with a grade of “C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS for the Healthcare Provider certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Advanced Life Support Practicum II
EMSP 1086 3 Credits
This practicum provides the student with opportunities for entry-level paramedic care with a community-based ambulance provider. Under instructor and preceptor guidance, the student will synthesize and apply theories and skills learned throughout the program. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSP 1070, EMSP 1081, and EMSP 1082 with a grade of “C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS for the Healthcare Provider certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Advanced Life Support Practicum III
EMSP 1087 3 Credits
This practicum provides the student with opportunities for entry-level paramedic care with specialty providers which may include police departments, fire departments, critical care transportation, and fixed or rotary wing air ambulances. Under instructor and preceptor guidance, the student will synthesize and apply theories and skills learned throughout the program. Emphasis will be placed upon team leading, critical thinking, prioritization, assessment, therapeutic communication, and life-saving interventions. Students must be able to perform physical tasks to complete course requirements. Prerequisite: Completion of EMSP 1070, EMSP 1081, and EMSP 1082 with a grade of “C” or higher; MN Human Services background study with no restrictions; current state EMT certification; current AHA BLS for the Healthcare Provider certification; required immunizations; current healthcare insurance; valid driver’s license; driver’s license check passed according to MnSCU policy. Recommendation: Basic word processing skills.

Statics
ENGR 1020 4 Credits
This course presents the art and practice of engineering. Topics include an overview of the engineering profession, engineering design, fabrication, 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.

Independent Study
ENGR 1790 1 - 3 Credits
This course is an opportunity for an additional, in-depth study of engineering concepts. Prerequisite: Consent of instructor and dean. Completion of at least one Engineering course with a grade of “B” or above.

Robotics
ENGR 2020 4 Credits
This hands-on course will introduce students to mechatronics, which is the fusion of electronics, mechanical systems, and software. A robot is an example of mechatronics as are the intelligent machines and products that we see all around us. The course begins with microcontroller concepts, BASIC programming, electronics concepts, various types of sensors,
motors and other actuators, and then proceeds to more advanced topics such as analog to digital conversion, serial communication, signal conditioning, and various methods of process control. Hands on, team based design projects will be integrated throughout the course. 

Prerequisite: ENGR 1020 or ENGR 2091 or ENGR 2095 or consent of instructor.

**Dynamics**
ENGR 2080 3 Credits
This course is a study of rigid body motion and the forces that cause motion. Topics include particle dynamics, planar kinematics, kinetics of a rigid body, and mechanical vibrations. Design of elementary dynamic systems is integrated throughout this engineering course.  

Prerequisite: ENGR 1080.

**Deformable Body Mechanics**
ENGR 2085 3 Credits
This engineering course examines the internal effects and deformations that are caused by applied loads on a body. Topics include stress and strain, material behavior and linear elasticity, uniaxially loaded members, shafts in torsion, beams in bending, shear and moment diagrams, stress and strain transformation, and design of shafts and beams.

**Circuits I**
ENGR 2091 4 Credits
This first course in engineering circuits introduces circuit theorems and analysis techniques and includes an introduction to elementary semiconductor devices. Topics include Kirchhoff's Laws, mesh analysis, nodal analysis, source transformations, superposition, Thévenin's theorem, operational amplifiers, bipolar junction transistors, MOSFETs, and RLC circuits. Circuits analysis software is introduced. Design of simple electrical circuits is integrated throughout this course. This course includes a two-hour lab each week. Prerequisite: PHYS 1082; concurrent enrollment in MATH 2081.

**Circuits II**
ENGR 2092 4 Credits
This course builds on information and skills developed in Circuits I and focuses on AC circuit theory. Topics include sinusoidal analysis, phasors, frequency response, two-port networks, Laplace transforms, and frequency response. The frequency response of BJT and MOSFET amplifiers is presented. Design of AC circuits is integrated throughout the course. This course includes a two-hour lab each week. Prerequisite: ENGR 2091; concurrent enrollment in MATH 2082.

**Digital Fundamentals**
ENGR 2094 2 Credits
This course presents 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. Prerequisite: MATH 1081. Restriction: Credit will not be granted for both ENGR 2094 and ENGR 2095.

**Introduction to Digital Design**
ENGR 2095 4 Credits
This course presents important digital design concepts for students studying electrical or computer engineering. A variety of analysis and design techniques applicable to digital circuits is introduced. Topics include Boolean algebra, logic gates, Karnaugh mapping, combinational circuits, sequential circuits, and computer simulation of digital circuits. This course includes a two-hour lab each week. Prerequisite: MATH 1081.

**Engineering CAD Technology**

**Interpreting Engineering Drawings**
ECAD 1020 2 Credits
This course is designed to give students an understanding of the concepts required to read industrial blueprints. Topics include sketching, multi-view drawing, symbols, scaling, dimensioning, finishes, screw threads, auxiliary and assembly drawings. Also covered is an introduction to Geometric Tolerancing. Restriction: Closed to students who have already earned credit for ECAD 1023 Blueprint Reading for Renewable Energy. Recommendation: MATH 0010.

**Blueprint Reading for Renewable Energy**
ECAD 1023 3 Credits
This course is designed to give students an understanding of the concepts required to read industrial blueprints. Topics include sketching, multi-view drawing, symbols to include welding and electrical, scaling, dimensioning, finishes, screw threads, auxiliary and assembly drawings, an introduction to Geometric Dimensioning and Tolerancing. Also covered is an introduction to Autodesk Design Review software. Restriction: Closed to students who have already earned credit for ECAD 1020 Interpreting Engineering Drawings. Recommendation: MATH 0010.

**How to Make Almost Anything**
ECAD 1025 3 Credits
This course is an introduction to "personal digital fabrication" using the Century College Fab Lab modeled after the Fab Lab at MIT. It is designed for "garage inventors", entrepreneurs, artists, or individuals with new business ideas needing to create prototypes. Students will use laser cutters, 3-D printers, vinyl cutters, ShopBot CNC routers, and desktop milling machines to fabricate and test their design projects. The Lab is designed to allow students to explore their interests in a variety of fields including graphic design, art, business, computer-assisted design (CAD), physical and natural science, mathematics, and engineering.

**Engineering Drafting I**
ECAD 1040 4 Credits
In this course students will use CAD software to create various geometric constructions, multiview drawings, 1st & 3rd angle projections, and simple dimensioning. Detail drawings will be created that incorporate auxiliary and section views, tolerancing, and finishes. Other topics include an overview of the drafting profession, drafting office practices, revisions, and standard parts. Prerequisite: ECAD 1020, 1070; an assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of "C" or higher.

**Materials and Manufacturing Process**
ECAD 1060 3 Credits
This is a survey course of the manufacturing processes, materials and properties as pertaining to drafting and design. Materials processes such as casting, forging, machining, welding, forming and molding and how they affect a design or drawing will be explored. Students will be exposed to these processes and how the results of these processes affect drawings through fieldtrips, demonstrations and videos. Recommendation: Assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of "C" or higher.

**Introduction to AutoCAD**
ECAD 1070 3 Credits
This course covers the fundamental concepts, tools, and commands of AutoCAD software. AutoCAD skills that will be practiced include drawing, editing, annotating, and plotting of two-dimensional (2D) drawings. Students are encouraged to bring drawing projects from their major, industry, or hobby as a possible final project. Recommendation: Previous experience with drawings in your chosen field or completion of any of the following courses: ECAD 1020, INTD 1020 or KBD 1010. Assessment
score placement in MATH 0030 or completion of MATH 0010 with a grade of “C” or higher.

**ECAD Independent Study**

**ECAD 1790 1 - 4 Credits**

This variable-credit elective course emphasizes the student’s independent search for advanced knowledge as well as additional hands-on skills beyond current ECAD course offerings. The student and instructor will devise a formal plan of study to satisfy credit workload requirements within the semester timeline. **Prerequisite:** Consent of instructor and dean. ECAD 1070 or ECAD 2050 or ECAD 2055 or its equivalent with a grade of “B” or higher.

**Geometric Dimensioning and Tolerancing**

**ECAD 2020 3 Credits**

This course provides in-depth coverage of form, orientation, runout, profile, and location tolerances. Topics include analyzing production drawings, investigating inspection procedures, and calculating and specifying tolerances. In the lab portion of this course, students will investigate tooling, machining and inspection aspects of GDT and use CAD to apply symbols to drawings. **Prerequisite:** Assessment score placement in MATH 0030 or above, or completion of MATH 0010 with a grade of “C” or higher. ECAD 1020 and ECAD 1070 or consent of instructor. **Recommendation:** Assessment score placement in MATH 0070 or MATH 1015 or completion of MATH 0030 with a grade of “C” or higher.

**Descriptive Geometry and Applications**

**ECAD 2030 2 Credits**

Students will graphically solve problems dealing with true lengths, sizes, distances, angles and intersections of various points, lines and planes. Other topics include vectors, sheet metal development and detail drawings and bend allowance calculations. **Prerequisite:** ECAD 1040; assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of “C” or higher. **Recommendation:** ECAD 2050, MATH 1015 strongly recommended.

**Engineering Drafting II**

**ECAD 2040 4 Credits**

This course covers assembly, production and pictorial drawings. CAD models and drawings will be created based on various manufacturing processes such as casting, forging, molding, machining, and welding. Other topics include joining methods using threaded and non-threaded fasteners. **Prerequisite:** ECAD 1040, ECAD 1060; completion of or concurrent enrollment in the following courses: ECAD 2020, MATH 1015. **Recommendation:** ECAD 2050 or ECAD 2055.

**Introduction to Inventor**

**ECAD 2050 3 Credits**

Students will use Autodesk’s Inventor software to sketch, create, edit, and dimension 3D solid models, as well as create 2D drawings from these models. Assembly modeling and 2D & 3D printing are also covered. These skills are necessary for job qualification in many areas such as mechanical design and engineering. The class uses a hands-on approach in order to build a foundation for continued training or self-instruction. **Prerequisite:** ECAD 1070 or ENGR 1020.

**Introduction to SolidWorks**

**ECAD 2053 3 Credits**

Students will use SolidWorks software to sketch, create, edit, and dimension 3D solid models, as well as create 2D drawings from these models. Assembly modeling and 2D & 3D printing are also covered. A hands-on approach is used in this class in an effort to build a foundation for continued training and self-instruction. **Prerequisite:** ECAD 1070 or ENGR 1020 or instructor consent. **Recommendation:** Previous experience with drawings in your chosen field or completion of ECAD 1020, and assessment score placement in MATH 0070 or MATH 1015 or completion of MATH 0030 with a grade of “C” or higher.

**Introduction to CREO Elements/Pro**

**ECAD 2055 3 Credits**

Students will use CREO Elements/Pro (formerly Pro/Engineer-Wildfire) software by Parametric Technology Corporation. Activities include sketching, creating, editing, and dimensioning of 3D solid models. From these models, students will create 2D drawings and make assemblies. 2D & 3D printing are also covered. The class uses a hands-on approach in order to build a foundation for continued training or self-instruction. **Prerequisite(s):** ECAD 1020 or instructor consent. **Recommendation:** ECAD 2050.

**Basic Tooling Fixtures**

**ECAD 2060 3 Credits**

This course will introduce students to tool design. Topics include workholding theory, standard tooling components, drill jigs, milling fixtures, and inspection gages. **Prerequisite:** ECAD 1060, ECAD 2040. **Recommendation:** ECAD 2050 or ECAD 2055.

**Power Transmission Devices**

**ECAD 2070 4 Credits**

This course introduces students to the many devices that transmit power from one component to another. Topics covered include calculating dimensions, loads, and stresses. Sizes of gears, cams, bearings, seals, clutches, belt and chain drives are also determined to create detail and assembly drawings. Job seeking and keeping skills will also be discussed.
7 Course Descriptions

Applying Pro/E
ECAD 2075  3 Credits
This course introduces students to various design methodologies such as Concurrent Engineering, Design for Manufacture (DFM), Design for Assembly (DFA), Green Design, and others. Students apply these methodologies to a design project of their own by creating a CAD model and prototype of the design. **Prerequisite:** ECAD 1070 or ECAD 2050 or ECAD 2053 or ECAD 2055 or instructor consent.

Design Project
ECAD 2080  2 Credits
This course introduces students to various design methodologies such as Concurrent Engineering, Design for Manufacture (DFM), Design for Assembly (DFA), Green Design, and others. Students apply these methodologies to a design project of their own by creating a CAD model and prototype of the design. **Prerequisite:** ECAD 1025 or ECAD 1060, ECAD 2040 or ENGR 1020, MATH 1015 or higher, PHYS 1041 or higher. **Recommendation:** Concurrent enrollment in ECAD 2070.

ECAD Internship
ECAD 2780  1 – 3 Credits
This course is designed to provide students with the opportunity to apply knowledge and skills learned in the Engineering CAD program in a real life job environment. Students will work in a professional atmosphere while applying and learning a variety of communication, business and technical skills. This may be a paid or unpaid experience. **Prerequisite:** Completion of at least 15 ECAD credits and consent of instructor.

Special Topics in Engineering CAD
ECAD 2790  1 – 3 Credits
This course will explore one of a variety of contemporary topics of interest that would be selected as the focus for study. The specific topic will be announced in advance, and published at the time of registration.

English

Basic Writing and Grammar
ENGL 0080  4 Credits
The main purpose of this course is to develop and/or enhance the student's use of English sentences and increase competence in recognizing and composing sentences and short paragraphs. Special emphasis will be placed on eliminating common errors such as fragments, comma splices, and run-ons. Students enrolled in sections of 0080 meeting fewer than four hours per week must complete one hour per week of supervised writing center time. **Prerequisite:** Assessment score placement in ENGL 0080 or above and assessment score placement in RDNG 0080 or above. **Restriction:** Students may not enroll in more than one composition course in one semester.

Introduction to Writing
ENGL 0090  4 Credits
This course introduces students to basic principles of composition, including organization, development, unity, and coherence in paragraphs and brief essays. Special emphasis will be placed on eliminating common errors and increasing fluency. Students enrolled in sections of 0090 meeting fewer than four hours per week must complete one hour per week of supervised writing center time. **Prerequisite:** Assessment score placement in ENGL 0090 or completion of ENGL 0080 with a grade of “C” or higher, and assessment score placement in RDNG 0090 or above or completion of RDNG 0080 with a grade of “C” or higher. **Restriction:** Students may not enroll in more than one composition course concurrently.

Composition I
ENGL 1021  4 Credits
This college composition course for all students emphasizes the expository essay, purposeful writing, selection and organization of material, and fluency. Students will be introduced to citing and documenting outside sources. Students enrolled in sections of 1021 meeting fewer than four hours per week must complete one hour per week of supervised writing center time. **Prerequisite:** Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher, and assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of “C” or higher. **Restriction:** Students may not enroll in more than one composition course concurrently.

Composition II
ENGL 1022  3 Credits
This college composition course emphasizes analytical writing and the techniques of academic research using literature and other texts as the basis for composition. **Prerequisite:** ENGL 1021 with a grade of “C” or higher. **Recommendation:** Word processing proficiency.

Technical Writing
ENGL 1025  3 Credits
This course emphasizes writing in workplace environments using current technology. Typical assignments include instructions, informational reports, abstracts and summaries, proposals for action, letters of application, and extended projects. The course includes consideration of format, design, and visuals. This course assumes familiarity with a word processing program. **Prerequisite:** ENGL 1021 with a grade of “C” or higher.

American Literature: Colonial to Civil War
ENGL 2011  3 Credits
**MnTC: Goal 06**
This college literature course intended for all students will analyze and explore American Literature from the Colonial Period to the Civil War. Typical writers may include Bradstreet, Edwards, Franklin, Emerson, Thoreau, Fuller, Hawthorne, Douglass, Melville, Poe, Dickinson, and Whitman. **Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.

American Literature: Civil War to Present
ENGL 2012  3 Credits
**MnTC: Goals 06 & 07**
This college literature course intended for all students will analyze and explore American Literature from the Civil War to the present. Typical writers may include Clemens, Crane, Chopin, James, Cather, Fitzgerald, Hughes, Faulkner, Thurston, Hemingway, and Frost. **Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.

African American Literature
ENGL 2013  3 Credits
**MnTC: Goals 06 & 07**
This college course intended for all students will analyze and explore literature by African American authors. Authors may include Alice Walker, Frederick Douglass, Ida B. Wells-Barnett, Langston Hughes, Richard Wright, Zora Neale Hurston, and Dr. Martin Luther King, Jr. **Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.
Minnesota Writers
ENGL 2014 3 Credits
MnTC: Goal 06
This college course intended for all students will explore literature by Minnesota writers. Selections may include poetry, novels, short stories, and non-fiction by such writers as Sinclair Lewis, F. Scott Fitzgerald, Jim Northrup, Allison McGee, Connie Wanek, and Bill Holm. 
Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.
Recommendation: Completion of ENGL 1021 with a grade of “C” or higher.

American Indian Literature
ENGL 2015 3 Credits
MnTC: Goals 06 & 07
This college literature course intended for all students will analyze and explore an introductory survey of major literary works written by and/ or attributed to American Indian authors, from the oral tradition to contemporary literature. Selections may include works by Sherman Alexie, Black Elk, Ella Vine Deloria, Louise Erdrich, Linda Hogan, N. Scott Momaday, and Leslie Marmon Silko. 
Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

Introduction to Folklore
ENGL 2018 3 Credits
MnTC: Goals 06 & 07
In this course, students will be introduced to the study of folklore. They will learn to critically analyze traditional folk literature and customary texts through literary, comparative, structural, functional, and contextual methods. Texts may include myths, legends, folktales, riddles, proverbs, and material folklore. 
Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. 
Recommendation: Completion of ENGL 1021 with a grade of “C” or higher.

Creative Writing: Poetry & Fiction
ENGL 2023 3 Credits
MnTC: Goal 06
This creative writing course focuses on the writing and reading of poetry and fiction. Students will engage in critical analysis, form aesthetic judgments, and write and revise poems and short stories. This course does not fulfill the Literature requirement for the A.A. or MnTC. 
Prerequisite: Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher. Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Creative Writing: Nonfiction
ENGL 2025 3 Credits
MnTC: Goal 09
This course offers study and practice of various forms of nonfiction writing including the personal narrative/memoir, personality profile, event story, and opinion pieces. Writing suitable for publication in popular newspapers, magazines, and journals is emphasized. This type of writing is fundamental to the free exchange of ideas in society, a necessary mechanism of understanding for a variety of viewpoints required by well-informed citizens. 
Prerequisite: Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher. Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Newspaper Practicum
ENGL 2027 1 – 2 Credits
This course offers academic credit for work involved as a staff member of the campus student newspaper, The Century Times. Two options are available. One Credit Contributor: Staff member will attend staff meetings, contribute story ideas, and collaborate with other staff members to produce issues. Staff member will contribute to each issue by writing an article and/or taking photographs, editing stories, designing and laying out pages, managing advertisements, and other duties as assigned. Two Credit Major Contributor: In addition to the duties of the One Credit Contributor, staff member will make a major contribution to each issue by serving a leadership role. Duties will include: assigning stories, photos, editing, and other tasks to staff members; making editorial decisions on final content and layout of all issues; organizing staff meetings and workshops; and promoting the newspaper at campus activity fairs and events. 
NOTE: This course may be taken in multiple semesters up to a maximum of eight credits. 
Recommendation: Concurrent enrollment in or completion of ENGL 2025.

British Literature: Medieval to Romantic
ENGL 2031 3 Credits
MnTC: Goals 06 & 08
This college literature course intended for all students will analyze early British Literature. Typical authors may include Chaucer, Shakespeare, Donne, Milton, and Pope. 
Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. 
Recommendation: Completion of ENGL 1021 with a grade of “C” or higher.

British Literature: Romantic to Present
ENGL 2032 3 Credits
MnTC: Goals 06 & 08
This college literature course intended for all students will analyze and explore British Literature from 1800 to the present. Typical authors may include works by Mary Shelley, Austen, Dickens, Woolf, and Eliot. 
Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. 
Recommendation: Completion of ENGL 1021 with a grade of “C” or higher.

Shakespeare
ENGL 2035 3 Credits
MnTC: Goals 06 & 08
This college literature course intended for all students will analyze a representative selection of works by William Shakespeare. The course will consider what the plays reveal about Elizabethan societies as well as what they suggest about the human condition in general. 
Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. 
Recommendation: Completion of ENGL 1021 with a grade of “C” or higher.

Literature and Film
ENGL 2043 3 Credits
MnTC: Goal 06
This college literature course intended for all students will analyze and explore Literature and Film. Students will explore written and visual texts in order to understand the scope and variety of the human experience. Students will read, discuss, and analyze narrative texts as expressions of the human experience. Some attention will be given to film terminology and techniques. 
Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

Modern World Literature
ENGL 2051 3 Credits
MnTC: Goals 06 & 08
This college literature course intended for all students will introduce and explore Modern World Literature from the first half of the 20th century. Course offerings may include poetry, fiction, and/or drama with a global perspective. 
Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. 
Recommendation: Completion of ENGL 1021 with a grade of “C” or higher.
Contemporary World Literature
ENGL 2052  3 Credits
MnTC: Goals 06 & 08
This college literature course intended for all students will analyze and explore Contemporary World Literature from 1945 to the present. Course offerings may include poetry, fiction, and/or drama with a global perspective. **Prerequisite:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.

Women in Literature: British & Colonial
ENGL 2061  3 Credits
MnTC: Goals 06 & 08
This college literature course intended for all students will discuss, analyze, and interpret works written in English by women in England and the British Empire. **Prerequisite:** Completion of ENGL 1021 with a grade of “C” or higher.

Women in Literature: American
ENGL 2062  3 Credits
MnTC: Goals 06 & 09
This college literature course intended for all students will explore literature written by American women in their own distinct literary tradition, perspectives, and themes. Works are considered as a reflection of their times, including social, ethical, political, and economic conditions. **Prerequisite:** Completion of ENGL 1021 with a grade of “C” or higher.

Women in Literature: World Voices
ENGL 2063  3 Credits
MnTC: Goals 06 & 08
This college literature course intended for all students will analyze and explore literary works by contemporary women writers from six major regions of the non-Western world such as the Caribbean, Latin America, Sub-Saharan Africa, the Middle East, South Asia, and East Asia. Readings include translated short stories, poems, plays, and novels. Students are encouraged to better understand an increasingly interdependent world and be exposed to some intellectual and psychological challenges posed by values and ways of life that are very different from their own. **Prerequisite:** Completion of ENGL 1021 with a grade of “C” or higher.

Children’s Literature
ENGL 2071  3 Credits
MnTC: Goal 06
This college course intended for all students will analyze and explore the literature written for children. Students will explore the history of children’s literature, children’s poetry, picture books, realistic and fantasy novels as well as criteria for evaluating these works. Selections may include works by E. B. White, J. K. Rowling, Mildred Taylor, and Christopher Paul Curtis. **Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

Graphic Narratives: Comics as Literature
ENGL 2072  3 Credits
MnTC: Goal 06
This college literature course intended for all students will analyze and explore selected graphic novels and other comics. Students will study the literary and formal design elements of the works selected and consider the unique features of this medium. Selections may include works by Lynda Barry, Daniel Clowes, Will Eisner, Neil Gaiman, Scott McCloud, Alan Moore, Marjane Satrapi, and Art Spiegelman. **Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.

Short Novel
ENGL 2073  3 Credits
MnTC: Goal 06
This college literature course intended for all students will analyze and explore selected short novels. Authors may include Henry James, Conrad, Chopin, Wharton, James Joyce, or Faulkner. **Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.

Science Fiction and Fantasy
ENGL 2075  3 Credits
MnTC: Goal 06
This college literature course intended for all students will analyze and explore science fiction and fantasy literature. Authors may include Mary Shelley, H. G. Wells, Aldous Huxley, Tolkien, and LeGuin. **Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.

Mystery
ENGL 2077  3 Credits
MnTC: Goal 06
This college literature course intended for all students will explore mystery literature. The mystery story may include works by Poe, Conan Doyle, Sayers, Chandler, and Hillerman. **Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.

Latin American Literature
ENGL 2083  3 Credits
MnTC: Goals 06 & 08
This college literature course intended for all students...
students will analyze and explore poetry, short stories, and novels by authors such as Marquez, Neruda, Borges, Allende, Lispector, Cortazar, Paz, and others. **Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.

### Bible As Literature

**ENGL 2085** 3 Credits  
**MnTC: Goal 06**  
This college literature course intended for all students will analyze and explore Biblical Literature. It may include Old Testament literature that demonstrates the genres of short story, biography, tragedy, philosophy, and epic narratives. The course does not study theology or doctrine, but rather focuses on events, characters, and literary techniques. **Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

### Ethics and Environments: The Literature of Place

**ENGL 2095** 3 Credits  
**MnTC: Goals 06 & 10**  
This college literature course intended for all students will analyze writing about the relationships between humans and their environments. The literature will include historical, philosophical, scientific, and literary perspectives in both fiction and nonfiction writing. Authors will be chosen from a variety of traditions and cultures. **Prerequisite:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** Completion of ENGL 1021 with a grade of “C” or higher.

### English for Speakers of Other Languages

#### Grammar and Writing II

**ESOL 0021** 5 Credits  
This course focuses on basic writing skills. You will improve your grammar, writing fluency, editing skills, and ability to write short paragraphs. You will also learn to use the computer to improve your writing and editing skills. **Prerequisite:** Appropriate scores on the language proficiency test with background information, oral interview, and writing sample. **Recommendation:** Students should take advantage of community based ABE/ESL programs and have some previous English reading, writing and speaking experience, along with some previous formal educational experiences to build basic academic skills.

### Reading II

**ESOL 0022** 5 Credits  
This course focuses on increasing your ability to comprehend a variety of written material. You will learn to skim for main ideas and scan for specific information. You will also develop your ability to understand vocabulary through context clues and a dictionary. **Prerequisite:** Appropriate scores on the language proficiency test with background information, oral interview, and writing sample. **Recommendation:** Students should take advantage of community based ABE/ESL programs and have some previous English reading, writing and speaking experience, along with some previous formal educational experiences to build basic academic skills.

### Listening and Speaking II

**ESOL 0023** 5 Credits  
This course focuses on self-expression and listening abilities using American English. Students practice clear speech and discover strategies for interacting in real-life speaking situations. Coursework includes listening to lectures and media programs, beginning to take notes, conducting interviews, participating in group work, and giving short oral presentations. **Prerequisite:** Assessment score placement in ESOL 0023, background information, oral interview, and writing sample. **Recommendation:** Students should take advantage of community based ABE/ESL programs and have some previous English reading, writing, and speaking experience, along with some previous formal educational experiences to build basic academic skills.

### Grammar and Writing III

**ESOL 0031** 5 Credits  
This course focuses on practicing and developing basic writing skills by applying them to a variety of situations. You will improve your grammar, writing fluency, self-editing skills, and ability to write short essays. You will also learn to follow a writing process that will include using the computer to edit and revise your essays. **Prerequisite:** ESOL 0021 and ESOL 0022 with grades of “C” or higher, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample.

### Reading III

**ESOL 0032** 5 Credits  
This course continues to introduce the skills and strategies necessary for understanding a variety of written materials. You will begin to identify main and supporting details in nonfiction, increase your reading rate and comprehension, and analyze features of fiction. You will also learn about resources in the college library. In addition, you will build vocabulary using a variety of strategies. **Prerequisite:** ESOL 0022 with a grade of “C” or higher, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample.

### Listening and Speaking III

**ESOL 0033** 5 Credits  
This course provides an introduction to and practice of the oral communication skills necessary in informal, formal and academic contexts. Coursework includes listening to short lectures, conversations, and media programs in order to improve understanding of oral American English. It also includes an introduction to note-taking styles and presentation styles. Students will give short presentations and practice clear speech. **Prerequisite:** ESOL 0023 with a grade of “C” or higher, or assessment score placement in ESOL 0033, background information, oral interview, and writing sample.

### Grammar and Writing IV

**ESOL 0041** 4 Credits  
This course develops higher level writing skills for a variety of situations. You will improve your grammar, writing fluency, self-editing skills, and ability to write essays of varying lengths and genres. You will also practice and improve your writing skills through extensive writing and word processing, follow a writing process to edit and revise your essays.

### Reading IV

**ESOL 0042** 4 Credits  
This course develops your ability to understand a variety of written materials. You will learn to identify main ideas and supporting details in nonfiction, increase your reading rate and comprehension, and analyze features of fiction. Summary writing and how to make use of library resources are also included. In addition, you will increase your vocabulary using a variety of strategies. **Prerequisite:** ESOL 0032 with a grade of “C” or higher, or appropriate scores on the language proficiency test with background information, oral interview, and writing sample.

### Listening and Speaking IV

**ESOL 0043** 4 Credits  
This course provides students with knowledge and practice of listening, speaking and
note-taking skills in American English that are necessary in order to be successful in future academic courses. Coursework includes listening to lectures and media programs, participating in discussions, conducting interviews, giving presentations and practicing clear speech. Prerequisite: ESOL 0033 with a grade of "C" or higher, or assessment score placement in ESOL 0043, background information, oral interview, and writing sample.

Pronunciation and Articulation of American English

ESOL 0044 2 Credits
This course, intended for intermediate and advanced students, focuses on and provides practice in articulating the sounds of American English. Classroom and computer-based activities will show how to produce more precise consonants, consonant clusters and vowels. Students will also practice intonation and stress patterns of American English. Students will use the IPA (International Phonetic Alphabet) to better understand the differences between written and spoken language. This course requires two hours of additional practice in the language lab plus two hours of homework per week. Recommendation: Prior or concurrent enrollment in ESOL 0033 or ESOL 0043.

English for Speakers of Other Languages - Individualized Study

ESOL 0790 1 Credit
This course provides an opportunity for students to work in any area of ESOL—for example, grammar, listening, reading, pronunciation, vocabulary—which can improve their basic skills. Programs are designed for the individual student. Prerequisite: Appropriate scores on the language proficiency tests, background information, oral interview, and writing sample; or grades of C or higher in other of ESOL classes. Recommendation: Concurrent or prior registration in another ESOL course.

Occupational English for Speakers of Other Languages - Grammar

ESOL 0791 1 - 3 Credits
This course provides program support for eligible students who have been accepted into their major programs but still need ESOL support. Goals of the course are content-based and focus on the individual student’s needs. Prerequisite: Minimum completion of ESOL 0030s level courses with grades of “C” or higher, or assessment score placement in to ESOL 0040s level or above, or instructor approval.

Occupational English for Speakers of Other Languages - Writing

ESOL 0792 1 - 3 Credits
This course provides program support for eligible students who have been accepted into their major programs but still need ESOL support. Goals of the course are content-based and focus on the individual student’s needs. Prerequisite: Minimum completion of ESOL 0030s level courses with grades of “C” or higher, or assessment score placement in to ESOL 0040s level or above, or instructor approval.

Occupational English for Speakers of Other Languages - Reading

ESOL 0793 1 - 3 Credits
This course provides program support for eligible students who have been accepted into their major programs but still need ESOL support. Goals of the course are content-based and focus on the individual student’s needs. Prerequisite: Minimum completion of ESOL 0030s level courses with grades of “C” or higher, or assessment score placement in to ESOL 0040s level or above, or instructor approval.

Directed Grammar Study

ESOL 0796 1 Credit
In this course, students will choose 1-3 grammar points for focused study. Students will develop and implement their own study plans and will learn new strategies for studying grammar. Students will practice using computers and the internet to help with grammar. Typically, this class will meet in the classroom some weeks; other weeks, students will complete their assignments online. At the end of the course, students will demonstrate that their grammar has improved. Prerequisite: ESOL 0031 with a grade of “C” or higher, or a score at the ESOL 0041 level on the language proficiency test (including background information, oral interview, and writing sample). Instructor’s signature required for registration. Recommendation: Readiness for online learning.

American English: Advanced Listening and Speaking

ESOL 1033 3 Credits
This course focuses on effective communication in American English through speaking and listening. Students focus on developing more effective verbal and nonverbal skills, improving listening comprehension, and developing the ability to participate effectively in small and whole group processes. The skills and strategies covered in this course emphasize educational and professional contexts.

ESOL for College

ESOL 1035 3 Credits
This course focuses on college reading, writing, and the use of library resources. You will practice the types of writing projects and oral presentations typical of college courses. You will review the grammar of complex sentences and improve your computer skills for research and writing. Prerequisite: Appropriate score on the language proficiency test with background information, oral interview and writing sample, or grades of “C” or higher in developmental levels of ESOL.
Facility Systems Technology

Construction Technology
FST 1000  4 Credits
This course covers building repairs including safety and building emergency systems, hand and power tools, fasteners, wall patching, wall construction, roof repairs, water damage repairs, blueprint reading, and concrete repairs. Students must be able to perform physical tasks to complete course requirements.

Facility Workplace Safety
FST 1001  2 Credits
This course covers safe practices in the facilities workplace as per OSHA. Topics include Material Safety Data Sheets (MSDS), labeling, handling, storage, removal, disposal, and recycling of hazardous toxic materials. Other topics include safety in the workplace (confined space, falls, hearing, etc.) the MN Right to Know Act; and the National Fire Protection Association (NFPA). Students must be able to perform physical tasks to complete course requirements.

Plumbing Basics
FST 1020  3 Credits
This course is intended to introduce students to the repair, maintenance, and installation of various plumbing fixtures and piping systems in a facility. Students must be able to perform physical tasks to complete course requirements. Prerequisite: FST 1000 or concurrent enrollment or consent of instructor.

Basic Electricity
FST 1030  3 Credits
This is an introductory course in basic electrical theory and practices. This course covers electrical safety, electrical terms, Ohms Law, AC/DC circuits, series/parallel circuit layout, electric meter operation, and repairs in both the HVAC and FST fields. Students must be able to perform physical tasks to complete course requirements.

Electric Motors and Electric Controls
FST 1033  3 Credits
This course deals with electrical fundamentals including types of electric motors, capacitors, AC terminology, transformers, wire sizing, codes and motors. The students will practice proper use of analog and digital meters and wiring diagrams to diagnose and repair electric motors and control circuits. Students must be able to perform physical tasks to complete course requirements.

Locks, Keys, and Security
FST 1060  2 Credits
This course covers cutting keys, re-keying, master keying, mounting locks, lubricating locks and operating security systems. Students must be able to perform physical tasks to complete course requirements. Prerequisite: FST 1000 or concurrent enrollment.

Commercial Electric Controls and Wiring Methods
FST 2020  3 Credits
This course introduces the concepts and principles of three-phase commercial electric controls. Topics include building wiring systems, basic electrical circuits, service panels, switches, and receptacles. Students must be able to perform physical tasks to complete course requirements. Prerequisite: FST 1033 with a grade of “C” or higher or consent of instructor.

Computerized Maintenance and Energy Management Systems
FST 2050  3 Credits
This course covers the basics of commercial building operation. Topics covered will include air handlers, pneumatic control systems, DDC, and analog control systems. Also included will be instruction on how energy management computers are utilized to monitor and control HVAC equipment. Instruction will also include the operation of a computerized energy management program. Students must be able to perform physical tasks to complete course requirements. Prerequisite: HVAC 1042 and CAPL 1000 or consent of instructor.

GEOG 1021  3 Credits
MnTC: Goals 03 & 10
Students are introduced to the physical and environmental systems of the Earth, the dynamic processes that shape and characterize our planet, and to the geography of the natural world. Hands-on activities are used throughout the course to help students learn and apply concepts. Processes of and scientific terminology related to the Earth’s atmosphere (weather and climate), hydrosphere (water on Earth), biosphere (geography of ecological systems), and lithosphere (materials and processes of the Earth’s crust) are studied. This course also examines the powerful influences people and the environment have upon each other (e.g. storms and other natural disasters; human modification of the Earth). Prerequisite(s): Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

Human Geography
GEOG 1023  3 Credits
MnTC: Goals 05 & 08
In this course students study and compare characteristics of human populations and societies. The processes underlying and explaining the geographic patterns of human activities are also examined, as are real world examples from many disciplines and diverse world regions. Study areas include human population dynamics (population growth and distribution, migrations, settlement patterns, urbanization), cultural geography (world languages and religions, folk and popular cultures), political and economic geography (political organization of the world, territorial issues, the global economy, and comparing more and less developed world regions), and land use (agriculture and industry). Prerequisite(s): Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher.

World Regional Geography
GEOG 1031  3 Credits
MnTC: Goals 05 & 08
This course introduces students to world regions including: U.S. and Canada, Latin America, Europe, Russia and former Soviet states, East and Southeast Asia, the Indian subcontinent, the Middle East and North Africa, Sub-Sahara Africa, and Oceania. Emphasis is on the environmental, cultural, political, and economic characteristics of each region, as well as differences and similarities from one region to another and how each is impacted by globalization. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher, or concurrent enrollment in RDNG 0090.

Minnesota Geography
GEOG 1041  3 Credits
MnTC: Goals 05 & 07
In this course students explore the characteristics of Minnesota from a geographic perspective. Study areas include Minnesota’s physical environment and natural features, population dynamics, migrations, settlement history and patterns, cultural, political, and economic characteristics, land use (e.g. agriculture and industry), and Minnesota’s regions.
7 Course Descriptions

Investigating the Environmental Sciences Using GIS (Geographic Information Systems)
GEOG 1060 3 Credits
MnTC: Goals 03 & 10
In this course, students are introduced to concepts in environmental science with a focus on environmental management. Geographic Information Systems (GIS) tools and techniques are applied to the study of course topics in the form of hands-on exercises and activities. GIS is a fast-growing information technology field which uses computers to examine problems that have a spatial orientation. Typical activities in this course include investigating environmental problems, identifying key variables and data involved, and using GIS software to produce maps and other visual tools helpful in understanding and addressing the issues involved. Prerequisite: Assessment score placement in RDNG 0090 with a grade of “C” or higher. Recommendation: Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher.

Worker Right to Know: Health and Safety in the Workplace
HLTH 1003 1 Credit
This course is designed to provide students with an understanding of the development and application of health and safety regulations in the workplace. Topics include Hazard Communication Standards, Minnesota Right to Know, properties of hazardous substances, labeling of hazardous materials, safety practices, personal equipment and the storage and disposal of hazardous wastes.

Basic CPR Red Cross
HLTH 1005 1 Credit
This course is a study of Cardio Pulmonary Resuscitation (CPR) and the use of an Automatic External Defibrillator (AED). This is a lab course involving adult, child, and infant situations. Upon successful completion, students will receive the American Red Cross certification in Adult CPR/AED and Infant/Child CPR. Note: Health 1005 is intended for the general population. For “CPR for the Professional Rescuer, American Heart”, see EMS 1010 which fulfills the requirements for Century College’s Allied Health and Nursing programs.

Standard First Aid and CPR, Red Cross
HLTH 1010 2 Credits
This course is a study of basic first aid concepts. This course includes victim evaluation, adult, child and infant CPR, and basic first aid care. Upon successful completion, students will receive the American Red Cross certification in Standard First Aid, Adult CPR/AED, Infant and Child CPR. Note: Health 1010 is intended for the general population. For “CPR for the Professional Rescuer, American Heart,” see EMS 1010 which fulfills the requirements for Century College’s Allied Health and Nursing programs.

Personal and Community Health
HLTH 1020 3 Credits
This course explores contemporary health and wellness and implications for the individual, family, and community. The course emphasizes general health topics designed to stimulate critical thinking and awareness of where responsibility lies in the promotion of health in the home and community.

Global Studies

Introduction to Global Studies
GST 2010 3 Credits
MnTC: Goals 05 & 08
This course introduces students to the basic concepts and various trends, perspectives and interconnections of a global society. Students will examine the growing interdependence of nations and peoples and the global issues that affect these relationships. Students will explore global and regional perspectives through such topics as politics, economics, medicine, technology, history, sociology, the arts, or ethics. Offered F, S, SS. Prerequisite: ENGL 1021 with a grade of “C” or higher.

Health

Medical Terminology
HLTH 1001 2 Credits
The course includes a study of the structure of medical words/terms including the spelling, definition, pronunciation, common prefixes, suffixes, word roots, and how to combine them to form medical words. Learning strategies for dealing with new terminology as students progress in the health care field are included. Prerequisite: Assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of “B” or higher.

Women’s Health
HLTH 1035 3 Credits
This course examines health issues affecting women throughout their life span. Current guidelines for maintaining health and promoting wellness will be included. The course will examine the impact of factors such as race, class, gender, and sexuality on women’s health. Prerequisite: RDNG 0090 or higher with a grade of “C” or higher or assessment score placement in RDNG 1000.

Stress Management
HLTH 1040 2 Credits
This course is for students interested in the study of stress and stress management as it relates to personal health and wellness. Emphasis will be placed on stress management techniques and strategies to improve their quality of life. In addition, this course investigates the perceptions of stress, personal challenges, illnesses related to stress, and time management.

Human Sexuality
HLTH 1050 3 Credits
This course introduces students to multiple facets of human sexuality throughout the lifespan. It will cover the dynamics of human sexuality from many perspectives: physical, psychological, socio-cultural and legal.

Consumer Health
HLTH 1055 3 Credits
This course focuses on the knowledge and skills needed to be an effective health consumer. A major emphasis of the course is critically evaluating health issues and information using scientific principles, which provide a framework for making informed decisions when selecting healthcare, products and services.

Drug Education
HLTH 1060 3 Credits
This course explores the physical, mental, and social aspects of the use and abuse of drugs. Topics include history of use, classifications of drugs, and the effects of drug use on the family and society. Emphasis is placed on the role drugs have in our society and our responsibility in preventing abuse.

Nutrition
HLTH 1070 3 Credits
This course explores the basic principles of nutrition throughout the individual lifecycle. Nutritional choices as they relate to health and wellness will be emphasized. Personal dietary analysis is included in this course.
More complex theories and procedures are learned in the basic Nursing Assistant curriculum. Students will participate in classroom, skills lab, and attend a supervised clinical in an acute care environment. Prerequisite: Registered Nursing Assistant.

Phlebotomy Technician
HSCI 1010 4 Credits
This course provides the student with the comprehensive skills pertinent to the role of the phlebotomist in the laboratory setting. There are both lecture and laboratory components to this class. Students will be instructed on performing a variety of blood collection methods competently and safely. These methods include venipuncture, utilizing the vacuum tube collection system, syringe and butterfly needle, and capillary skin puncture. Emphasis is placed on safety, infection control, and quality control. Other topics that will be discussed in class include the circulatory system, other body systems, blood components and their functions. Upon successful completion of this course, the student will be eligible to complete the national certification exam for phlebotomy technicians through NCCT (National Center for Competency Testing). Prerequisite: Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of "C" or higher, or concurrent enrollment.

Nursing Assistant
HSCI 1001 4 Credits
This course introduces concepts of basic human needs, health/illness continuum, and basic nursing skills in long-term care, acute 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, students will participate in a minimum of 16 hours of supervised clinical experience in a long-term care facility. This course meets the state and federal requirements as detailed for educating the nursing assistant. Upon completion of this course, students will be eligible to take the examination for placement on the Minnesota Department of Health Nursing Assistant Registry. Prerequisite: Must be 16 years of age or older. Placement into RDNG 0080 or ESOL 0032. MN Human Services Study with no restrictions.

Acute Care Skills for the Nursing Assistant
HSCI 1005 3 Credits
This course builds on skills and concepts learned in the basic Nursing Assistant curriculum. More complex theories and procedures are introduced as they pertain to nursing assistants’ role with patients in acute care settings.
7 Course Descriptions

Oil Heating Service and Troubleshooting
HVAC 1065 3 Credits
This course covers the theory and operation of oil-burning heating systems, service, repair practices, combustion testing, and maintenance. Procedures for logically troubleshooting oil-fired heating systems will also be covered. Students must be able to perform physical tasks to complete course requirements. Prerequisite: FST 1030 or concurrent enrollment.

Gas Heat
HVAC 1067 4 Credits
This course covers the fundamentals of gas heat. Topics include gas burners, gas controls, gas ignition, safety, operating controls, service and maintenance on gas furnaces, and combustion efficiency testing procedures. Proper procedures and performance skills for logically troubleshooting a gas heating system will also be covered. Students must be able to perform physical tasks to complete course requirements. Prerequisite: FST 1030 or concurrent enrollment.

Heat Pumps, Chillers and Electric Heat
HVAC 1069 2 Credits
This course covers alternate systems used to heat and cool a residence. Topics covered include installation, function, performance, and limitations of these systems. Students will perform basic tests on heating and cooling systems and controls. Commercial chiller and heat pump operations will also be covered. Students must be able to perform physical tasks to complete course requirements.

Electronic Ignition and Condensing Furnaces
HVAC 1070 2 Credits
This course covers the different types of ignition systems and how to service these systems. Topics include flame rectification and how to diagnose flame rectification problems. High efficiency condensing furnaces and their installation, maintenance, and trouble-shooting procedures will also be covered. Students must be able to perform physical tasks to complete course requirements.

Hydronic and Low-Pressure Steam Boilers
HVAC 1073 3 Credits
This course is intended to introduce students to the safe, efficient operation of low-pressure steam and hot water boilers and related equipment. The Minnesota State Special Engineer License and its requirements will also be covered. Students must be able to perform physical tasks to complete course requirements.

Residential Energy Auditing and Conservation
HVAC 1080 3 Credits
This course provides an introduction to assessing housing for energy improvements. Students will explore ways of collecting information and using it to develop a practical plan for reducing energy use. Home diagnostics, air sealing, insulation, HVAC equipment and electric appliances are covered. Completion of this course will qualify students to sit for a competency examination to demonstrate they meet the state of Minnesota’s minimum qualifications for residential energy auditors. Students will also be required to volunteer a minimum of 10 hours to perform weatherization and insulation work for a community organization. Prerequisite: Assessment score placement in MATH 1061 or above or completion of MATH 1015 with grade of “C” or higher.

Advanced Refrigeration I
HVAC 2051 4 Credits
This course covers light commercial refrigeration and air conditioning equipment. Service and maintenance practices will be performed on various systems. Students must be able to perform physical tasks to complete course requirements. Prerequisite: HVAC 1042 with a grade of “C” or higher and EPA CFC certification or consent of instructor.

Advanced Refrigeration II
HVAC 2052 4 Credits
In this course, students will be required to complete standard maintenance on malfunctioning units. This trouble-shooting and repair process will be either on school equipment, customer equipment, or students’ own refrigeration equipment. Students must be able to perform physical tasks to complete course requirements. Prerequisite: HVAC 2051 with a grade of “C” or higher or concurrent enrollment or consent of instructor.

History

Western Civilization: From Antiquity to the 18th Century
HIST 1011 3 Credits
MnTC: Goals 05 & 08
This first-year course is a survey of human experience in the Western world from ancient civilizations to the 18th Century. The focus is on Western Europe and its relation to the rest of the world. Major social, cultural, political, and economic developments, as well as critical factors such as class, gender, and race, will be integrated into the course. Recommendation: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher.

United States to 1877
HIST 1031 3 Credits
MnTC: Goals 05 & 07
This first-year course is a survey of American economic, political, and social history from pre-European contact through the aftermath of the Civil War. Topics include Colonial America and the Revolution, the creation of an American national identity, and the Civil War and Reconstruction. Students will focus on the contributions of men and women from different ethnic and racial backgrounds. Recommendation: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher.

United States Since 1877
HIST 1032 3 Credits
MnTC: Goals 05 & 07
This first-year course is a survey of American economic, political, and social history since the end of the Civil War era. Topics include the consequences of industrialization, the rise of the United States as a world power, and the changing nature of the American people and their relationship with their government. Students will focus on the contributions of men and women from different ethnic and racial backgrounds. Recommendation: Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021 or
This second-year course is a survey of American history from the alternative perspective of popular myths (the stories that we tell about ourselves). Students will explore the symbols, stereotypes, and distortions which contribute to their sense of American history. Myths to be examined will vary, but may include such broad topics as race and gender, war and peace, common ideals or American heroes. **Prerequisite:** Completion of ENGL 1021 with a grade of “C” or higher.

**United States Since 1945**

**HIST 2043 3 Credits**

**MnTC: Goals 05 & 09**

This second-year course is an in-depth study of the social, political, and economic history of the United States since the end of World War II. Focusing on the immediate origins of the world they live in, students will investigate a range of topics including American involvement in international affairs, attitudes towards national institutions, civil rights and multiculturalism, and the development of a modern consumer society. **Prerequisite:** Completion of ENGL 1021 with a grade of “C” or higher.

**The American West: An Environmental History**

**HIST 2051 3 Credits**

**MnTC: Goals 05 & 09**

This second-year course is an in-depth study of the major conflicts of the 20th century. It investigates international social, political, economic, and intellectual questions from an historical and ethical perspective. Emphasis will vary, but topics may include the effects of colonial imperialism, world war, human rights, genocide, and disease. Students will explore the complex causes of the century’s conflicts and analyze the success or failure of attempted resolutions. **Prerequisite:** Completion of ENGL 1021 with a grade of “C” or higher.

**Southeast Asia and the Vietnam War**

**HIST 2053 3 Credits**

**MnTC: Goals 05 & 08**

This second-year course is an in-depth study of Southeast Asia history with an emphasis on the period of the Vietnam War between 1945 and 1975. Emphasizing the different perspectives of the peoples involved in the war, students will examine the colonial period, independence movements, the conflict between the Southeast Asians and Americans, and Southeast Asia today. **Prerequisite:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher.

**Women, Health and Medicine**

**HIST 2065 3 Credits**

**MnTC: Goals 05 & 07**

This second-year course is an in-depth study of women’s health and medical issues since the 18th century. It investigates the intersection of Western medical practice and cultural norms. Students will analyze and discuss the gendered nature of medical theory and medical practice. Topics include Woman-Centered Childbirth, Surgical Gynecology, Reproductive Technology, and Women as Health Care Professionals. **Prerequisite:** Completion of ENGL 1021 with a grade of “C” or higher.

**Women in America Since 1890**

**HIST 2066 3 Credits**

**MnTC: Goals 05 & 07**

This course explores the complex experiences of women in American history. It includes a strong focus on the lives of Native American, African American, and Hispanic women in the early years of the nation and the experiences of new immigrants from Asia and Eastern Europe in the 19th century. In addition, the course will cover the interactions of women and men from multiple classes and locations as the country expands to the West, argues about slavery, fights a bloody Civil War, and emerges to struggle with key issues of race, class, and gender. **Prerequisite:** Completion of ENGL 1021 with a grade of “C” or higher.

**20th Century Global Conflicts and Crises**

**HIST 2051 3 Credits**

**MnTC: Goals 05 & 09**

This second-year course is an in-depth study of the major conflicts of the 20th century. It investigates international social, political, economic, and intellectual questions from an historical and ethical perspective. Emphasis will vary, but topics may include the effects of colonial imperialism, world war, human rights, genocide, and disease. Students will explore the complex causes of the century’s conflicts and analyze the success or failure of attempted resolutions. **Prerequisite:** Completion of ENGL 1021 with a grade of “C” or higher.

**Women in America Since 1890**

**HIST 2066 3 Credits**

**MnTC: Goals 05 & 07**

This course explores the history of women in the United States from the end of the 19th century to the present. With a strong focus on diversity, students will examine the differences and power relationships between groups of women as well as their common experiences.
7 Course Descriptions

For example, students will examine women’s leadership roles in the Civil Rights movement, changing work and family roles in the 1960s, race and class divisions in the Women’s Rights movements, and the defeat of the Equal Rights Amendment. Other topics include social and political activism, changing definitions of sexuality and gender, and women in a globalized world. Prerequisite: Completion of ENGL 1021 with a grade of “C” or higher. Recommendation: HIST 1032.

Internship: History
HIST 2780 2 – 3 Credits
This internship provides a hands-on experience with a historical society under the direction of the curator/archivist. Students have the opportunity to work on a specific project such as organizing a set of family papers or city records or working with a set of artifacts. Students will provide their own transportation to the site. Students must meet with the archivist prior to beginning an internship. This internship may be repeated once for credit. Prerequisite: Minimum 3 credits of college-level history, completion of ENGL 1021 with a grade of “C” or higher, consent of instructor.

Special Topics
HIST 2790 1 - 3 Credits
This course covers topics of specific interest in history. Recommendation: Assessment score placement in ENGL 1021.

Horticulture

Introduction to Horticulture
HORT 1000 3 Credits
This course will introduce students to horticulture and the horticulture industry. Topics covered include the plant kingdom, basic plant identification, soils and fertilizers, greenhouse operations, the nursery industry, landscape design and installation, landscape maintenance and turf, interior foliage plants, and fruit and vegetable growing.

Issues and Opportunities in Horticulture
HORT 1010 2 Credits
Horticulture careers follow several professional tracks: natural resource management, agriculture, arboriculture, environmental sciences, turf and lawn maintenance for park and recreation departments, golf courses, sports fields as well as nursery and greenhouse production facilities, garden center retailing, interior and exterior landscaping. This course covers the nature, organization, history and professional development opportunities in the field. Learners will investigate the current issues and challenges that the “green” industry faces in business today.

Horticultural Plant Biology
HORT 1021 3 Credits
This course provides an essential understanding of the structure and function of a wide variety of horticultural plants. In this course students will study plant classification and identification principles. Plant functions introduced include activities of the plant cell, photosynthesis, respiration, transpiration, plant genetics and breeding.

Soil Science
HORT 1023 3 Credits
In this course, students will study soil profiles, soils of the world, nutrients and fertilizers, soil testing, soils for container growing and greenhouse potting, soil-working equipment, and hydroponics. Recommendation: Concurrent enrollment in HORT 1021.

Plant Propagation
HORT 1024 3 Credits
This course covers current commercial methods of propagating annual and perennial herbaceous plants, woody plants, and tropical indoor plants. Methods covered include propagation by seed, division, cuttings, layering, grafting, and tissue culture. Students will propagate a wide variety of plants and in many cases bring them to the final production stage.

Pest Management
HORT 1025 3 Credits
Pests can cause a great deal of aesthetic and economic damage to plants. Students will identify pests that affect the quality and production of horticultural plants and examine ways to manage the pests by chemical means or natural methods. Students will examine weeds, diseases, insects and other pests. This course will help prepare students for the state commercial pesticide applicator examination.

Organic and Environmentally Friendly Horticulture
HORT 1027 3 Credits
This course focuses on ways to effectively practice smaller-scale domestic gardening as well as commercial production based on environmentally-friendly methods. Students will apply organic best practices in plant and crop production in the campus greenhouses. They will study current guidelines to become a United States Department of Agriculture (USDA) certified grower.

Greenhouse Crops I
HORT 1032 3 Credits
In this course students study crops produced in greenhouses. Topics covered include herbaceous plants that are intended for outdoor use, interior foliage plants, potted indoor flowering plants, greenhouse cut flowers, greenhouse food production, and greenhouse applications for woody plant production. Students will produce an assortment of greenhouse crops.

Woody Plants
HORT 1041 3 Credits
Woody plants make up the backbone of the landscape. In this course, students will identify over 100 varieties of woody plants including the common and botanical names, site preference, landscape use, and special features of each.

Landscape Installation I
HORT 1049 3 Credits
In this course students study the practices of sustainable site development and the construction of concrete and paving brick patios and sidewalks. The installation of herbaceous and woody landscape plantings and the selection and installation of a variety of edgings and mulches will be covered. Recommendation: HORT 1041 and HORT 1051.

Herbaceous Plants
HORT 1051 3 Credits
In this course, students will identify and determine the growing requirements for 150 herbaceous plants. The herbaceous plants covered include annual, biennial, and perennial ornamental plants. Students will study light, soil, and water requirements as well as bloom time, pest problems, and suggested varieties of herbaceous plants.

Horticulture Internship I
HORT 1781 1 - 3 Credits
The Horticulture Internship is designed to enhance the student’s learning by putting to use the knowledge and skills that the student has already attained and then building on them. Students will get experience working in the field and will be evaluated by employers and the instructor on a variety of skills. Prerequisite: Consent of instructor. Restriction: This course may be repeated a maximum of three times.

Greenhouse Operations
HORT 2031 3 Credits
In this course, students will explore the greenhouse industry, greenhouse structures and equipment and maintenance of a proper growing environment. Greenhouse crops will
In this course students will examine the various factors affecting the commercial production of temperate and tropical indoor plants and their use in interior landscaping. Recommendations for plant care, propagation, planting, cultural practices, digging, and storage and handling, as well as examine specialized nursery industry equipment.

**Greenhouse Crops II**
HORT 2032  3 Credits
This course covers advanced techniques in greenhouse crop production and management. Topics covered include advanced greenhouse production methods for bedding plants, foliage plants, flowering indoor plants, cut flowers, edible plants and nursery stock. Students will produce an assortment of greenhouse crops.

**Tropical Indoor Plants and Interiorscaping**
HORT 2033  3 Credits
Tropical indoor plants are common in homes, offices and commercial locations. They add aesthetic qualities and are increasingly used to clean the air we breathe indoors. Interiorscaping offers year round employment and business opportunities for horticulturists in temperate climates. In this course, students will study over 100 tropical indoor plants and their water, light, temperature and media preferences. Students will explore the commercial production of tropical plants and their use in interiorscaping. **Recommendation:** HORT 1021 and HORT 1032.

**Nursery Operations**
HORT 2041  3 Credits
In this course students will examine the various types of nurseries, and will explore field growing vs. container production. Students will study licensing and grading standards. Topics include propagation, planting, cultural practices, digging, storage and handling, as well as examine specialized nursery industry equipment.

**Grounds Maintenance**
HORT 2043  3 Credits
Maintenance of grounds offers many exciting employment opportunities. All landscapes require maintenance throughout the seasons whether they are residential, commercial or public grounds. This course will acquaint students with commercially accepted practices of turf grass, woody plants, flowerbeds, and hardscape maintenance.

**Landscape Maintenance and Management**
HORT 2044  3 Credits
This course prepares students to handle the complex task of developing maintenance schedules and directing employees in grounds keeping for residential and commercial properties, parks and recreational facilities. Horticultural techniques for the care for herbaceous and woody plants and turf will be studied. The course focuses on management strategies, problem-solving and current issues in landscape management.

**Turfgrass Science and Management**
HORT 2045  3 Credits
Turf grass plays an important role in horticulture for ornamental, functional, and recreational purposes. In this course students examine varieties of turf grasses used in home, commercial and public landscapes. Cultural practices such as establishment, mowing, fertility, irrigation and pest management are covered.

**Horticulture Equipment and Technology**
HORT 2046  3 Credits
The horticulture industry is becoming more mechanized as labor availability decreases and the sophistication of equipment and technology increases. In this course, students will explore, examine, operate, and maintain equipment and technologies used in horticultural practices. GPS and GIS applications will be covered.

**Landscape Design**
HORT 2047  3 Credits
In this course students will examine the elements of residential and commercial landscape design and develop drawing and drafting skills in the preparation of several landscape designs. Using design theory and technical skill students will develop landscape plans that meet the needs of clients and their sites. **Prerequisite:** HORT 1049 or instructor’s consent. **Recommendation:** HORT 1041 and HORT 1051.

**Landscape Installation**
HORT 2048  3 Credits
Installing landscapes offers many exciting and challenging opportunities. In this class, students will examine the construction and installation of retaining walls, patios, sidewalks, fences, week barriers, edging, mulches, low voltage lighting, in addition to proper installation of plants, sod, and irrigation systems.

**Landscape Installation II**
HORT 2049  3 Credits
This course covers the design and construction of segmental and natural stone retaining walls, fence and deck construction, low voltage lighting and irrigation systems. Landscape contracting practices, including plan reading and proposal development, are introduced. **Prerequisite:** HORT 1049 or instructor’s consent. **Recommendation:** HORT 1041 and HORT 1051.

**Creating Native Landscapes**
HORT 2052  3 Credits
This course is designed to introduce students to native plant species and their utilization. Topics include plant identification, production methods of native plants and sustainable landscaping practices for special purposes including wildlife habitats, rainwater gardens, butterfly gardens and shoreline landscaping.

**Sports and Golf Turf Grass Management**
HORT 2055  3 Credits
The management of high quality sports turf grass requires knowledge and skill. In this class students will learn about turf grasses used in sports fields and golf courses and their management including: establishment, fertility, irrigation, pests, mowing, aeration, and other maintenance procedures.

**Computer Assisted Landscape Design**
HORT 2057  3 Credits
This course covers the three major areas of computer-assisted landscape design: editing images of existing landscapes, designing landscapes in the plan view, and preparing proposals from those images and plans. It is intended for students planning careers in landscape design and construction as well as current employees in the landscape industry. **Prerequisite:** HORT 2047 or instructor consent.

**Urban and Local Food Systems**
HORT 2051  3 Credits
Producing fruits, vegetables, herbs and other specialty crops locally and in urban areas offers the advantages of freshness, lower transportation costs and increased sustainability. In this course students will study the growing requirements, processing options and the marketing potential of these crops. Crops covered include small fruits, tree and vine fruits, vegetables, herbs, cut flowers and other niche crops. This course provides background in processing and marketing opportunities for these crops.

**Introduction to Human Services**
HSER 1020  3 Credits
This course provides a survey of the human services field which will include history of human service; education and training; worker roles; agencies, programs, and community resources; career and job opportunities; skills, knowledge, and values of the human service worker.

**Human Services**
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Helping Skills
HSER 1030 3 Credits
This course provides a basic introduction to helping and interviewing concepts with a focus on individual skill development. Emphasis will be placed on the application of skills and knowledge to human service settings and situations. Self-awareness and its impact on helping others will also be discussed.

Helping Clients with Disabilities
HSER 1070 3 Credits
The students will explore the impact of disability on clients, their families, and the community. Helpener interventions with a focus on client empowerment and advocacy will be applied through a skills approach.

Techniques of Working With Groups
HSER 2000 3 Credits
This course is 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. Students will practice basic group facilitation/co-facilitation skills used with special populations, as well as demonstrate practical application of theory to the group processes.

Working with the Mentally Ill in Human Service Settings
HSER 2030 3 Credits
This course will provide an overview of mental illnesses likely to be encountered in human service settings. Students will study the impact of mental illness on the individual, the family, and the community and the necessary skills to work effectively in a variety of human service settings. The goal of this class is not to teach diagnosis and treatment; rather, it is to prepare students to be sensitive to the needs of the mentally ill.

Crisis Assessment and Intervention
HSER 2040 3 Credits
This course is designed to present basic concepts of crisis assessment, intervention, and referral. The application of strategies and techniques of intervention, assessment, and referral models is included. Topics include an overview of community resources and assessment models for making appropriate referrals with emphasis on individual skill development.

Seminar: Current Issues and Topics
HSER 2050 3 Credits
This course examines current topics and issues specific to the field of Human Services. Students will take an active role in the research and presentation of topics in this seminar course.

Case Management
HSER 2060 3 Credits
This course introduces the theory and practice of casework from a multidisciplinary perspective. Students have the opportunity to practice skills specific to case management, including the development of care plans, record keeping, intake procedures, assessment methods, and interviewing techniques. In addition, this course will address the importance of cultural sensitivity and diversity as they relate to case management.

Human Services Internship I
HSER 2780 3 Credits
This course is for students to gain work experience in a human service agency. This internship provides an opportunity to further develop skills and gain additional knowledge of human services practices and concepts. Students may take both HSER 2780 & 2781 in the same term. Students should be aware that a MN Human Services background study may be required.

Human Services Internship II
HSER 2781 3 Credits
This course emphasizes development of skills and knowledge beyond that provided in HSER 2780. Supervised work experience in a human services agency/organization providing an opportunity to further develop skills and gain additional knowledge of human services practices and concepts will prepare students for employment in the field. Students should be aware that a MN Human Services background study may be required. Prerequisite: Consent of Instructor.

Crisis Assessment and Intervention
HSER 2780 3 Credits
This course serves as an introduction to the discipline of human services. 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.

Culture and Civilization of Spanish Speaking Peoples
HUM 1030 3 Credits
MnTC: Goals 06 & 08
Taught in English, this course introduces students to the culture and civilization of Spain and Spanish-speaking peoples of the Americas. Students study geography, history, politics, economics, arts, and literature to develop an understanding of the cultural, religious and social values of other cultures. Students will also examine interconnections with Spanish-speaking peoples and nations to develop an understanding of the responsibility world citizens share for our common global future.

Culture and Civilization of French Speaking Peoples
HUM 1035 3 Credits
MnTC: Goals 06 & 08
Taught in English, this course introduces students to the cultures of France and the French-speaking regions of the world: Europe, North America, the Caribbean, North Africa, Sub-Saharan Africa, parts of Asia, and various islands. The study of geography, history, arts, and literature will help students develop awareness of the cultural, religious, and social values of other peoples. Students will also examine the responsibility that world citizens share for their common global future, by comparing and contrasting their own culture with that of French-speaking cultures. The course is taught in English.

Introduction to the Humanities: A World View
HUM 1025 4 Credits
MnTC: Goals 06 & 08
This course concentrates on creative works from the areas of Africa, the Americas, Asia and the Middle East. Topics covered include visual art, music, theatre, film, literature, mythology, philosophy and religion. This broad survey focuses on the value of the arts in understanding human experience and popular culture. The artistic contributions from Europe and the United States are considered as points of contrast. Note: Attendance at an art gallery, play and/or concert outside of class time may be required. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0990 with a grade of “C” or higher; assessment score placement in ENGL 1021 or completion of ENGL 0990 with a grade of “C” or higher.

Culture and Civilization of Spanish Speaking Peoples
HUM 1030 3 Credits
MnTC: Goals 06 & 08
This course is an introduction to the cultures of Spain and Spanish-speaking peoples of the Americas. Students study geography, history, politics, economics, arts, and literature to develop an awareness of the cultural, religious and social values of other cultures. Students will also examine interconnections with Spanish-speaking peoples and nations to develop an understanding of the responsibility world citizens share for our common global future.

Culture and Civilization of French Speaking Peoples
HUM 1035 3 Credits
MnTC: Goals 06 & 08
This course is an introduction to the cultures of France and the French-speaking regions of the world: Europe, North America, the Caribbean, North Africa, Sub-Saharan Africa, parts of Asia, and various islands. The study of geography, history, arts, and literature will help students develop awareness of the cultural, religious, and social values of other peoples. Students will also examine the responsibility that world citizens share for their common global future, by comparing and contrasting their own culture with that of French-speaking cultures. The course is taught in English.

Humanities
various cultures of Chinese-speaking people around the world. The study of geography, history, literature, and arts will foster interest in the traditional, religious and social values of other cultures. Students will explore the responsibility world citizens share for our common global future by examining interconnections with Chinese speaking peoples.

The Art of Film
HUM 1041 3 Credits
MnTC: Goals 06 & 08
This course is an introduction to film as an art form. This course presents the study of film as a medium for portraying ideas, myths, human concerns, and aesthetic principles. Included in the course are an examination of film techniques, film theories, and artistic styles of film such as formalism, surrealism, expressionism, and neorealism.

International Film
HUM 1043 3 Credits
MnTC: Goals 06 & 08
This course presents a study of film as an art form and as a means of cultural communication from an international point of view. The course is designed to cultivate an ability to think about film in a critical way, as well as to broaden understanding of film and cultures in a global context. Each semester a variety of national cinematic traditions are examined, including film works from Russia, Eastern Europe, Germany, France, Scandinavia, the United Kingdom, Italy, the Middle East, Asia, and Latin and South America.

American Film
HUM 1045 3 Credits
MnTC: Goals 06 & 07
Film is not only for entertainment, it is also an art form, a technology, an industry, and a medium of communication and expression. This course presents a survey of the history of film in the United States, and is intended to improve visual literacy so that students will understand and think about film in an intelligent and critical way. The entire history of American films is studied, from the early moving-picture inventions up to the digital revolution. Included in this course are representative examples of major American filmmakers, film genres, film theories, film techniques, and the historical and cultural events that were related to production, exhibition, styles, and the content of films in the United States from 1895 to the present.

African American Cultural Perspectives
HUM 1051 3 Credits
MnTC: Goals 06 & 07
This course surveys broad elements of humanities that comprise the culture of African Americans from slavery to present day. Its aim is to show how elements such as literature, science, politics, history, religion, music, theater, language, art, television, and motion pictures have contributed to the formation and some current appreciations and interpretations of African American culture. These elements are studied in the context of how white culture, though the institution of slavery, sharply influenced these elements, and therefore, African American culture itself. The course also focuses on how African American, European American, and other non-African Americans respond to overall characteristics of African American culture, and how African American culture has influenced the dominant American culture.

Independent Study
HUM 1790 1 – 3 Credits
This course offers students an opportunity for a further in-depth exploration of (an) aspect(s) of culture. This may include art, literature, film, music, theater, philosophy, etc. Prerequisite: Approval of instructor and dean, and completion of a HUM course, with a grade of B or above.

Women in the Arts
HUM 2061 3 Credits
MnTC: Goals 06 & 07
This course is an introduction to the history of women’s involvement in the visual and musical arts. It focuses on Western Civilization and covers artistic issues for women from the Classical Greek to contemporary times both chronologically and thematically. Visual art and music created by women will be examined within social and historical contexts. Significant art works representing women as well as musical performance by women will be evaluated from a feminist perspective. The course explores the cultural assumptions about gender that have influenced artistic choice and interpretation.

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

Individualized Competency Based Education

CBE Independent Study
ICBE 1790 3 Credits
Specifically designed for the CBE student who wants to develop or expand a competence in an area of special interest beyond the course offerings at Century College. The student will work out an independent study project with a faculty member. The project will usually involve extensive reading or research on a specific topic. Prerequisite: ICBE 1000 and consent of CBE Coordinator.

CBE Internship
ICBE 2780 3 Credits
Specifically designed for CBE students who want to learn through on-site experience and study in a field of their choice that relates to career goals or broad field interest. The course will involve determining goals, consultation with a faculty member, working with a supervisor at the internship site, and completing the objectives of the internship. Prerequisite: ICBE 1000 and consent of CBE Coordinator.

Information and Telecommunications Technology

Introduction to Information and Telecommunications Technology
ITT 1020 3 Credits
This course provides an orientation for students enrolled in the Information and Telecommunication Technology and Microcomputer Support Technology A.A.S. degree programs. This course focuses on terminology and industry IT acronyms associated with data, voice, and multi-media based technologies. Students will investigate career directions and job opportunities with respect to current and emerging industry directions.

Principles of Information Security
ITT 1021 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.

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### 7 Course Descriptions

#### Network Fundamentals (CCNA-1)
**ITT 1031**  
3 Credits  
This course provides an introduction to the OSI 7 and TCP/IP models 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).

#### Routing Protocols and Concepts (CCNA-2)
**ITT 1032**  
3 Credits  
This course provides instruction on the selection of appropriate routing protocols and the configuration of internetworks. Topics include static and dynamic routing, Variable Length Subnetmasking (VLSM), Classless Inter-Domain Routing (CIDR), Distance-Vector and Link-State routing, as well as close examination of the routing table used by routers. This course is the second in a four-course sequence designed to prepare students to take the Cisco Certified Network Associate (CCNA) examination.  
**Prerequisite:** ITT 1031 or Instructor consent.

#### Network Infrastructures and Data Center Design (BICSI)
**ITT 1033**  
3 Credits  
This course focuses on structured cabling and design issues related to data, voice, video connections, and provides an understanding of the networking industry and its worldwide standards. Types of media and cabling, physical and logical networks, as well as signal transmission will be examined. This course stresses documentation, design, and installation, laboratory safety, on-the-job safety, and working effectively within groups. This course prepares students to take the Level 1-Installer Building Industry Consulting Service International (BICSI) certification.

#### Telephony Systems
**ITT 1070**  
3 Credits  
This course introduces student to voice, data and video network integration and convergence technologies. The course focuses on developing a fundamental understanding of analog and digital telecommunications including VoIP technologies and VoIP configuration.

#### Independent Study
**ITT 1790**  
1 - 4 Credits  
This variable-credit elective course emphasizes the student’s independent search for advanced knowledge as well as additional hands-on skills beyond current Information and Telecommunication Technology course offerings. The student and instructor will devise a formal plan of study to satisfy credit workload requirements within a one semester timeframe.  
**Prerequisite:** Consent of instructor and Dean.

#### Network Security Fundamentals
**ITT 2020**  
3 Credits  
This course covers the overall security process based on security policy design and management, with an emphasis on security technologies, products, and solutions. The course covers authentication, authorization, and accounting (AAA) implementation using routers and security appliances and securing the network at both Layer 2 and Layer 3 of the OSI reference model.  
**Prerequisite:** ITT 1021 and ITT 1031 or instructor consent.

#### Firewalls and Network Security
**ITT 2025**  
3 Credits  
This course is designed for the network administrator who needs to learn the basics of network firewalls and VPN security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting.  
**Prerequisite:** CCNA industry certification or ITT 2020 or instructor consent.

#### LAN Switching and Wireless (CCNA-3)
**ITT 2031**  
3 Credits  
This course provides instruction on the selection of appropriate routing protocols and the configuration of internetworks. Topics include static and dynamic switching, Virtual Local Area Networks (VLANs), VLAN Trunking Protocol (VTP), Spanning Tree Protocol (STP), inter-VLAN routing, as well as providing an introduction to wireless LANs. This course is the third in a four-course sequence designed to prepare students to take the Cisco Certified Network Associate (CCNA) examination.  
**Prerequisite:** ITT 1031 or instructor consent.

#### Accessing the WAN (CCNA-4)
**ITT 2032**  
3 Credits  
This course provides instruction on the selection of appropriate routing protocols and the configuration of internetworks. Topics include Wide Area Network (WAN) connectivity and protocols, network security, Access Control Lists (ACLs), providing remote users network access, IP address conservation and assignment, and network troubleshooting. This course is the fourth in a four-course sequence designed to prepare students to take the Cisco Certified Network Associate (CCNA) examination.  
**Prerequisite:** ITT 1031, ITT 1032, and ITT 2031 or instructor consent.

#### CCNA Capstone
**ITT 2033**  
1 Credit  
This course will prepare students to take the CCNA industry certification by applying critical thinking skills associated with designing and constructing complex networks. Network performance metrics and troubleshooting techniques will be integrated into case study or lab scenarios.  
**Prerequisite:** ITT 2032 or instructor consent.

#### Network Attached Storage
**ITT 2036**  
3 Credits  
This course will be focused on implementing Network Attached Storage (NAS) appliances in a local area network. Students will plan, install, operate, and troubleshoot NAS appliances in an Ethernet environment.  
**Prerequisite:** ITT 2031 or instructor consent.

#### Building Scalable Cisco Internetworks (CCNP-1)
**ITT 2041**  
3 Credits  
This course provides instruction on the knowledge and skills necessary to use advanced IP addressing and routing in implementing scalability for Cisco ISR routers connected to LANs and WANs. The course also covers topics on routing principles, multicast routing, IPv6, manipulating routing updates, configuring basic BGP, configuring EIGRP, OSPF, and IS-IS. In addition, this course prepares students to take the Cisco Certified Networking Professional (CCNP) Building Scalable Cisco Internetworks Exam.  
**Prerequisite:** ITT 2032 or current CCNA certification or instructor consent.

#### Implementing Secure Converged WANs (CCNP-2)
**ITT 2042**  
3 Credits  
This course provides instruction on the knowledge and skills necessary to secure and expand the reach of an enterprise network to teleworkers and remote sites with a focus on securing remote access and VPN client configuration. The course covers topics on Cisco hierarchical network model as it pertains to the WAN, teleworker configuration and access, frame mode MPLS, site-to-site IPSEC VPN, Cisco EZVPN, strategies used to mitigate network attacks, Cisco device hardening, and IOS firewall features. In addition, this course
prepares students to take the Cisco Certified Networking Professional (CCNP) Secure Converged Wide Area Networks exam. 
**Prerequisite:** ITT 2032 or instructor consent.

**Building Converged Cisco Multilayer Switched Networks (CCNP-3) ITT 2043 3 Credits**
This course provides instruction on the knowledge and skills necessary to implement scalable multilayer switched networks. The course includes topics on campus networks, describing and implementing advanced Spanning Tree concepts, VLANs and Inter-VLAN routing, High Availability, Wireless Client Access, Access Layer Voice concepts, and minimizing service Loss and Data Theft in a Campus Network. In addition, this course prepares students to take the Cisco Certified Networking Professional (CCNP) Building Converged Multilayer Switched Networks exam. 
**Prerequisite:** ITT 2041 and ITT 2043 or instructor consent.

**Optimizing Converged Networks (CCNP-4) ITT 2044 3 Credits**
This course provides instruction on the knowledge and skills in optimizing and providing effective Quality of Service (QoS) techniques for converged networks. The topics include implementing a VoIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security and basic wireless management. In addition, this course prepares students to take the Cisco Certified Networking Professional (CCNP) Optimizing Converged Cisco Networks exam.

**Prerequisite:** ITT 2041 and ITT 2043 or instructor consent.

**Enterprise Computing Virtualization ITT 2051 3 Credits**
This course focuses on integrating a virtual computing environment into a local area network. Students will plan, install, configure, secure, and troubleshoot a virtual cross-platform computing environment. 
**Prerequisite:** MCST 1030 or instructor consent.

**Network Management ITT 2055 3 Credits**
This course is designed to provide students with a working knowledge of local and wide area network management techniques and tools. Emphasis is on troubleshooting and diagnostic hardware and software tools and approaches including proactive and reactive management methods. 
**Prerequisite:** ITT 1032.

**Computer Telephony Integration ITT 2060 3 Credits**
This course covers voice and data network integration and convergence technology issues and constraints. The course focuses on VoIP design, configuration and implementation. 
**Prerequisite:** ITT 1070 and ITT 1032 or instructor consent.

**Information Security Management ITT 2065 3 Credits**
This course is designed for individuals responsible for the overall design and management of information security for an enterprise. It is intended for those wanting to work in the Information Security Management field and covers a broad range of management oriented issues including ethics, establishing policies, developing procedures, principles, and strategies designed to allow for controlled access and efficient network administration. 
**Prerequisite:** ITT 2025.

**Video Integration ITT 2070 3 Credits**
This course addresses video and data network integration in Local and Wide Area Networks as well as convergence technology issues. The course focuses on Internet Protocol (IP) video network design, configuration, and optimization issues. 
**Prerequisite:** ITT 1070 and ITT 1032 or instructor consent.

**Wireless Network Security ITT 2075 3 Credits**
This course will focus on learning using the latest enterprise wireless LAN security and auditing equipment. Topics include wireless LAN intrusion, security policies and solutions for wireless LANs, and risk management analysis using auditing tools. 
**Prerequisite:** ITT 2021 or CWNA certification.

**Technology Planning and Architecture ITT 2080 3 Credits**
This is an advanced course designed to integrate technology architecture, planning, and business process. Content includes development and implementation of a standardized process framework necessary to design, construct and manage complex technology-based systems in order to support business functions within an organization. Focus is on design and management of complex technical information based business systems. Additional emphasis will be on life-cycle development and project management. 
**Recommendation:** Should be taken in the student’s second year.

**Internship ITT 2780 1 – 6 Credits**
This course is designed to provide students with the opportunity to apply knowledge and skills learned in the Information and Telecommunication Technology program in a real life job environment. Students will work in a professional environment while applying and learning a variety of communication, business, and technical skills. 
**Prerequisite:** Consent of instructor.

**Interior Design**

**Drafting for Interior Design INTD 1020 3 Credits**
This introductory course focuses on hand drafting (architectural drawing) skills necessary to design any given space. It covers reading and drawing a set of floor plans, using drafting tools and drafting appropriate architectural symbols, dimensioning, lettering, elevations, sections, and detailing. This course provides the foundation for all other Interior Design courses.

**Design and Color INTD 1030 3 Credits**
This course identifies the fundamental elements and principles of design and demonstrates how they relate to home and commercial interiors. Students explore applied color theory, light theory, color harmonies, and color relationships as well as color psychology through extensive experiential projects.

**Elements of Interior Design INTD 1040 3 Credits**
This course focuses on “sourcing”—locating and using professional design resources that demonstrate a systematic approach for specifying fabrics, furniture, finishes, and fixtures in students’ own design work. This course requires off campus site visits to a variety of “trade only” showrooms during regular business hours. 
**Prerequisite:** Assessment score placement in MATH 0030 or completion of MATH 0010 with a grade of “C” or higher and assessment score placement in ENGL 1021 or completion of ENGL 0080 with a grade of “C” or higher. 
**Prerequisite:** INTD 1020 with a grade of “C” or higher or concurrent enrollment or consent of instructor. 
**Recommendation:** ENGL 1021.

**Lighting Fundamentals INTD 1050 3 Credits**
This course focuses on lighting fundamentals.
7 Course Descriptions

for residential and commercial interiors. It covers the four functions of light: task, accent, decorative, and ambient. Students apply problem-solving techniques to a variety of lighting scenarios. This course requires field trips to the “trade only” vendors during regular business hours. **Prerequisite:** INTD 1020 with a grade of “C” or higher.

**Furniture Styles and Periods**
*INTD 1060 3 Credits*
This course focuses on the historical aspects of architecture, interiors, and furniture. It explores historic styles of the home and its furnishings as a reflection of peoples’ needs and values. It provides a foundation of knowledge useful for subsequent studio courses.

**Textile Applications**
*INTD 1080 3 Credits*
This introductory course examines textile fibers, yarns, fabric construction, dyeing, printing, and finishing used in residential and commercial interior design applications. It covers safety and wear testing codes as well as recommended care for textiles, carpeting, and leather products. Students focus on selection of appropriate materials to meet client specifications.

**Sustainable Design**
*INTD 1090 3 Credits*
This course introduces students to the principles and practices of sustainable design. They will be introduced to environmental concerns, challenges, and processes associated with employing sustainable materials for design. This class requires field trips to “trade only” vendors during regular business hours. **Prerequisite(s):** INTD 1020 with a grade of “C” or higher or consent of instructor, INTD 1040 with a grade of “C” or higher or consent of instructor.

**Independent Study**
*INTD 1790 1 – 3 Credits*
This variable-credit elective course emphasizes the student’s independent search for advanced knowledge as well as additional hands-on skills beyond current Interior Design course offerings. The student and instructor will devise a formal plan of study to satisfy credit workload requirements within the semester timeline. **Prerequisite:** Consent of instructor and Dean. Recommendation: INTD 1020, INTD 1030 and INTD 1040 with a grade of “C” or higher.

**Residential Studio I**
*INTD 2001 3 Credits*
This course builds on INTD 1020 Drafting for Interior Design. Students prepare a full set of working drawings to design a residential space and incorporates order processing, client invoicing, writing purchase orders, and reviewing vendor acknowledgements. This course builds upon all interior design studio classes. **Prerequisite:** INTD 1020 and INTD 1040 with a grade of “C” or higher. **Recommendation:** INTD 1030.

**Residential Studio II**
*INTD 2002 3 Credits*
This course builds on Residential Studio I. It focuses on planning a space that meets programming requirements, residential code requirements and Americans with Disabilities Act (ADA) guidelines. This course is modeled after the National Council for Interior Design Qualification (NCIDQ) practice exam. **Prerequisite:** INTD 1001 with a grade of “C” or higher. **Recommendation:** ECAD 1070 and INTD 1020.

**Professional Practice for Interior Design**
*INTD 2020 3 Credits*
This course covers the basic principles of operating an Interior Design business, planning for profit and growth, writing contracts, marketing, selling, and project management. These principles are applied through interactive role plays of increasing complexity. **Prerequisite:** INTD 1020 and INTD 1040 with a grade of “C” or higher.

**Design Sales**
*INTD 2030 3 Credits*
This course explores specific relationship selling skills and techniques to assure success in this highly competitive industry. Coursework includes business etiquette, entrepreneurship, self marketing strategies, effective written and oral communication, and customer service skills. **Prerequisite:** INTD 1020 with a grade of “C” or higher.

**Dimensional Drawing**
*INTD 2040 3 Credits*
This course focuses on dimensional design drawings of interior spaces. Students will render floor plans, elevations, and draft one and two point perspectives of interior spaces. This course builds upon all interior design studio classes. **Prerequisite:** INTD 2001 with a grade of “C” or higher. **Recommendation:** Concurrent enrollment in INTD 2002.

**Commercial Design Studio**
*INTD 2050 3 Credits*
This course concentrates on designing a commercial space that meets programming requirements, commercial building codes, and the American with Disabilities Act (ADA) Design Guidelines. It entails creating a full set of working drawings as well as sourcing furniture and finishes to meet commercial expectations. **Prerequisite:** INTD 2001 with a grade of “C” or higher. **Recommendation:** ECAD 1070.

**Revit for Interior Design**
*INTD 2060 3 Credits*
This Revit course is designed to give Interior Designers the tools to create building information modeling, from construction documents to 3D models and photo realistic renderings. Students will work with industry standards to complete a construction document set of floor plans, elevations, lighting and electrical plans, furniture plans, details and schedules.

**Interior Design Portfolio**
*INTD 2070 1 Credit*
This course is intended for students to develop professional portfolios. It focuses on planning a space that meets programming requirements, residential code requirements, commercial building codes, and the American with Disabilities Act (ADA) Design Guidelines. It entails creating a full set of working drawings as well as sourcing furniture and finishes to meet commercial expectations. **Prerequisite:** INTD 2001 with a grade of “C” or higher. **Recommendation:** Concurrent enrollment in VCT 1018 and VCT 1023.

**Feng Shui for Interior Design**
*INTD 2080 3 Credits*
This course is designed as an introduction to the Chinese concept known as Feng Shui and how to use these principles as an interior designer. Topics include basic Feng Shui principles, the Feng Shui approach to architectural and design elements, and Feng Shui for the home, workspace and other commercial spaces. **Prerequisite:** Must have AAS degree in Interior Design or instructor consent.

**Window Covering Design**
*INTD 2085 3 Credits*
This course is intended for students to develop in-depth knowledge of window covering design. Topics include identifying an appropriate selection based on function and aesthetics of the space, gaining a full understanding of the fabrication process, and installation. **Prerequisite:** An Interior Design degree or instructor consent.
Residential Design for Aging in Place
INTD 2090  3 Credits
As the first wave of baby boomers enters retirement, thoughtful residential design for Aging in Place grows dramatically. This course is designed as an introduction to the principles and practices of designing homes for Aging in Place that help clients remain in their homes as they grow older and their needs and abilities change. Prerequisite: Must have Interior Design AAS degree or instructor consent.

Interior Design: A Global Perspective
INTD 2095  3 Credits
This course builds upon all interior design courses and focuses on global perspectives. Students will apply various cultural theories and design disciplines to the Western built environment. Students will research historical and cultural symbolic meanings of various cultures and apply this knowledge to their interior design projects. Prerequisite: Must have Interior Design AAS degree or instructor consent.

Internship in Interior Design
INTD 2780  2 Credits
This course engages students in 160 hours of learning experience at the business/industry site that compliments and reinforces the program’s academic work. With employer’s input, students are evaluated on a variety of skills. This course involves analyzing one’s own work style and skills, then matching personal traits and needs to the workplace. Students use this experience to gain a competitive edge in the industry. Prerequisite: Consent of instructor.

Kitchen and Bath Design

Presentation Standards for Kitchen and Bath Design
KBD 1010  3 Credits
This course covers architectural hand drafting techniques, architectural symbols, measuring and sketching a space, hand drafting floor plans, electrical plans, interior elevation, isometric drawing, and two-point perspective drawing all in accordance with the National Kitchen & Bath Association (NKBA) standards.

Construction and Mechanical Systems for Kitchen and Bathroom Design
KBD 1020  3 Credits
This foundational course focuses on residential kitchen and bath construction basics, mechanical systems and interpretation of blueprint drawings. Included is an introduction to the plumbing, HVAC (heating, ventilation, and air conditioning), electrical and lighting systems typically used in a residential construction. Prerequisite: Completion of KBD 1010 or taken concurrently, or a prior drafting course with instructor’s consent.

Basic Kitchen and Bath Design
KBD 1030  3 Credits
This course includes a comprehensive introduction of the basics of both kitchen and bathroom design. Emphasis is placed on the NKBA Guidelines and NKBA documentation. Prerequisite: Completion of KBD 1010, prior hand drafting course subject to instructor approval, and/or concurrent enrollment in KBD 1020, KBD 1040, KBD 1050 and KBD 2781.

Materials and Estimating
KBD 1040  2 Credits
The course covers various materials used in kitchen and bathroom spaces, their appropriateness and installation considerations. Topics include material specifications, measurement, and estimation for cabinetry, countertop materials, floor and wall surfacing treatments, lighting, ceiling finishes, and window treatments. Prerequisite: Completion of KBD 1010 or taken concurrently, or a prior drafting course with instructor’s consent.

Lighting for Kitchens and Baths
KBD 1050  1 Credit
This course covers lighting design and its application for kitchen and bathroom spaces. Students will examine a variety of light sources, evaluate their advantages and limitations to create a basic lighting and electrical plan for installations. Prerequisite: Completion of KBD 1010 or taken concurrently, or a prior drafting course with instructor’s consent.

Advanced Kitchen and Bath Design
KBD 2010  3 Credits
This advanced course examines the concepts of universal design and theme design within kitchen and bathroom spaces. A review of ergonomics includes a stronger emphasis on universal design guidelines, American with Disabilities Act considerations, multiple cook design, and the application of theme design (historical applications). The graphic standards as recommended by NKBA (National Kitchen and Bath Association) are components of each project assigned. The completion of the NKBA Student Design Competition acts as a culminating project for this course. Prerequisite: Completion of KBD 1030, KBS 1010, KBD 1040, KBD 1020, KBD 1050 or equivalent courses and/or training as reviewed and accepted by faculty.

Basic CAD for Kitchen and Bath Design
KBD 2020  3 Credits
This course includes drafting kitchen and bath floor plans using a CAD program. Commands include drawing, editing, placement, drafting
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complete floor plans with dimensions, preparing drawings such as rendered drawings, isometric drawings, perspective drawings, and interior elevation drawings. Additional items include preparing quotes and a bill of materials.

Business Practices for Kitchen and Bath Design
KBD 2030  1 Credit
This course addresses aspects of managing and/or owning a kitchen and/or bathroom design business. Students will complete some of the necessary contract documents needed to insure the timely installation of a project from surveying the client to appropriate follow-up procedures. Topics include business basics, how financing is handled, how to price products and services, how to manage inventory, how to market a business, how to determine who should be hired to work within the organization and whom to contact as outside help, and how to keep an organization motivated and on track. Prerequisite: Completion of KBD 1010, KBD 1020, KBD 1030, KBD 1040, KBD 1050, or equivalent as approved by faculty.

Advanced CAD for Kitchen and Bath Design
KBD 2060  3 Credits
Students apply more advanced applications of the computer-aided drafting skills learned in KBD2020. This CAD program is most commonly used for the design of kitchen and bath spaces in the design industry. Skills utilized will include more complex techniques for the execution of the following drawings: floor plans, elevation drawings, dimensional drawings, customization of cabinetry and layout, remodeling aspects, renovation aspects, color coding drawings and creating complete quotes and Bill of Materials for projects. This advanced application of computer skills entails designing additional spaces such as entertainment area, home office, condo and incorporating universal design applications into a residential two cook kitchen.

Customized Consulting and Presentation
KBD 2080  3 Credits
This course addresses communication styles, selling philosophies, value-added selling, client relationships, product strategies, ethics, customer strategies, and conducting successful sales presentations for the kitchen and bath clientele. All course content is specifically designed for selling in the kitchen and bath design field. Prerequisite: KBD 1010, KBD 1020, KBD 1030, KBD 1040, KBD 1050, and/or adequate experience in the kitchen and bath design industry or sales courses previously taken may apply with consent of the instructor.

Kitchen and Bath Design
Internship Preparation
KBD 2085  2 Credits
This course aids the KBD students in preparing for their KBD internship experience. Students develop/revise professional skills, as well as conduct informational interviews of KBD industry professionals. Prerequisite: Must be currently enrolled in the KBD program. Recommendation: This course can be completed concurrently with Fall Semester courses and/or KBD 2780.

Kitchen and Bath Design Internship
KBD 2780  3 Credits
This course gives the KBD student an opportunity to complete an “on-the-job” experience that is kitchen and/or bath design related, and approved by faculty prior to enrollment. Each student is required to complete a minimum of 160 hours to receive their Kitchen & Bath Design certificate and qualify to take the Associate of Kitchen & Bath Design (AKBD) exam upon graduation. Prerequisite: Must be currently enrolled in the KBD program.

Linguistics

Introduction to English Language Analysis
LING 1030  3 Credits
MnTC: Goals 05 & 07
This course examines how languages operate and how to analyze language. Students will analyze language patterns and variations by comparing standard American English to non-standard varieties. Students will examine factors that affect language choice and factors that influence the perceived message, including attitude, identity, and social status. This course includes an overview of basic linguistic and sociolinguistic topics, terminology, and methods. Prerequisite: Assessment score placement in ENGL 0090 or above or completion of ENGL 0080 with a grade of “C” or higher, and assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher. Prerequisite(s): Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher. Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher.

Introduction to Linguistics
LING 2020  4 Credits
Students will consciously think about language and its structure, identify patterns in language, and compare structures that are shared across languages. The course practices logical reasoning and deduction. Problem sets will focus on a variety of languages with special emphasis on English, and immigrant languages, such as Hmong, Somali, Spanish, and Liberian Creole. Prerequisite: 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 or completion of PHIL 1041 with a “C” or higher.

Marketing

Visual Merchandising and Store Planning
MKTG 1020  3 Credits
This course emphasizes merchandise presentation as a seller’s tool for getting customers and clients “in touch” with branded products and services in conventional retail settings as well as non-traditional venues like grocery stores, special events, and trade shows. Students analyze branding and visual image in existing stores and devise ways to physically present products/services to targeted markets. They can expect to apply art principles and elements of design to create store fronts, floor plans, wall elevations, fixture layouts, lighting plans, and select site-appropriate props, mannequins and fixtures. The course stresses creativity and innovation in class projects as well as outside assignments related to student interests or current employment. Prerequisite: MKTG 2050.

Professional Development
MKTG 1025  3 Credits
This course alerts students to the importance of accurately identifying and assessing elements of the workplace culture - values, norms, behaviors, and ethics that can support employee wellness and satisfaction on the job. Students
are encouraged to analyze their current workplace climates relative to their own positions within those organizations. Projects and case studies focus on leadership traits, motivational theory, and teamwork development as well as time-management and stress-management strategies in workplace and classroom settings. **Recommendation:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher.

**Fashion Marketing Essentials**  
**MKTG 1043**  
3 Credits  
This course focuses on the history and traditions of the global fashion industry - from haute couture design to budget-priced mass market apparel. It offers basic information about fabrication and production processes, and provides selling tools like textile basics, fashion terminology, apparel design elements, and color trends that increase sales and profitability at retail. Students also explore the psychological, sociological, and ethical factors that influence both producer and consumer behavior while guiding contemporary marketing strategy at the retail level. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

**Event Production and Marketing**  
**MKTG 1066**  
3 Credits  
This course provides necessary background for the execution of special events for commercial businesses and not-for-profit community organizations. Effective planning is a dynamic process that begins well in advance of actual production. It includes organizational mission and goal setting, audience targeting, branding, effective marketing communications, sponsorship development, program planning, logistics, risk management, crisis planning, and a variety of other elements that ensure safety, service, entertainment, and satisfaction for all event stakeholders and participants. **Recommendation:** MKTG 2050 and MKTG 2063.

**Marketing Independent Study**  
**MKTG 1790**  
1 – 3 Credits  
This variable-credit elective course emphasizes the student’s independent search for advanced knowledge as well as additional hands-on skills beyond current Marketing course offerings. The student and instructor will devise a formal plan of study to satisfy credit workload requirements within the semester timeline. **Prerequisite:** Consent of instructor and dean. MKTG 2050 or its equivalent with a grade of “B” or higher.

**Customer Service Strategies**  
**MKTG 2000**  
3 Credits  
This course investigates marketing trends and changing practices in the customer service sector. It focuses on developing and managing cost-effective, value-adding service strategies, policies, and procedures to enhance consumers’ experiences with business organizations. The course stresses effective face-to-face and/or electronic communication strategies with both external and internal customers in a variety of business settings. It also covers recent advances in customer relationship management (CRM) strategies, data mining, and Website customer service activities. **Recommendation:** MKTG 2050 (or concurrent registration). Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher.

**Entrepreneurship Fundamentals**  
**MKTG 2005**  
3 Credits  
This course emphasizes basic elements that potential entrepreneurs must consider in preparation for launching a new business venture. It focuses on the tasks involved with the launch of a business, product, and/or service - financial planning, market planning and research, advertising, and project management. Students will also investigate ethics, succession planning, and other essentials needed to create a unique business plan. It stresses innovation in class projects and assignments related to the student’s knowledge and expertise in a particular interest area with business potential. Students present their completed projects to the class at semester’s end. **Recommendation:** MKTG 2050 and MKTG 2080 (or BMGT 1020).

**Negotiation Strategies**  
**MKTG 2020**  
3 Credits  
Negotiation is a fundamental skill that can be learned. This course introduces students to the techniques and tactics employed by sales professionals in a variety of business transactions. The skill of principled negotiation is used regularly by people engaged in business but is often overlooked by the same people in the conduct of their daily lives where it can influence and facilitate a number of important human activities. **Recommendation:** Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher.

**Trend Analysis**  
**MKTG 2035**  
3 Credits  
This course focuses on trends - the directions in which marketing concepts, production, and outputs seem to be moving. Sometimes quickly and sometimes slowly, trends traverse the marketplace in response to demand and consumer acceptance. Trend analysis mostly learns from the past but always looks to the future - what consumers will want - because timely anticipation and response to demand is critical to competitiveness and profitability. **Recommendation:** MKTG 2050. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

**Principles of Marketing**  
**MKTG 2050**  
3 Credits  
This course introduces current marketing theories and practices that bring ideas, products, and services to targeted consumers. In a consumer-driven marketplace, the successful conception, pricing, promotion and distribution of products and services depends on scanning the competitive environment; analyzing the constraints affecting marketing decision making; and identifying profitable, effective marketing strategies and tactics. This course provides the foundation for more specialized courses in business and marketing. **Recommendation:** CAPL 1010 and BMGT 1020. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.
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Electronic Marketing Concepts
MKTG 2055 3 Credits
This introductory course exposes students to the basic tools for marketing electronically in the business-to-business (B2B) or business-to-consumer (B2C) marketplace. It covers basic e-commerce processes, translating marketing strategies into accessible, attractive, and profitable options for consumers. Students will plan and develop e-commerce components, payment processes, security procedures and customer service delivery plans for online business. Prerequisite: MKTG 2050.
Recommendation: CAPL 1050 and CAPL 1053. Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of "C" or higher.

Relationship Selling
MKTG 2060 3 Credits
This course provides comprehensive coverage of contemporary professional selling with an emphasis on a trust-based relationship sales philosophy. Topics include an overview of relationship selling, methods of building effective communication skills and an exploration of sales careers. Students will study techniques to initiate customer relationships and better understand the buyer’s needs, while gaining trust and understanding and establishing solid relationships. Students will also plan sales dialogues and presentations.
Recommendation: MKTG 2050 or BMGT 1020. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Advertising and Sales Promotion
MKTG 2063 3 Credits
This course introduces the basics of sales promotion and advertising as elements of effective sales campaigns that stimulate consumer demand and increase sales of products and services. Under the umbrella of the promotional mix, students will create, discuss and analyze advertisements and promotional pieces. In addition, they will select media as they devise coordinated promotional campaigns employing several promotional tools.
Prerequisite: MKTG 2050. Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Retailing Principles and Practices
MKTG 2080 3 Credits
This course introduces students to retailing strategies that include an examination of various types of retailing options available to consumers today. It addresses “brick-and-mortar” retail stores in conventional shopping areas as well as “bricks-and-clicks” where store retailers also maintain an online presence. Topics include: consumer behavior, store organization, store and non-store retailing trends, technological advances for logistics, inventory control, and customer service delivery.
Recommendation: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of "C" or higher.

Marketing Internship
MKTG 2780 1 – 6 Credits
The internship experience provides an opportunity for marketing majors to work beside marketing practitioners in the field. Students select areas of interest to pursue in the internship setting—sales, advertising, sales promotion, visual merchandising, special events, customer service, and sales force supervision. Students often intern with their current employers but may also work as unpaid interns or volunteers for organizations that they wish to explore. Prerequisite: Last semester before graduation and instructor consent.

Mathematics

Note: Students registering for a mathematics course for the first time must take a mathematics assessment test as described in the Assessment section of this publication. Students must begin any mathematics coursework at their assessed skill level. Students who do not follow listed assessment and prerequisite requirements will be required to change registration to comply with Century’s Assessment Policy. Students should be aware that they will not receive credit for a course which is a prerequisite for a course for which they have already received credit. Students are restricted from back tracking in the math sequence.

Basic Mathematics
MATH 0010 3 Credits
This course is designed to improve the student’s computational skills with whole numbers, fractions, decimals, percents, and signed numbers. A major emphasis of this course is to be able to perform these calculations by hand. Students will also learn to solve simple equations. Offered F, S, SS.

Introductory Algebra with Geometry
MATH 0030 5 Credits
This course is a developmental course for students needing beginning algebra and geometry. Algebra topics include algebraic operations and properties of natural numbers, integers, rational numbers, and real numbers; solving linear equations and inequalities; applications of linear equations and inequalities; operations with polynomials; factoring; solving quadratics by factoring; graphing linear equations; and integer exponents. Geometry topics include lines and angles; parallel pairs; triangle, quadrilaterals, circles, and sectors; area and perimeter; prisms, pyramids, cylinders, and cones; and surface area and volume. Offered F, S, SS. Prerequisite: Math 0010 with a grade of “C” or higher, or assessment score placement in MATH 0030.

Intermediate Algebra
MATH 0070 5 Credits
This course is equivalent to a second course in high school algebra. Topics include polynomials and rational expressions and equations; systems of linear equations; linear, absolute value, polynomial, and rational inequalities; rational exponents, radicals, and complex numbers; linear, quadratic, exponential, and logarithmic functions; and the binomial theorem. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered F, S, SS. Prerequisite: MATH 0030 with a grade of “C” or higher, or assessment score placement in MATH 0070.

Introductory Trigonometry
MATH 0090 2 Credits
This course is designed for students who have never had a course in trigonometry or who need to review trigonometry before attempting college level trigonometry. Topics include definitions of trigonometric functions, solving right triangles, laws of sines and cosines, trigonometric identities, trigonometric equations, radian measure, graphs of trigonometric functions. MATH 0090 may be taken concurrently with MATH 1061. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Prerequisite: MATH 0070 with a grade of “C” or higher, or assessment score placement in MATH 0090.

Medical Dosages Calculations
MATH 1000 1 Credit
This course is designed for students who are currently enrolled in or planning to enroll in the...
nursing or other health programs. Topics include metric, apothecary, and household systems; conversion between systems; measuring oral medication; parenteral therapy; preparation of solutions and pediatric dosages. Offered F, S, SS. *Prerequisite:* MATH 0010 with a grade of “B” or higher, or assessment score placement in MATH 1000.

**Applied Mathematics**

**MATH 1015  5 Credits**

This course integrates algebraic, geometric and trigonometric topics and their technical application. These topics include scientific and engineering notation, precision and accuracy, linear and non-linear equations, systems of equations, functions, plane figure and solid figure geometry, trigonometric functions, right triangle trigonometry, vectors, exponential and logarithmic functions, and statistics. The primary purpose is to help prepare students for technical and scientific careers. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered S. *Prerequisite:* MATH 0030 with a grade of “C” or higher, or assessment score placement in MATH 1015. *Recommendation:* Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

**Statistics**

**MATH 1025  4 Credits**

*MnTC: Goal 04*

This course is an algebra based statistics course that introduces the basic concepts involved in collecting, analyzing, and interpreting data. Topics include graphs, frequency distributions, measures of central tendency and variation, probability, probability distributions, expected value, sampling distributions, normal distribution, confidence intervals, hypothesis testing for one and two population means, binomial probability, confidence intervals, hypothesis testing, correlation, and regression analysis. This course includes analysis and interpretation of data using the Minitab software package and using the TI-83/TI-84 calculator. Students are required to have a TI-83 or a TI-84 calculator. Offered F, S, SS. *Prerequisite:* MATH 0070 with a grade of “C” or higher, or assessment score placement in MATH 1025. *Recommendation:* Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

**Mathematics for the Liberal Arts**

**MATH 1030  3 Credits**

*MnTC: Goal 04*

This course is designed for liberal arts and humanities majors whose program does not require statistics, college algebra, or precalculus. Topics include problem-solving strategies, logical systems, mathematics in culture and society, mathematical modeling and applications, and finite mathematics. Not intended as a Prerequisite for other mathematics courses. Use of a scientific or graphing calculator is required. (See instructor for acceptable models). Offered F, S. *Prerequisite:* MATH 0070 with a grade of “C” or higher or assessment score placement in MATH 1030. *Recommendation:* Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

**Finite Mathematics**

**MATH 1050  3 Credits**

*MnTC: Goal 04*

This is an introductory course providing examples of how mathematics is applied in business, science, and social science. Topics include applications of linear equations, matrix algebra, linear programming, mathematics of finance, counting techniques, probability, and Markov chains. Use of a scientific or graphing calculator is required (see instructor for acceptable models). Offered S. *Prerequisite:* MATH 70 with a grade of “C” or higher, or assessment score placement in MATH 1050.

**College Algebra I**

**MATH 1061  4 Credits**

*MnTC: Goal 04*

College Algebra I is a college-level algebra course and serves as the prerequisite for Survey of Calculus or Calculus I. Topics include: linear, quadratic, absolute value equations and inequalities; solving radical and rational equations; graphing linear, absolute value, and radical equations; functions and graphs; polynomial, rational, exponential, and logarithmic functions; systems of equations and inequalities; data analysis, regression, and modeling. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered F, S, SS. *Note:* College Algebra I is the prerequisite for Survey of Calculus. College Algebra I is also one of the prerequisites for College Algebra II with Trigonometry which is the prerequisite for Calculus I. *Prerequisite:* MATH 0070 with a grade of “C” or higher, or assessment score placement in MATH 1061. *Restriction:* Students may not receive credit for both MATH 1040 and MATH 1061. *Recommendation:* MATH 0090 is a prerequisite for MATH 1062. Take MATH 0090 prior to or concurrently with MATH 1061. Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

**College Algebra II with Trigonometry**

**MATH 1062  4 Credits**

*MnTC: Goal 04*

This course is the second course of a two-semester sequence for students planning to take Calculus I. Topics include right triangle trigonometry, trigonometric functions of any real number, graphs of trigonometric functions, trigonometric equations, linear models and systems of equations, sequences, parametric equations, polar coordinates, and conics. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Offered F, S, SS. *Prerequisite:* MATH 0090 and MATH 1061 with a grade of “C” or higher, or MATH 1061 with a grade of “C” or higher and original assessment score placement into MATH 1061 or higher. *Recommendation:* Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

**Survey of Calculus**

**MATH 1070  4 Credits**

*MnTC: Goal 04*

This course is designed for those who need only an introduction to calculus. Topics include limits and continuity, derivatives, differentials, indefinite integrals, definite integrals, exponential and logarithmic functions, techniques of integration, applications of differential and integral calculus, integral tables, functions of two variables, partial derivatives, maxima and minima, and applied problems. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. Students planning to take more than one semester of calculus should begin with MATH 1081. Offered S. *Prerequisite:* MATH 1061 with a grade of “C” or higher, or assessment score placement in MATH 1070. *Restriction:* Credit will not be granted for both MATH 1070 and MATH 1081. *Recommendation:* Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

**Single Variable Calculus I**

**MATH 1081  5 Credits**

*MnTC: Goal 04*

This is the first course in the two-semester sequence of Single Variable Calculus. Topics include functions of a single variable, limits and continuity, differentiation, antiderivatives, and integration of algebraic and trans-cendental functions with associated applications in each area. A graphing calculator is required. Instruction will be provided in the use of the TI-83/
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Linear Algebra and Differential Equations
MATH 2082  5 Credits
This course is intended for students majoring in chemistry, engineering, physics, science, mathematics, mathematics education, and computer science. This is a basic course in Differential Equations including ordinary differential equations, matrix formulation of linear systems, the nonhomogeneous case, variation of parameters, and undetermined coefficients. The companion topics from Linear Algebra include vector spaces, independence, bases, linear transformations, and eigenvectors. Use of a 3-D graphing calculator, such as a TI-89, is required. Limited use of a computer algebra system will be made. Offered S. **Prerequisite:** MATH 1082 with a grade of “C” or higher, or consent of instructor. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

Medical Assistant

Laboratory Techniques I
MEDA 1001  5 Credits
This course is designed for persons interested in pursuing a career in medical assisting. It introduces diagnostic procedures routinely performed in the physician’s office laboratory, including the collection and preparation of appropriate specimens, federal guidelines, safety, quality control, electrocardiography (EKG), microbiological testing and routine urinalysis. The student will focus on identifying ways to prevent transmission of disease, and the legal and ethical responsibilities for the health care professional. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** HLTH 1001 and BIOL 1024 and concurrent enrollment in MEDA 1011.

Laboratory Techniques II
MEDA 1002  5 Credits
This course is a continuation of physician’s office laboratory procedures, including phlebotomy, hematology procedures, blood chemistries, and specialty laboratory tests. Students will prepare patients and assist the physician with office/ambulatory surgery followed by sanitizing, disinfecting and sterilizing surgical/office instruments and equipment. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** MEDA 1001 and 1011 with a grade of C or higher and concurrent enrollment in MEDA 1012.

Clinical Assisting I
MEDA 1011  5 Credits
This course is designed for persons interested in pursuing a career in medical assisting. This course will address the medical assisting profession, healthcare settings, history of medicine, coping skills and the therapeutic approach to life threatening illnesses. The student will perform vital signs, chart documentation, medical histories, patient draping and positioning, prepare patients for physical examination, and apply skeletal supportive devices. Topics also include the importance of therapeutic communication, professionalism and cultural diversity. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** HLTH 1001 and BIOL 1024 and concurrent enrollment in MEDA 1001.

Clinical Assisting II
MEDA 1012  5 Credits
This course is designed for persons interested in pursuing a career in Medical Assisting. Students will prepare patients for physical and medical specialty examinations and simulate assisting physician with examinations of the various body systems. The student will study the importance of pharmacology along with proper drug administration and documentation. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** MEDA 1001 and MEDA 1011 with a grade of “C” or higher and concurrent enrollment in MEDA 1002. MN Human Services background study with no restrictions. Current CPR certification required either through American Heart Association-(BLS for Healthcare Providers), or American Red Cross-(Professional Rescuer).

Administrative Procedures for Medical Assistant
MEDA 1020  4 Credits
This course introduces common manual and computerized office procedures associated with a clinical practice. Topics include reception and telephone management, appointment scheduling, mail processing, filing, banking, bookkeeping, payroll, ICD-9-CM and CPT coding, insurance claims processing, and health care law and ethics. The student will complete a computerized simulation of a medical practice integrating the above topics. **Prerequisite:** CAPL 1010 or CSCI 1020, HLTH 1001.

Single Variable Calculus II
MATH 1082  5 Credits
MnTC: Goal 04
This course is the second course of the two-semester sequence of single variable calculus. Topics include applications of the definite integral, techniques of integration, numerical integration, improper integrals, infinite series, elementary differential equations, parametric curves, and polar curves. A graphing calculator is required. Instruction will be provided in the use of the TI-83/TI-84 calculator. **Prerequisite:** MATH 1081 with a grade of “C” or higher.

Probability and Statistics
MATH 2025  4 Credits
This calculus-based course is intended for students majoring in statistics, mathematics, computer science, and some engineering programs. Topics include descriptive statistics, probability, probability distributions for discrete and continuous random variables, joint probability distributions, point estimation, and inferences based on one and two samples. Analysis and interpretation of data using a statistical software package and/or the TI-83/84 series calculator is required. **Prerequisite:** MATH 1082 with a grade of “C” or higher. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

Multivariable Calculus
MATH 2081  5 Credits
This course is intended for students majoring in chemistry, engineering, physics, science, mathematics, mathematics education, and computer science. Topics include three-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 double and triple integrals; change of variable; chain rule; applications to max/min problems, more variables, partial derivatives, and theorems of Green, Gauss, and Stokes. Use of the TI-83/TI-84 calculator is required. Offered F, S. **Prerequisite:** MATH 1082 with a grade of “C” or higher, or consent of instructor. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

Multivariable Calculus
MATH 2081  5 Credits
This course is intended for students majoring in chemistry, engineering, physics, science, mathematics, mathematics education, and computer science. Topics include three-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 double and triple integrals; change of variable; chain rule; applications to max/min problems, more variables, partial derivatives, and theorems of Green, Gauss, and Stokes. Use of the TI-83/TI-84 calculator is required. Offered F, S. **Prerequisite:** MATH 1082 with a grade of “C” or higher, or consent of instructor. **Recommendation:** Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.
Clinical Externship  
MEDA 1780  6 Credits  
This course provides students with learning experiences in administrative, clinical, and laboratory procedures through performance in selected physician's offices and clinics. The 300 hour externship is unpaid. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** All program requirements must be completed prior to externship. Instructor's signature required. MN Human Services background study with no restrictions. Current CPR certification required either through American Heart Association—(BLS for Healthcare Providers), or American Red Cross-(Professional Rescuer).  
**Recommendation:** The student should obtain their Limited Radiographer X-ray Operators License through the State of Minnesota.

Internship  
MEDA 1790  3 Credits  
This elective credit course emphasizes the student's independent search for advanced knowledge as well as additional hands-on skills beyond course offerings. The course is designed to provide students with the opportunity for study on an in-depth topic designed in collaboration with their faculty member. The student and instructor will devise an individual formal plan of study to satisfy credit workload requirements within a one-semester timeframe. Students may apply and learn a variety of medical assistant topics and technical skills. **Prerequisite:** Consent of instructor and dean.

Microcomputer Support Technology

PC Hardware and Software  
MCST 1001  4 Credits  
This course covers the fundamentals of computer hardware and software as well as advanced concepts. The course will focus on describing the internal components of a computer, assembling a computer system, installing an operating system, and troubleshooting using system tools and diagnostic software.

Supporting Microsoft Windows  
7 Professional  
MCST 1011  3 Credits  
Students will study the skills needed to effectively manage and configure the Windows 7 Professional client operating environment. Topics include how to use functions and utilities, manage user interface properties, manage hardware devices, and installing the Windows 7 Professional operating system. This course will help prepare students for the Microsoft Certified Professional (MCP) industry certification.

Windows Server 2008 Network Infrastructure  
MCST 2017  3 Credits  
This course is designed to provide students with the skills and knowledge necessary to configure, manage and troubleshoot Windows Server 2008 network infrastructure. This course will help prepare students for the Microsoft Certified Professional (MCP) industry certification. **Prerequisites:** MCST1013 or Windows Server MCP industry certification.

Windows Server 2003 Network Design  
MCST 2019  3 Credits  
Students will study the skills needed to effectively plan, configure and manage a TCP/IP physical and logical networking topology and optimize a routing strategy. Students will study how to planning, configuring and troubleshooting DHCP, DNS, WINS, IPSec and network access issues. This course will help prepare students for the Microsoft Certified Professional (MCP) industry certification.

Help Desk Services  
MCST 2021  3 Credits  
This course will cover the skills needed to effectively assist help desk clients. Topics include the tools, techniques, technologies, and customer service skills the student will need to successfully integrate their technical knowledge into a customer-focused help desk environment. **Prerequisite:** MCST 1001 and MCST 2020 or consent of instructor.

Linux/UNIX Shells and Scripting  
MCST 2031  3 Credits  
This course introduces the student to the Linux/UNIX Shell, its uses, and related concepts including types of shells, login profiles, special characters, processes and variables. Shell programming (scripting) is covered in introductory and intermediate levels. In this class, students will study the necessary UNIX scripting concepts and practical usage within the Linux/UNIX operating system environment.

Linux/UNIX System Administration  
MCST 2032  3 Credits  
This course presents intermediate and advanced Linux/UNIX operating system concepts and commands from a user and system administrator viewpoint. Traditional system management topics covered include security, software product installation, startup and shutdown, backups, performance and disk management. **Prerequisite:** MCST 1030 or instructor consent.

Linux/UNIX Network Administration, Security and Troubleshooting  
MCST 2033  3 Credits  
This course continues advanced UNIX operating system concepts and commands from an administrative perspective, covering the critical areas of network administration, security and troubleshooting. **Prerequisite:** MCST 2031 or instructor consent.

Supporting Microsoft Windows 2000 Professional and Server  
MCST 2120  3 Credits  
This course provides students with the knowledge and skills necessary to install and
configure Microsoft Windows Professional on stand-alone and client computers that are part of a workgroup or domain. **Prerequisite:** MCST 2110 or equivalent knowledge. **Recommendation:** The knowledge to describe the principal features of the Windows 2000 operating system and the fundamentals of Transmission Control Protocol/Internet Protocol (TCP/IP).

**Internship**
**MCST 2780** 1 – 6 Credits
This course is designed to provide students with the opportunity to apply skills learned in the Microcomputer Support Technology program in their career field. Students will learn to work in a professional environment while honing their technical skills. **Recommendation:** Last semester before graduation or the consent of instructor.

## Music

### Century College Choir
**MUSC 1000** 1 Credit
The Century College Choir is a vocal ensemble that sings a variety of choral literature. Concerts are presented each semester. No previous singing experience or audition is required. Some special evening rehearsals are required as scheduled by the director. Students may take this course for academic credit up to four times. **Note:** Registration for choir may be done as an activity for academic credit or through Continuing Education.

### Century Chamber Singers
**MUSC 1005** 1 Credit
Designed as an advanced opportunity in choral performance, the Century Chamber Singers is open to students and community musicians with previous singing experience. A wide variety of music is performed and at least one major choral concert is presented each semester. Some special evening rehearsals are required as scheduled by the director. Registration for Chamber Singers may be done as an activity for academic credit or through Continuing Education. Students may take this course for academic credit up to four times. **Prerequisites:** An audition with the director is required. Concurrent enrollment in MUSC 1000 or consent of instructor.

### Century Chamber Orchestra
**MUSC 1010** 1 Credit
The Century Chamber Orchestra rehearses and performs a wide variety of orchestral music in a series of concerts during the academic year. The primary object of the ensemble is to develop the musicians’ ensemble playing ability and their understanding of orchestral technique and literature. The ensemble is open to musicians with previous performing experience. Students may take this course for academic credit up to four times. **Note:** Registration for orchestra may be done as an activity for academic credit or through Continuing Education. Additional rehearsal time may be scheduled for the week of each performance. **Prerequisite:** An interview and audition with the instructor.

### Century Concert Band
**MUSC 1015** 1 Credit
The Century Concert Band is a musical ensemble dedicated the study and performance of quality band literature. The music performed is from a wide variety of styles ranging from the Baroque period to the music of today. The objective of this course is to expand students’ understanding and enjoyment of music through the performance and study of music of various periods and styles. The membership in the band includes students and community members. Students may take this course for academic credit up to four times. **Note:** Registration for band may be done as an activity for academic credit or through Continuing Education. **Prerequisite:** Must have prior experience playing a wind or percussion instrument.

### Century Guitar Ensemble
**MUSC 1018** 1 Credit
The Century Guitar Ensemble rehearses and performs a variety of guitar ensemble music in concerts during the academic year. The primary objective of the ensemble is to develop the musician’s ensemble playing ability and their understanding of classical guitar technique and ensemble literature. Students must provide their own nylon string classical guitar. Students may take this course for academic credit up to four times. **Note:** Registration for guitar ensemble may be done as an activity for academic credit or through Continuing Education. Additional rehearsal time may be scheduled for the week of each performance. **Prerequisite:** An interview and audition with the instructor. **Recommendation:** Ability to read standard notation on the guitar.

### Century Jazz Ensemble
**MUSC 1017** 1 Credit
This course involves the study and performance of high level jazz arrangements with emphasis on improvisation. The ensemble also presents a Jazz Festival each year with a notable jazz soloist. In addition to performing at the college, the group makes numerous appearances at other locations around the state. An audition with the instructor is required. Registration for Jazz Ensemble may be done as an activity for academic credit or through Continuing Education. Students may repeat this course up to four times and receive academic credit. **Prerequisite:** Consent of instructor.

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7 Course Descriptions
Century Piano Ensemble
MUSC 1019  1 Credit
Students in the Century Piano Ensemble rehearse and perform a wide variety of piano ensemble music in concerts during the academic year. The primary objective of the ensemble is to further develop each musician’s ensemble playing, collaborative skills, and performing skills through the study of the diverse repertoire for piano ensemble. Students may take this course for academic credit up to four times.  
Note: Registration for piano ensemble may be done as an activity for academic credit or through Continuing Education. Additional rehearsal time may be scheduled for the week of each performance. 
Prerequisite: An interview and audition with the instructor.  
Recommendation: Sighted reading skills and the ability to perform on the piano at the intermediate level or higher.

Beginning Group Piano
MUSC 1020  2 Credits
This course is group instruction for students with little or no previous keyboard experience. Basic skills in sight reading, chorded, harmonization, and technique are learned. Students must practice outside of class time to successfully complete this course.

Century Jazz Combo
MUSC 1021  1 Credit
The Century Jazz Combo rehearses and performs a wide variety of music during the academic year. The primary goal of the ensemble is to develop the musicians’ improvisation skills and ensemble playing ability, as well as their understanding of jazz technique and literature. The ensemble is open to musicians with previous performing experience. Students may take this course for academic credit up to four times.  
Note: Registration for jazz combo may be done as an activity for academic credit or through Continuing Education. Additional rehearsal time may be scheduled for the week of each performance.  
Prerequisite: An interview and audition with the instructor.

Intermediate Group Piano
MUSC 1025  2 Credits
This course is group instruction for students with some piano background and for those who have successfully completed Beginning Group Piano. Students must practice outside of class time to successfully complete this course.

Fundamentals of Music
MUSC 1030  3 Credits
Fundamentals of Music is an introduction to basic music theory. The course covers concepts such as tonality, rhythm, scales and harmony, as well as a general survey of significant genres of Western classical music. This course satisfies some music education requirements and serves as an introduction to basic music theory for general students or those considering a career in music.

Enjoyment of Classical Music
MUSC 1035  3 Credits
MnTC: Goal 06
Enjoyment of Classical Music is a survey of Western classical music from the Middle Ages in Europe to the present in Europe and North America. The course explores various musical styles and forms, including orchestral, choral and chamber music. There is an emphasis on focused listening, with the purpose of enhancing the ability to understand and appreciate music.

Popular Music in American Society
MUSC 1045  3 Credits
MnTC: Goals 06 & 07
This course surveys the history of American popular music from the 1950s to the present. The course examines the development of various music styles, such as rock and hip-hop, and explores the relationship between cultural trends and popular music. Notable recordings and musicians will be studied. Attendance at one concert is required.

Music Theory I
MUSC 1061  3 Credits
This course is designed to help the music student develop the analytical and compositional skills necessary for a more complete understanding of music. The course focuses on melody, harmony, rhythm and musical structure. Topics include notation, scales and modes, keys, intervals and transposition, chords, cadences, non-chord tones and melodic structure. Students will apply music theory concepts by analyzing music examples and by writing short music compositions.  
Prerequisite: MUSC 1061; concurrent enrollment in MUSC 1071, or consent of instructor.

Ear Training I
MUSC 1071  2 Credits
This course is designed to help the music student strengthen their musical abilities through focused listening and sight singing. It is intended for all students who desire a deeper understanding of music. Topics include ear training and sight singing on basic melodies in major and minor keys, and learning to recognize, write and sing basic melodic and rhythmic examples and harmonic progressions. This course applies many of the concepts learned concurrently in Music Theory I (MUSC 1061).  
Prerequisite: Concurrent enrollment in MUSC 1061 or consent of instructor.

Ear Training II
MUSC 1072  2 Credits
This course is the continuation of Ear Training I (MUSC 1071). The course is designed to further help the music student strengthen their musical abilities through focused listening and sight singing. Topics include ear training and sight singing on advanced melodies in major and minor keys, and learning to recognize, write and sing advanced melodic and rhythmic examples and harmonic progressions. This course applies many of the concepts learned concurrently in Music Theory II (MUSC 1062).  
Prerequisite: Concurrent enrollment in MUSC 1062 or consent of instructor.

Private Instrumental
MUSC 2011  1 Credit
This course is individual instruction in learning to play a woodwind, brass, string, or percussion instrument. The student’s needs and interests will determine the selection of music literature. Students may repeat this course up to four times and receive academic credit.

Private Instrumental-Advanced
MUSC 2012  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 take this course for academic credit up to four times.  
Prerequisite: Consent of instructor.

Beginning Group Guitar
MUSC 2020  2 Credits
Group instruction for students with little or no previous guitar instruction. Basic skills in...
chords, strumming, finger picking, harmony/ theory, improvisation, music reading and guitar technique. Practice outside class is necessary for completion of this course. Students must provide their own guitar. Offered F, S.

Restriction: Students already proficient in the areas listed in the course description should register for individual instruction.

Private Guitar
MUSC 2021 1 Credit
This course is individual instruction in learning to play the guitar. The student’s needs and interests will determine the selection of music literature. Students may repeat this course up to four times and receive academic credit.

Private Guitar-Advanced
MUSC 2022 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 take this course for academic credit up to four times.

Private Piano
MUSC 2031 1 Credit
This course is individual piano instruction for elective credit. The focus of the course is on the development of elementary and intermediate keyboard skills with an emphasis on technique, theory and interpretation of musical styles. The student’s needs and interests will determine the selection of music literature. Students may repeat this course.

Private Piano-Advanced
MUSC 2032 2 Credits
This course focuses on the development of advanced keyboard skills. Standard classical literature from the Baroque, Classical, Romantic, Impressionist, or Modern periods will be studied. The student’s progress will be reviewed at the end of each semester by the music faculty (jury). Students may take this course for academic credit up to four times.

Private Voice
MUSC 2041 1 Credit
This course is individual instruction for elective credit. The emphasis of this course is on proper voice function in speaking and singing through basic techniques including correct posture, breath management, free tone production, proper diction, and expression. The student’s needs and interests will determine the selection of music literature. Students may repeat this course up to four times and receive academic credit.

Private Voice-Advanced
MUSC 2042 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 take this course for academic credit up to four times.

Prerequisite(s): Consent of instructor.

World Music
MUSC 2051 3 Credits
MnTC: Goals 06 & 08
This course introduces students to traditional music from a variety of cultures, such as India, China, Japan, Indonesia, Ghana, Zimbabwe, and the Middle East. The course also examines the relationships between American popular music and non-Western societies. There is an emphasis on focused listening, with the purpose of enhancing the ability to appreciate and understand music.

Advanced Music Theory I
MUSC 2061 3 Credits
Prerequisite:
Music Theory I (MUSC 2061). It is an advanced study of music theory, and the development of music styles and genres. Prerequisite: Completion of MUSC 2061 or consent of instructor.

Advanced Ear Training II
MUSC 2072 2 Credits
This course is the continuation of Advanced Ear Training I (MUSC 2071). It is an introduction to the advanced study of focused listening and sight singing. Topics include advanced melodies (suspensions), advanced rhythms (double dotting, polyrhythms, meter shifts), advanced chord progressions (diminished 7th chords, Neapolitan 6th chords, augmented 6th chords) and extended harmony. This course further applies concepts learned in Advanced Music Theory I (MUSC 2061), and learned concurrently in Advanced Music Theory II (MUSC 2062).

Prerequisite: Concurrent enrollment in MUSC 2062 or consent of instructor.

Music History I: Antiquity Through 1800
MUSC 2081 3 Credits
This course explores the development of Western classical music from antiquity through 1800. Students will examine the lives and works of notable composers, the changing role of music in Western civilization, the advancement of music theory, and the development of music styles and genres. Prerequisite: Completion of or concurrent enrollment in MUSC 1061 and MUSC 1071, or consent of instructor.

Music History II: 1800 Through Present
MUSC 2082 3 Credits
This course will study the development of Western classical music from 1800 to the Present. Students will examine the lives and works of notable composers, the changing role of music in Western civilization, the advancement of music theory, and the development of music styles and genres. Prerequisite: Completion of MUSC 2081 with a grade of “C” or higher, or consent of instructor.

Nursing

The Registered Nurse Role in Health and Wellness
NURS 1020 4 Credits
This course introduces the role of the Associate Degree Registered Nurse in
healthcare. Concepts include holistic therapies, cultural diversity, nursing process, assessment, pharmacology, communication, teaching-learning theory, documentation, legal-ethical issues and professional boundaries. Course emphasis includes holism, critical thinking and primary, secondary and tertiary prevention with patients and families throughout the lifespan. The fundamental concepts of therapeutic nursing interventions and the relationship to health and wellness are integrated throughout the course. This course prepares the Associate Degree Nursing student to care for patients in chronic and acute care settings. Prerequisite: Admission to the Nursing Program, concurrent enrollment in NURS 1025, and BIOL 2031 unless previously successfully completed.

Clinical Application for NURS 1020
NURS 1025 4 Credits
This course applies theoretical concepts to nursing practice in individual, small group and large group settings. The therapeutic nursing interventions include medication administration, physical assessment, sterile technique, catheterization, wound care, enteral tubes, and intravenous fluid administration. The practicum experiences include contact with patients across the lifespan in a variety of settings such as nursing lab, long term care, acute care, ambulatory clinics and the community. Prerequisite: Nursing Assistant course or equivalent, concurrent enrollment in NURS 1020, Healthcare Provider CPR certification, background clearance, and required immunizations.

Directed Study in Nursing
NURS 1028 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 Intervention I: Health, Healing and Holism and the Role of the RN
NURS 1030 4 Credits
This course provides students with theoretical content related to acute, chronic, and terminal health conditions of the respiratory, immune, renal, endocrine, neurological and musculoskeletal systems, cancer and infectious diseases. The course includes exploration of patterns of health and wellness for patients within their environment. Course emphasis includes critical thinking in the application and analysis of therapeutic nursing interventions, pain management, and levels of prevention in relation to the health of patients across the lifespan. Prerequisite: NURS 1020, NURS 1025, BIOL 2031, concurrent enrollment in BIOL 2032 and NURS 1035. Recommendation: MATH 1000.

Clinical Application for NURS 1030
NURS 1035 4 Credits
This course applies theoretical concepts to holistic nursing practices promoting critical thinking, assessment skills, caring behaviors, therapeutic nursing interventions, prevention of disease, and health and wellness throughout the life span. This practicum, with clinical experiences in acute care, ambulatory care clinics, long term care, community agencies, and the Nursing Learning Resource Center, provides the student with opportunities to provide intermediate level nursing interventions. Course emphasis includes holism, nursing process with emphasis on assessment and interventions, prioritization, communication, and health teaching in both acute care and community service learning. Prerequisite(s): Concurrent enrollment in NURS 1030, Healthcare Provider CPR certification, background clearance, and required immunizations.

Health, Healing and Holism and Role Transition from LPN to RN
NURS 1160 4 Credits
This course introduces the Licensed Practical Nurse to the Registered Nurse role in healthcare. Content includes communication, teaching-learning theory, caring theory, levels of prevention, critical thinking and collaborative process. An emphasis of holism throughout the life span provides the basis for nursing assessment and diagnosis of patients and families. The beginning concepts of nursing interventions and their relationship to health and wellness are presented, as well as evaluation of nursing care. Professional boundaries, leadership concepts, and current healthcare trends are also included. Prerequisite: Admission to the LPN Mobility Nursing Track, BIOL 2031 and BIOL 2032. Recommendation: Computer skills are essential.

Nursing Interventions I: Health, Healing and Holism and the Role of the RN
NURS 1230 4 Credits
This course provides mobility (Paramedic) students with theoretical content related to acute, chronic, and terminal health conditions of the respiratory, immune, renal, endocrine, neurological and musculoskeletal systems, cancer and infectious diseases. This course includes exploration of patterns of health and wellness for patients within their environment. Critical thinking in the application and analysis of therapeutic nursing interventions, pain management, and levels of prevention in relation to the health of patients across the lifespan are emphasized. Prerequisite: NURS 1260, NURS 1265, and concurrent enrollment in NURS 2235.

Health, Healing, and Holism and Role Transition from Paramedic to RN
NURS 1260 4 Credits
This course introduces the Nationally Registered Emergency Medical Technician-Paramedic (EMT-P) to the Registered Nurse role in health care. This course builds upon the competencies of the Paramedic in addition to expanding their knowledge in content that includes communication, teaching-learning theory, caring theory, levels of prevention, critical thinking and group process. An emphasis on holism throughout the lifespan provides the basis for assessment of patients and families. The beginning concepts of therapeutic nursing interventions and their relationship to health and wellness, professional boundaries, and leadership concepts are presented. Prerequisite: Admission to the Paramedic Mobility Nursing Track, BIOL 2031 and BIOL 2032 (or equivalent), concurrent enrollment in NURS 1265.
Clinical Application for NURS 1260
NURS 1265   2 Credits
This is a transition course for Nationally Registered Emergency Medical Technician-Paramedics (EMT-P) that includes an introduction to the role of the Registered Nurse in health care settings. This course builds upon the clinical competencies of the Paramedic in addition to expanding their knowledge and psychomotor skills in clinical settings. An emphasis on holism throughout the lifespan provides the basis for assessment and nursing care of patients and families. The beginning practice of therapeutic nursing interventions and their relationship to health and wellness, professional boundaries, and leadership practice are applied. Prerequisite: Admission to the Paramedic Mobility Nursing Track, concurrent enrollment in NURS 1260, Healthcare Provider CPR certification, background clearance, and required immunizations.

Clinical Specialty Focus
NURS 2025   1- 4 Credits
This course provides an opportunity to increase knowledge and nursing skills within a specialized lab or clinical setting utilizing the Nursing Learning Resource Center, acute care or community settings. The course builds upon content taught within the Nursing Program while providing the opportunity to expand experiential learning and go beyond the basics in a specialized field of nursing.

Nursing Interventions II: Health, Healing and Holism and the Role of the RN
NURS 2030   4 Credits
This course provides the student with the theoretical content related to health and wellness in the infant, child and adult. Primary, secondary and tertiary health care management and health conditions are discussed throughout the lifespan. Critical thinking skills, therapeutic nursing interventions, communication, prioritization, collaborative care and the holistic nursing process are emphasized. Major content areas include maternal/child health, mental health, cardiac and gastrointestinal conditions as well as emergency and trauma care. Prerequisite: NURS 1030, NURS 1035, and concurrent enrollment in NURS 2035. Recommendation: NURS 2222 or concurrent enrollment.

Clinical Application for NURS 2030
NURS 2035   4 Credits
This course applies theoretical concepts to nursing practice. This practicum, with clinical experiences in acute, specialty and community settings, provides the student with opportunities to provide comprehensive nursing care to multiple clients. Course content emphasizes team leading, health teaching, holism, nursing process with an emphasis on evaluation, communication and the RN role. Unique to this course is community screening, maternal/child health, 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, Healthcare Provider CPR certification, background clearance, and required immunizations.

Synthesis and Transition to the Registered Nurse Role
NURS 2050   3 Credits
This course uses a case study modality to synthesize concepts taught previously such as health, healing, and holism. It emphasizes evidence-based practice, leadership, ethics, group dynamics/ processes, and economic, social, political, and current trends in health care. The case studies allow students to plan and evaluate holistic, individualized nursing interventions for patients with complex health care needs. Prerequisite: NURS 2030, NURS 2035, NURS 2222, and concurrent enrollment in NURS 2055.

Clinical Application for NURS 2050
NURS 2055   4 Credits
This course applies and synthesizes concepts presented 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, Healthcare Provider CPR certification, background clearance, and required immunizations.

Synthesis and Transition to the Registered Nurse Role
NURS 2150   3 Credits
This course uses a case study modality to synthesize concepts taught previously such as health, healing, and holism. It emphasizes evidence-based practice, leadership, ethics, group dynamics/ processes, and economic, social, political, and current trends in health care. The case studies allow students to plan and evaluate holistic, individualized nursing interventions for patients with complex health care needs. Prerequisite: NURS 2130, NURS 2135, NURS 2222, and concurrent enrollment in NURS 2155.
Clinical Application for NURS 2150
NURS 2155  3 Credits
This course applies and synthesizes concepts presented in NURS 2150. The practicum experience focuses on critical thinking, leadership/management, and decision-making/priority setting while providing holistic care to multiple patients with complex health needs and situations. A preceptorship, with a selected RN, encourages students to prepare themselves for the personal and professional transition to the role of registered nurse. Additional course activities involve the exploration of career opportunities, preparing and presenting teaching projects, working in collaboration with health care professionals, working collaboratively with peers in developing a patient discharge/referral plan, and participating in service learning within the community. Prerequisite: NURS 2130, NURS 2135, concurrent enrollment in NURS 2150, Healthcare Provider CPR certification, background clearance, and required immunizations.

A Pathophysiological Approach to Health Problems and Pharmacologic
NURS 2222  3 Credits
This course analyzes the progressive changes that take place in the human organism when normal adaptive processes are influenced by chemical, microbial, genetic and/or psychological stress. The course focuses on the pathophysiology of major health problems that lead to mortality and morbidity. This course connects the interrelationship between pathophysiology and pharmacology, emphasizing the importance of pharmacology to these major health problems. This knowledge is applied to the planning of holistic nursing care and pharmacologic interventions of patients with these health problems. Prerequisite: BIOL 2031 and BIOL 2032, NURS 1020, NURS 1025, and completion or concurrent enrollment in NURS 1030 and 1035 or admission to the LPN or Paramedic Mobility Nursing Track.

Clinical Application for Nursing 1230
NURS 2235  4 Credits
This course is for paramedic mobility students and applies theoretical concepts of holistic nursing practices promoting critical thinking, assessment skills, caring behaviors, therapeutic nursing interventions, prevention of disease, and health and wellness throughout the life span. This practicum, with clinical experiences in acute care, community agencies, and the Nursing Learning Resource Center, provides the student with opportunities to provide intermediate level nursing interventions. Course emphasis includes holism and the nursing process with emphasis on assessment and interventions, prioritization, communication, and health teaching in both acute care and community service learning. Prerequisite: NURS 1260, NURS 1265, concurrent enrollment in NURS 1230, Healthcare Provider CPR certification, background clearance, and required immunizations.

Synthesis and Transition to the Registered Nurse Role
NURS 2250  3 Credits
This course uses a case study modality to synthesize concepts taught previously such as health, healing, and holism. It emphasizes evidence based practice, leadership, ethics, group dynamics/processes, and economic, social, political, and current trends in health care. The case studies allow students to plan and evaluate holistic, individualized nursing interventions for patients with complex health care needs. Prerequisite: NURS 1230, NURS 2235, NURS 2222, and concurrent enrollment in NURS 2255.

Clinical Application for NURS 2250
NURS 2255  3 Credits
This course applies and synthesizes concepts presented in NURS 2250. Practicum experience focuses on critical thinking, team leading, leadership/management, supervision/delegation, and decision-making/priority setting while providing holistic care to multiple patients with complex health needs and situations. A preceptorship with a selected RN encourages students to prepare themselves for the personal and professional role transition to the role of registered nurse. Other applications will involve exploration of career opportunities, preparing and presenting teaching projects, working collaboratively with health care professionals, working collaboratively with peers in developing a patient discharge/referral plan, and service learning within the community. Prerequisite: NURS 1230, NURS 2235, concurrent enrollment in NURS 2250, Healthcare Provider CPR certification, background clearance, and required immunizations.

Clinical Internship
NURS 2785  1 Credit
This elective clinical internship course provides learning opportunities to apply nursing theory to 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. Healthcare Provider CPR certification, background clearance, and required immunizations.

Office Technology

Introduction to Keyboarding I
OFFT 0091  1 Credit
This course develops basic keyboarding techniques and skills using a computer. The emphasis will be learning the touch method of typing the alphabetic keys.

Introduction to Keyboarding II
OFFT 0092  1 Credit
This course is a continuation of Keyboarding I. The emphasis of this course is using proper keyboarding technique to develop speed and accuracy on alphabetic material and the numeric keypad. Prerequisite: OFFT 0091 or equivalent, or consent of instructor.

College Keyboarding
OFFT 1001  1 Credit
This keyboarding class will integrate keyboarding instruction with word processing. The student will create professional-looking documents such as memos, letters, reports and tables. Students will continue to build strong keyboarding skills through speed and accuracy. Prerequisite: OFFT 0092, or equivalent, or consent of instructor.

Speech Recognition
OFFT 1002  1 Credit
This course is designed to prepare students to use speech-recognition technology to produce business documents in corporate and medical office settings. This course is valuable for new students and individuals who wish to update their skills. Prerequisite: OFFT 1001 or equivalent, or instructor consent.

Independent Study
OFFT 1790  1 – 6 Credits
The intent of this course is to allow flexibility in providing learning experiences to meet the unique needs of the individual. This will include specific assignments that are customized/designed for the student. Prerequisite: Consent of instructor and dean.

Records Classification Systems
OFFT 2000  3 Credits
This course presents techniques for the control of records and information with emphasis on
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the four basic methods of filing—alphanumeric, numeric, geographic, and subject. Students will investigate and practice how to implement, maintain, and justify a records management system-storing, retrieving, and transferring records. Legal and ethical issues regarding records management (hard copy and electronic) will be covered. Current database software is used in this course. Prerequisite: CAPL 1010 or CSCI 1020 or consent of instructor.

Medical Office Fundamentals
OFFT 2006 3 Credits
This course introduces students to the healthcare office environment in which paper medical records are utilized. Topics covered in the course include professional organization guidelines, organization of healthcare facilities, and the role of healthcare office personnel. Students will be exposed to the various medical specialties and the language of each specialty. Use of medical reference materials will be incorporated, along with an introduction of medical records, and medicolegal ethics. Students will focus on preparing patient records, billing, telephone procedures, appointments, professional reports, medical meetings, and travel arrangements. Recommendation: BIOL 1024, CAPL 1023, and ENGL 1021.

Medical Office Terminology
OFFT 2010 3 Credits
This course is intended for students interested in medical office careers. The focus is on medical terminology as it relates to healthcare documentation with an emphasis on word-building techniques, usage, and spelling. Prerequisite: OFFT 2006 or instructor consent. Recommendation: Concurrent enrollment in OFFT 2012, OFFT 2013, and OFFT 2041.

Medical Office: Disease Concepts
OFFT 2012 2 Credits
This course is intended for students interested in medical office careers. It is an overview of the language and nature of disease and its treatment. Students will study disease conditions organized by body systems for effective medical documentations. Prerequisite: OFFT 2006, concurrent enrollment in OFFT 2010 or equivalent, or instructor consent. Recommendation: Concurrent enrollment in OFFT 2013 and OFFT 2041.

Medical Office: Pharmacology and Lab Medicine
OFFT 2013 2 Credits
This course is intended for students interested in medical office careers. It is a system-by-system overview of the principles and language of pharmacology and laboratory medicine, including drugs and drug classes, diagnostic tests, indications, techniques, expressions of values, and significance of findings for effective medical documentation. Prerequisite: OFFT 2006, concurrent enrollment in OFFT 2010 or equivalents, or instructor consent.

Electronic Health Records
OFFT 2021 3 Credits
This course is intended for students interested in healthcare careers. Students will focus on practical applications and hands-on exercises using an electronic health record (EHR) that will be transferable to many prominent EHR systems currently in use in medical clinics. Prerequisite: OFFT 2006, OFFT 2010, or equivalents, or instructor consent.

Medical Office: Insurance and Coding
OFFT 2030 3 Credits
This course introduces the student to insurance and coding procedures for the medical office. Prerequisite: OFFT 2006 and OFFT 2010, or instructor consent.

Beginning ICD-9-CM Coding
OFFT 2031 3 Credits
Medical coders use their medical knowledge to ensure adherence to insurance requirements and federal regulations. This course is the first in a series. It is an introduction to basic medical procedural coding guidelines. Student will focus on basic Current Procedural Terminology-4 (CPT-4) coding (Anesthesia, E&M, Surgical, Pathology/Laboratory, Radiology and Medicine) and Healthcare Procedural Coding System (HCPCS) codes. Prerequisite: Completion of or concurrent registration in OFFT 2031, or instructor approval. Recommendation: OFFT 2006, OFFT 2010, OFFT 2012, OFFT 2013, OFFT 2040.

Advanced ICD-9-CM Coding
OFFT 2032 3 Credits
This course is designed for students interested in advanced procedural coding. It is a continuation of OFFT 2031, working on complex case studies. Prerequisite: OFFT 2031 and OFFT 2032, and concurrent enrollment in OFFT 2034, or instructor consent.

Advanced CPT Coding
OFFT 2034 3 Credits
This course is a continuation of OFFT 2032 using advanced coding of medical case studies, and an introduction to procedure-based payment systems, e.g., Resource-Based Relative Value Scale (RBRVS), Evaluation and Management
7 Course Descriptions

the four basic methods of filing—alphabetic, numeric, geographic, and subject. Students will investigate and practice how to manage, maintain, and justify a records management system-storing, retrieving, and transferring records. Legal and ethical issues regarding records management (hard copy and electronic) will be covered. Current database software is used in this course. Prerequisites: CAP 1010 or OCS 1020 or consent of instructor.

Medical Office Fundamentals OFFT 2006 3 Credits This course introduces students to the healthcare office environment in which paper medical records are utilized. Topics covered in the course include professional organization guidelines, organization of healthcare facilities, and the role of the healthcare office personnel. Students will be exposed to 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 medical/legal ethics. Students will focus on preparing patient records, billing, telephone procedures, appointments, professional reports, me dical coding, and travel arrangements. Recommendation: BIOL 1024, CAPL 1023, and ENG 1021.

Medical Office Terminology OFFT 2010 3 Credits This course is intended for students interested in medical office careers. The focus is on medical terminology and its use in healthcare documentation with an emphasis on word-building techniques, usage, and spelling. Prerequisite: OFFT 2006 or instructor consent. Recommendation: Concurrent enrollment in OFFT 2012, OFFT 2013, and OFFT 2041.

Medical Office: Disease Concepts OFFT 2012 2 Credits This course is intended for students interested in medical office careers. It is an overview of the language and nature of disease and its treatment. Students will use computer-based learning conditions organized by body systems for effective medical documentation. Prerequisite: OFFT 2006; concurrent enrollment in OFFT 2010 or equivalent, or instructor consent. Recommendation: Concurrent enrollment in OFFT 2013 and OFFT 2041.

Medical Office: Pharmacology and Lab Medicine OFFT 2013 2 Credits This course is intended for students interested in medical office careers. It is a system-by

system overview of the principles and language of pharmacology and laboratory medicine, including drugs and drug classes, diagnostic tests, indications, techniques, expressions of values, and significance of findings for effective medical documentation. Prerequisite: OFFT 2006, concurrent enrollment in OFFT 2010 or equivalents, or instructor consent.

Electronic Health Records OFFT 2021 3 Credits This course is intended for students interested in healthcare careers. Students will focus on practical applications and hands-on exercises using an electronic health record (EHR) that will be transferable to many prominent EHR systems currently in use in medical clinics. Prerequisite: OFFT 2006, OFFT 2010, or equivalents, or instructor consent.

Medical Office: Insurance and Coding OFFT 2035 3 Credits This course is intended for students interested in medical office careers. Students will focus on practical applications and hands-on exercises using an electronic health record (EHR) that will be transferable to many prominent EHR systems currently in use in medical clinics. Prerequisite: OFFT 2006, OFFT 2010, or equivalents, or instructor consent.

Intermediate Medical Transcription OFFT 2042 3 Credits This course is a continuation of OFFT 2041. Students will transcribe intermediate level physician dictated reports organized by medi- cal specialty. Emphasis will be placed on the development of accuracy, speed, proofreading, editing, and knowledge of a variety of medical documents. Prerequisite: OFFT 2041.

Medical School Transcription IDEF OFFT 2031 3 Credits This course introduces transcription of basic medical documentation skills in English language, technology, medical knowledge, proofreading, editing, and research. Prerequisite: OFFT 2006; concurrent enrollment in OFFT 2010 or equivalents, or instructor consent. Recommendation: Concurrent enrollment in OFFT 2012 and OFFT 2013.

Orthotic Practitioner

Applied Orthotic Biomechanical Physics and Patient Analysis ORPR 2910 4 Credits This course introduces the role of orthotist as a member of the rehabilitation team. It explores the relationship between mechanical principles and forces affecting human locomotion, providing a foundation for the understanding of pathological gait and functional loss. Prerequisite: ORPR 2900 or concurrent enrollment.

Advanced Orthotic Anatomy and Pathology ORPR 2915 3 Credits Today’s business environment must be knowledgeable about the concepts and procedures basic to the information management, problem solving, and communication tasks that are performed in businesses. 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 this environment. Prerequisites: CAPL 1010 or consent of instructor.

Foot Orthoses and Metal Ankle-Foot Orthoses ORPR 2920 3 Credits This course reinforces and applies previously learned skills to complete complex and integrated business projects such as client/ patient evaluation, measurement and management skills to successfully fabricate and fit several different types of foot and ankle-foot

 Foot Orthoses and Metal Ankle-Foot Orthoses ORPR 2920 3 Credits This course reinforces and applies previously learned skills to complete complex and integrated business projects such as client/ patient evaluation, measurement and management skills to successfully fabricate and fit several different types of foot and ankle-foot orthoses. The patient's gait is analyzed using a video gait lab to evaluate orthotic function and outcomes. Prerequisites: ORPR 2925 or concurrent enrollment.

Plastic Ankle Foot Orthoses ORPR 2925 2 Credits During this course students focus on patient evaluation, measurement, and management skills to successfully fabricate and fit various types of plastic and axially unloading ankle-foot orthoses. The patient’s gait will be analyzed using a video gait lab to evaluate orthotic function and outcomes. Prerequisite: ORPR 2925 or concurrent enrollment.

Metal Knee-Ankle-Foot Orthoses and Related Pathologies ORPR 2930 3 Credits This course presents an in-depth anatomical study of the thigh and hip, skeletal muscular, and artic- ular systems. Students employ patient evaluation, measurement, and management skills to select components, fabricate, and fit knee-ankle-foot and hip-knee-ankle-foot orthoses. Using the video gait lab, they evaluate patients’ orthotic functions and outcomes. The course also focuses on the pathological effects of disease, trauma, and malformation of the knee and hip related to functional loss. Prerequisite: ORPR 2925 or concurrent enrollment.

Plastic Knee-Ankle Foot Orthoses and Fracture Management ORPR 2935 4 Credits In this course students apply a plaster negative mold of the patient’s affected limb, modify the provisional plastic knee-ankle-foot orthotic using plastic orthotic casting by using a video gait lab to evaluate orthotic function and outcomes. The patient’s gait will be analyzed using a video gait lab to evaluate orthotic function and outcomes. Prerequisite: ORPR 2925 or concurrent enrollment.

Orthotic Upper-Limb Anatomy and Pathology ORPR 2950 2 Credits This course includes identifying upper-limb musculoskeletal structures related to functional loss in the upper-limb Musculoskeletal structures. Pathology and evaluation includes examination of the effect of disease, spina

practical procedures basic to the information management, problem solving, and communication skills that are performed in businesses. 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 this environment. Prerequisites: CAPL 1010 or consent of instructor.

Office Technology Capstone OFFT 2099 3 Credits This course presents an in-depth anatomical study of the thigh and hip, skeletal muscular, and artic- ular systems. Students employ patient evaluation, measurement, and management skills to select components, fabricate, and fit knee-ankle-foot and hip-knee-ankle-foot orthoses. Using the video gait lab, they evaluate patients’ orthotic functions and outcomes. The course also focuses on the pathological effects of disease, trauma, and malformation of the knee and hip related to functional loss. Prerequisite: ORPR 2925 or concurrent enrollment.

Foot Orthoses and Metal Ankle-Foot Orthoses ORPR 2920 3 Credits This course reinforces and applies previously learned skills to complete complex and integrated business projects such as client/ patient evaluation, measurement and management skills to successfully fabricate and fit several different types of foot and ankle-foot

orthoses. The patient’s gait is analyzed using a video gait lab to evaluate orthotic function and outcomes. Prerequisites: ORPR 2925 or concurrent enrollment.

Plastic Ankle Foot Orthoses ORPR 2925 2 Credits During this course students focus on patient evaluation, measurement, and management skills to successfully fabricate and fit various types of plastic and axially unloading ankle-foot orthoses. The patient’s gait will be analyzed using a video gait lab to evaluate orthotic function and outcomes. Prerequisite: ORPR 2925 or concurrent enrollment.

Metal Knee-Ankle-Foot Orthoses and Related Pathologies ORPR 2930 3 Credits This course presents an in-depth anatomical study of the thigh and hip, skeletal muscular, and artic- ular systems. Students employ patient evaluation, measurement, and management skills to select components, fabricate, and fit knee-ankle-foot and hip-knee-ankle-foot orthoses. Using the video gait lab, they evaluate patients’ orthotic functions and outcomes. The course also focuses on the pathological effects of disease, trauma, and malformation of the knee and hip related to functional loss. Prerequisite: ORPR 2925 or concurrent enrollment.

Plastic Knee-Ankle Foot Orthoses and Fracture Management ORPR 2935 4 Credits In this course students apply a plaster negative mold of the patient’s affected limb, modify the provisional plastic knee-ankle-foot orthotic using plastic orthotic casting by using a video gait lab to evaluate orthotic function and outcomes. The patient’s gait will be analyzed using a video gait lab to evaluate orthotic function and outcomes. Prerequisite: ORPR 2925 or concurrent enrollment.

Orthotic Upper-Limb Anatomy and Pathology ORPR 2950 2 Credits This course includes identifying upper-limb musculoskeletal structures related to functional loss in the upper-limb Musculoskeletal structures. Pathology and evaluation includes examination of the effect of disease, spina
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cord lesions, injury, and malformation of the upper-limb followed by identification of specific pathologies related to functional loss in order to determine proper orthotic treatment.

**Upper Limb Orthoses**
**ORPR 2955  3 Credits**

In this course students evaluate patients for metal and plastic hand and wrist-hand orthoses. This process includes measuring and fabricating the basic orthoses as well as additional components to control specific joints of the hand and fingers. **Prerequisite:** ORPR 2950 or concurrent enrollment.

**Orthotic Spinal Anatomy, Pathology, and Patient Evaluation**
**ORPR 2970  3 Credits**

This course includes identification of the spinal muscles as well as description of their function in the overall musculoskeletal system. Pathology and evaluation includes examination of the effect of disease, spinal cord lesions, injury, and malformations of the spine. Students focus on identification of specific pathologies related to functional loss in order to determine proper orthotic treatment. **Prerequisite:** ORPR 2955 or concurrent enrollment.

**Spinal Orthoses Fittings**
**ORPR 2975  3 Credits**

This course includes evaluation for and measurement, casting and fitting of pre-made and custom fabricated spinal orthoses designed to treat related spinal pathologies. Students concentrate on the specific fitting criteria and orthoses selection to achieve the goal of functional biomechanical control of the affected trunk segments. Fitting sessions with patient models will include post-operative body jackets, metal and plastic spinal orthoses, soft corsets, and cervical devices. **Prerequisite:** ORPR 2970 or concurrent enrollment.

**Scoliosis Treatment and Cervical Traction; Mobility and Adaptive Equipment**
**ORPR 2980  3 Credits**

This course focuses on treatment of scoliosis, identification of curve patterns, clinical evaluation, orthotic design, fitting, and curve monitoring. Traction by use of the halo ring and vest in addition to mobility aids and adaptive equipment for improved patient independence, safety, attitude and successful rehabilitation are among other course topics.

**Orthotic Practitioner Practicum**
**ORPR 2990  7 Credits**

This practicum provides students with opportunities to apply the theories and skills learned in the program in an approved clinical setting with actual patient contact. Practicum students work under the direct supervision of a Certified Orthotist preceptor in an approved professional facility. In addition, students are observed periodically on site by a Century College program instructor who also confers with facility supervisors/preceptors. **Prerequisite:** Completion of entire ORPR program curriculum and consent of instructor.

**Orthotic Practitioner Advanced Practicum Internship**
**ORPR 2995  1 – 12 Credits**

This course tracks 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. During the 1-12 credits of the Orthotic Practitioner Advanced Practicum Internship, the post-graduate student works in an orthotic facility or department, and applies learned theory and skills to actual patient contact under the direction of a certified orthotist supervisor at the practicum site as well as oversight by the program instructor. Students may repeat this course up to a total of 12 credits. **Prerequisite:** Graduation from the Orthotic Practitioner Program or Orthotic Associate Practitioner Program.

**Foot Orthosis Fabrication and Shoe Modification/Repair**
**ORTE 1040  3 Credits**

This course covers the biomechanical principles of the foot and ankle as they respond to the effects of shoe modification and external forces generated by the application of an orthotic device. This hands-on laboratory experience focuses on repairing and modifying prescription orthopedic shoes along with fabricating prescribed custom-molded foot orthoses to control and support the structure of the foot. **Prerequisite:** ORTE 1030 or concurrent enrollment.

**Stirrup Layout and Fabrication**
**ORTE 1050  3 Credits**

This course introduces the musculoskeletal system and examines body movements and planes that divide the human body. In the laboratory setting, students integrate this theoretical knowledge with practical orthotic theory to correct a tracing of the lower-limb and fabricate a stirrup, shaping and attaching it to the patient’s shoe to accommodate ankle deformities.

**Ankle-Foot Orthoses Fabrication**
**ORTE 1060  3 Credits**

This course focuses on the theories and skills required for the fabrication of ankle-foot orthoses both with and without tibial torsion. Students interpret various orthotic prescriptions to create one-of-a-kind orthotic devices in the laboratory setting. **Prerequisite:** ORTE 1050 or concurrent enrollment.

**Knee-Ankle-Foot Orthoses Fabrication**
**ORTE 1070  5 Credits**

The focus of this course is the requisite skills for proper layout and correction for a knee-ankle-foot orthoses and fabrication of these with and without tibial torsion and growth extension. Lab work consists of fabrication of three types of knee-ankle-foot orthoses. **Prerequisite:** ORTE 1060.

**Leatherwork for Lower-Limb Orthoses**
**ORTE 2000  4 Credits**

This course concentrates on fabricating leather cuffs and closures, corrective T-straps, and knee control pads, which are all essential parts of the lower limb orthosis to hold the limb in a secure and functional position. **Prerequisite:** ORTH 1070 or concurrent enrollment.

**Thermoplastic Orthoses**
**ORTE 2010  4 Credits**

In this course students practice skills necessary to accurately vacuum form polypropylene plastic
over a variety of plaster models to create acceptable orthoses. Practical skills include negative wraps creating positive plaster models, and the adding of metal components contoured and aligned to finish the orthoses. 

**Prerequisite:** ORTE 2000 or concurrent enrollment.

### Upper-Limb Fabrication

**ORTE 2020 4 Credits**

This course concentrates on identification of the skeletal structure, joints and landmarks of the hand, wrist, and forearm. Identification of various types of upper-extremity orthoses includes, measurements used for fabrication and interpretation of upper-extremity orthotomy forms. Students fabricate both metal and plastic hand and wrist-hand orthoses to specific prescription from measurements and a plaster models of the upper extremities in the orthotics lab. 

**Prerequisite:** ORTE 2010 or concurrent enrollment.

### Orthotic Technician Clinical

**ORTE 2780 4 Credits**

During this 160-hour orthotic clinical, students are placed in an orthotic facility or department. This clinical experience provides opportunities to apply theory and skills learned in the program. All student work is performed under the direct supervision of a certified orthotist or clinical supervisor in each clinical facility. 

**Prerequisite:** Completion of all ORTE program curriculum and consent of instructor.

### Philosophy

#### Introduction to Western Philosophy

**PHIL 1021 3 Credits**

**MnTC: Goals 06**

For over 2500 years philosophy has been concerned with an understanding of one's self, one's world, one's relationship with others, and one's place in the world. Philosophy integrates the findings of other disciplines and examines them in broader philosophical perspectives. Students will be introduced to the concerns and questions of philosophy through a variety of readings, both historical and contemporary and questions of philosophy through a variety of readings, both historical and contemporary. The areas of philosophy that this course may cover are general introduction to philosophy, philosophical argumentation, epistemology, metaphysics, ethics and the historical development of the discipline of philosophy. 

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

#### Introduction to Eastern Philosophy

**PHIL 1025 3 Credits**

**MnTC: Goals 06 & 08**

"Who am I?" "How should I live?" "What is real?" "What can I know?" These are the perennial questions that philosophy has asked and answered for thousands of years and will be the basis of this course. Students will be introduced to these concerns and questions of Eastern philosophy (East India - Hinduism and Buddhism, China - Confucianism and Daoism, and perhaps Japan) through a variety of readings both historical and contemporary. The areas of philosophy that this course may cover are general introduction to philosophy, philosophical argumentation, epistemology, metaphysics, ethics, and the historical development of the discipline of Eastern philosophy. 

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

#### Ethics

**PHIL 1031 3 Credits**

**MnTC: Goals 06 & 09**

This course will examine questions of what is morally right and wrong. Theoretical questions such as “what makes an action morally right or wrong?”, “what type of moral character should a person have?” and “are there correct answers to moral questions?” will be studied. Included in the course will be the study of ethical theory and the application of ethical theory to modern moral problems.

#### Biomedical Ethics

**PHIL 1035 3 Credits**

**MnTC: Goals 06 & 09**

This course, intended for all students, provides background material in basic ethical theories, principles, and decision-making guidelines used in health care ethics. It examines moral issues confronting health care consumers, practitioners, and patients. It emphasizes the philosophical analysis of moral reasoning on specific topics such as truth-telling, confidentiality, human cloning, medical research, abortion, transplantation, allocation of resources, and euthanasia. Readings are selected from contemporary literature in bioethics. 

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

#### Introduction to Logic

**PHIL 1041 3 Credits**

**MnTC: Goal 04**

This course introduces students to the formal study of reasoning using the concepts and techniques of symbolic logic. Topics covered include representing the underlying logical structure of English sentences and arguments, testing whether arguments have good form, identifying valid and invalid argument forms, and recognizing common examples of bad reasoning. While it can be abstract and challenging, learning symbolic logic does have its practical side: it may lead to a deeper appreciation of the uses and abuses of language, more careful and critical reading skills, and a better understanding of how to craft well-reasoned writing.

#### World Religions

**PHIL 1051 3 Credits**

**MnTC: Goals 06 & 08**

This course is an introduction to the major world religions. The course will focus on the historical formation of the religions and those who founded them. It will also focus on their scriptures, practices and the ways each religion answers the fundamental questions concerning the nature of reality, purpose in life, ethics and death. 

**Recommendation:** An assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of "C" or higher; assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of "C" or higher.

### Physical Education

#### Archery

**PE 1000 1 Credit**

The course is designed to instruct the beginning fundamentals of archery. Topics to be covered in this course include history, selection and care of equipment, shooting techniques, safety practices, and etiquette.

#### Bowling

**PE 1005 1 Credit**

This course introduces the basic strategies of bowling. Topics will include the history of bowling, scoring, selection and care of equipment, etiquette, fundamental techniques, and rules.
Students will be responsible for shoe rental, lane fees and transportation to the bowling facility.

**Badminton**  
**PE 1010  1 Credit**  
This course introduces 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 badminton as a lifetime activity.

**Golf**  
**PE 1015  1 Credit**  
This course presents the fundamentals of golf, including selection and care of equipment, etiquette, scoring and playing on a golf course. This course is intended for beginners and students who have not had formal golf instruction although students of all ages and abilities are welcome. Students are responsible for green fees and transportation to off-campus sites.

**Social Dance**  
**PE 1016  1 Credit**  
In this course students will participate in the following types of dance: folk, square, line, country, salsa, swing, hip-hop, and ballroom. Emphasis will be placed on the fundamentals of dance and various dance styles. This class is intended for beginning dancers of all ages who have not had formal instruction.

**Snowboarding**  
**PE 1020  1 Credit**  
This course introduces students to snowboarding as a lifetime activity. Using the American Teaching System (ATS), classes are split into appropriate skill levels, beginning through advanced. Students are responsible for their transportation to snowboard area, lift fees, and equipment.

**Downhill Skiing**  
**PE 1023  1 Credit**  
This downhill ski course is intended to introduce students to downhill skiing as a lifetime activity. Using the American Teaching System (ATS), classes are split into 9 skill levels, beginning through advanced. Students are responsible for their transportation to ski area, ski lift fees, and equipment. Note: Ski lift fees of approximately $110 are required.

**Snowshoeing**  
**PE 1024  1 Credit**  
This course is designed to introduce students to the history of snowshoeing, basic strategies, techniques, selection of equipment, safety, conditioning, and the environment. The course will be designed towards an appreciation of snowshoeing as a lifetime activity. Students of all ages and abilities are encouraged to participate in this course.

**Recreational Volleyball**  
**PE 1030  1 Credit**  
This course introduces students to the social as well as the competitive aspects of the game of volleyball. The course includes instruction in fundamental skills, techniques, rules, and strategies of team play. Emphasis will be on skill development for the recreational player. Sand volleyball is also offered as weather permits.

**Recreational Softball**  
**PE 1035  1 Credit**  
This course introduces students to the recreational aspects of the game of softball. The course includes instruction in fundamental skills, techniques, rules, and strategies of slow-pitch softball. Emphasis will be on skill development for the recreational player.

**Rock Climbing**  
**PE 1040  2 Credits**  
This course introduces students to artificial and natural rock climbing as a lifetime activity. Topics include techniques, safety, etiquette, and equipment selection and care. The class culminates in a climbing field trip at local climbing area. Students are required to provide some equipment and are responsible for their transportation to the off-campus site.

**Soccer**  
**PE 1045  1 Credit**  
This course introduces students to the game of soccer. The course examines the rules and regulations of soccer, as well as the fundamental skills necessary to participate. Teamwork and participation is an integral part of the course.

**Biking**  
**PE 1055  1 Credit**  
This course introduces students to biking as a fitness activity for all skill levels. Emphasis will be placed on conditioning, maintenance, techniques, etiquette, and regulations for biking. Prerequisite: Students must have bike and helmet.

**Fitness Walking**  
**PE 1070  2 Credits**  
This course is designed for students interested in participating in group fitness activities as a means of improving their fitness level. Emphasis is placed on using exercise as part of a healthy lifestyle. Students will participate in a variety of circuit, cardiovascular, and resistance training activities within a group setting.

**Personal Fitness**  
**PE 1060  2 Credits**  
This course is for students interested in developing a personal exercise program based on their own fitness level as part of a healthy lifestyle. The personal fitness program will incorporate the health-related components of physical fitness. Emphasis is placed on the personal development of fitness, based on individualized goals.

**Aerobic Exercise**  
**PE 1063  2 Credits**  
A fitness course in understanding the principles applied to aerobic exercise as a means of achieving weight loss and cardiovascular conditioning. A variety of instructor led aerobic activities will be offered including high/low impact aerobic dance, step, and cardio kickboxing.

**Step Aerobics**  
**PE 1065  2 Credits**  
This course is designed for students interested in developing cardiovascular fitness through step aerobics. The course also includes the development of muscle strength, muscle endurance, and flexibility as part of a healthy lifestyle.

**Fitness Walking**  
**PE 1067  2 Credits**  
This course focuses on individual improvement in cardiovascular fitness through fitness walking, while emphasizing exercise as a part of a healthy lifestyle. Students will develop a personal walking program based on current fitness levels and fitness principles. Flexibility and muscular strength and endurance exercises are also incorporated into exercise programs.

**Yoga**  
**PE 1064  1 Credit**  
This course introduces students to the fundamental philosophies, skills, techniques and terms of yoga. Emphasis is placed on the performance of yoga postures, breathing exercises, meditation, and relaxation techniques. Note: Students should furnish their own yoga mats.

**Step Aerobics**  
**PE 1065  2 Credits**  
This course is designed for students interested in developing cardiovascular fitness through step aerobics. The course also includes the development of muscle strength, muscle endurance, and flexibility as part of a healthy lifestyle.
a healthy lifestyle. Emphasis is placed on the development of muscle strength and endurance, based on personal goals.

**Foundations of Physical Education**  
**PE 1080**  
**3 Credits**  
This course is a critical examination of the history, events, programs and philosophical positions that have led to the current status of physical education, fitness, and the sports entertainment industry in the United States. Students will be provided with up-to-date information about physical education and its diverse subfields as well as introduction to career roles in preparation for professional service in all areas of physical education, exercise science, sports management and sports facility management. Students will develop a professional philosophy of physical education.

**Baseball Officiating**  
**PE 1090**  
**1 Credit**  
The course is designed to teach the fundamentals of sports officiating in baseball. Coursework covers officiating at the elementary, junior, and high school levels as well as park and recreational programs. Students are eligible to become certified and registered officials with the Minnesota State High School League (MSHSL) when they pass the written rules test and pay registration fees.

**Basketball Officiating**  
**PE 1091**  
**1 Credit**  
The course is designed to teach the fundamentals of sports officiating in basketball. Coursework covers officiating at the elementary, junior, and high school levels as well as park and recreational programs. Students are eligible to become certified and registered officials with the Minnesota State High School League (MSHSL) when they pass the written rules test and pay registration fees.

**Softball Officiating**  
**PE 1092**  
**1 Credit**  
The course is designed to teach the fundamentals of sports officiating in softball. Coursework covers officiating at the elementary, junior, and high school levels as well as park and recreational programs. Students are eligible to become certified and registered officials with the Minnesota State High School League (MSHSL) when they pass the written rules test and pay registration fees.

**Volleyball Officiating**  
**PE 1093**  
**1 Credit**  
The course is designed to teach the fundamentals of sports officiating in volleyball. Coursework covers officiating at the elementary, junior, and high school levels as well as park and recreational programs. Students are eligible to become certified and registered officials with the Minnesota State High School League (MSHSL) when they pass the written rules test and pay registration fees.

**Internship: Sports Facility/Operations Management**  
**PE 1780**  
**1 – 12 Credits**  
This course provides students an opportunity to apply knowledge and skills learned in the Sports Management program. Students will work in operational roles at facilities 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. May be repeated with program coordinator’s consent. **Prerequisite:** Consent of instructor.

**Introduction to Sports Management**  
**PE 2080**  
**3 Credits**  
This course introduces students to the field of sports management and the numerous career opportunities available over the wide spectrum of the sports management industry. Emphasis will be placed on examining the job responsibilities and competencies required of the various areas of sports management.

**Intercollegiate Golf**  
**PE 2090**  
**1 Credit**  
This course is designed for men or women who participate on the intercollegiate golf team. Skill instruction and techniques for mental preparation are covered. This course may be taken two times for credit. **Prerequisite:** Must be a member of intercollegiate golf team and have consent of instructor or athletic director. **Restriction:** Student must be eligible based on the Minnesota College Athletic Conference (MCAC) and National Junior College Athletic Association (NJCAA) rules.

**Intercollegiate Men's Soccer**  
**PE 2091**  
**1 Credit**  
This course is for students who participate on the intercollegiate men's soccer team. This course offers advanced skill instruction as well as intercollegiate experience. This course may be taken two times for credit. **Prerequisite:** Must be a member of intercollegiate men's soccer team and have consent of instructor or athletic director. **Restriction:** Student must be eligible based on the Minnesota College Athletic Conference (MCAC) and National Junior College Athletic Association (NJCAA) rules.

**Intercollegiate Women's Soccer**  
**PE 2092**  
**1 Credit**  
This course is for students who participate on the intercollegiate women's soccer team. This course offers advanced skill instruction as well as intercollegiate experience. This course may be taken two times for credit. **Prerequisite:** Must be a member of intercollegiate women's soccer team and have consent of instructor or athletic director. **Restriction:** Student must be eligible based on the Minnesota College Athletic Conference (MCAC) and National Junior College Athletic Association (NJCAA) rules.

**Intercollegiate Women's Softball**  
**PE 2093**  
**1 Credit**  
This course is for students who participate on the intercollegiate women's softball team. This
course offers advanced skill instruction as well as intercollegiate experience. This course may be taken two times for credit. **Prerequisite:** Must be a member of intercollegiate women’s softball team and have consent of instructor or athletic director. **Restriction:** Student must be eligible based on the Minnesota College Athletic Conference (MCAC) and National Junior College Athletic Association (NJCAA) rules.

**Intercollegiate Men’s Baseball**  
**PE 2094**  
1 Credit  
This course is designed for students who participate on the intercollegiate baseball team. This course offers advanced skill instruction as well as intercollegiate experience. This course may be taken two times for credit. **Prerequisite:** Must be a member of intercollegiate baseball team and have consent of the instructor or athletic director. **Restriction:** Student must be eligible based on the Minnesota College Athletic Conference (MCAC) and National Junior College Athletic Association (NJCAA) rules.

**Internship: Sports Management**  
**PE 2780**  
1 - 12 Credits  
This course provides students with the opportunity to apply knowledge and skills learned in the Sports Management program. Students will work in a professional environment while applying a variety of human relations, communication, sales and/or marketing and operation/event management skills. Internship positions must be held within some facet of the sports management or recreation industries. May be repeated with program coordinator’s consent. **Prerequisite:** Consent of instructor.

**Physics**

**Physics Concepts**  
**PHYS 1020**  
4 Credits  
MnTC: Goal 03  
This course serves as an introduction to the basic concepts of physics: motion, force, energy, momentum, and rotations. Additional topics in physics may be included at the discretion of the instructor including (for example) fluid dynamics or the modern study of matter. The course is a problem-solving course, but the focus is on the concepts of physics rather than on detailed quantitative analysis. This course is intended for students who have not had a recent course in physics at the high school or college level. The laboratory associated with this course emphasizes measurement, interpretation of data, and synthesis of results. **Prerequisite:** Assessment score placement in MATH 0070 or above, or completion of MATH 0030 with a grade of “C” or higher.

**General Physics I**  
**PHYS 1041**  
5 Credits  
MnTC: Goal 03  
This is the first course in a sequence that introduces the topics of mechanics using the mathematical techniques of algebra and trigonometry. Students will investigate kinematics, forces, momentum, circular motion, work/energy, and rotational dynamics. The course is problem-based, focusing on quantitative analysis of physics problems. It includes a computer-based laboratory component in which students will collect, analyze, and interpret data. **Prerequisite:** Assessment score placement in MATH 1061 or above, or completion of MATH 0090 or MATH 1015 with a grade of “C” or higher, or concurrent enrollment in MATH 0090 or MATH 1015.

**General Physics II**  
**PHYS 1042**  
5 Credits  
MnTC: Goal 03  
This course is a continuation of PHYS 1041, introducing many of the remaining topics in classical physics. This course in general physics introduces the topics of thermodynamics, optics, waves, and electricity. It includes a computer-based laboratory component where students collect, analyze, and interpret data. **Prerequisite:** Completion of PHYS 1041 with a grade of “C” or higher.

**Descriptive Astronomy**  
**PHYS 1070**  
3 Credits  
MnTC: Goal 03  
Descriptive Astronomy is an introductory course intended for students with an interest in the stars and planets. This course introduces the motion of the stars and planets, the properties of the solar system and its development, and the lives of stars. These ideas will be taught in such a way as to emphasize how astronomers know the properties of the universe and then use their observations to construct scientific models about how the universe works.

**Descriptive Astronomy Laboratory**  
**PHYS 1075**  
1 Credit  
MnTC: Goal 03  
This is a laboratory course in which students will gain an understanding of how to use the tools and methods of the astronomer. Students will make measurements and observations and will be asked to draw conclusions based on these observations in order to explain astronomical phenomena. Calculations done in this laboratory course will require no more than basic arithmetic skills.

**Introductory Physics I**  
**PHYS 1081**  
5 Credits  
MnTC: Goal 03  
This course is the first of a comprehensive two-semester sequence in introductory physics. The topics of kinematics, vectors, rotational motion, gravity, energy, and oscillatory motion are introduced at the level of calculus. The course presents these topics as a foundation for further studies in science while at the same time developing problem-solving skills that will be useful for students in practically any endeavor they choose to undertake. **Prerequisite:** MATH 1081 or concurrent enrollment. **Recommendation:** High school physics or PHYS 1020.

**Introductory Physics II**  
**PHYS 1082**  
5 Credits  
MnTC: Goal 03  
This course is the second course in a comprehensive two-semester sequence in introductory physics. The topics of wave motion, geometric optics, and electricity and magnetism are introduced at the level of calculus. The course presents these topics as a foundation for further studies in science while at the same time developing problem-solving skills that will be useful for students in practically any endeavor they choose to undertake. **Prerequisite:** Successful completion of PHYS 1081. MATH 1082 or concurrent enrollment.

**Modern Physics**  
**PHYS 2081**  
4 Credits  
Modern physics is the study of physics since the turn of the twentieth century. The two great theories of twentieth century physics are Einstein’s Theory of Relativity and the Quantum Theory. The emphasis of this course will be on giving students a thorough understanding of these two complex topics as well as helping students gain an understanding of how these two theories apply to atomic and molecular structure and to condensed matter physics. Other topics such as nuclear physics, elementary particles physics, or astrophysics may also be covered. **Prerequisite:** PHYS 1082, MATH 1082.
This course examines the development of constitutional principles, judicial review, commerce powers, executive action, 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. This course is intended for all students, and it is of special interest for students interested in government and political science.

Internship: Political Science
POLS 1780   1 – 3 Credits
This course provides an opportunity for students to intern with a state legislator, government agency, political organization, or nonprofit agency. The course is designed to enhance learning by putting to use the knowledge students have already attained and also building on that knowledge and skill-set. The individual competencies will vary from internship to internship depending upon the agency site.

Prosthetic Practitioner

Introduction to Prosthetic Practitioner Program
PRPR 2900   3 Credits
This introductory course identifies the role and essential patient management skills of the prosthetist. It describes the basic structure and function of the musculoskeletal system. Study of biomechanical physics explains the forces that affect normal and abnormal human locomotion and correlates physics with the program’s practical application to effective treatment of disabled patients.

Standard Patellar Tendon Bearing (PTB) Prosthesis
PRPR 2905   3 Credits
The standard patellar tendon-bearing (PTB) is the most commonly made prosthetic device. This course focuses on the functional anatomy and biomechanics of the lower limb, trans-tibial casting techniques - patient evaluation, measurement, molding, and bench alignment. It also covers normal human locomotion and the biomechanics of the trans-tibial limb as well as patient recordkeeping, fabrication, fitting, and dynamic alignment of standard PTB type prostheses. Prerequisite: PRPR 2900 or concurrent enrollment.

Trans-Tibial Prosthesis
PRPR 2910   3 Credits
This course offers training in evaluation, measurement and molding of trans-tibial prosthetic devices. It also covers recording patient information, prosthetic fabrication techniques and bench alignment procedures. In addition, students fit and dynamically align a sleeve suspension, as well as a joint and lacer trans-tibial prosthesis to patients. Prerequisite: PRPR 2905 or concurrent enrollment.

Variations in Trans-Tibial Prostheses
PRPR 2915   4 Credits
This hands-on course covers variations in trans-tibial socket designs for the LisFranc, Chopart, Symes, Supracondylar (SC) and Suprapatellar (SP) style sockets. This course covers principles of modular prosthetic systems and components. Instructors prescribe a fitting which students must evaluate, measure, and mold for a trans-tibial patient, then fit a check socket and dynamically align the prosthesis for function and comfort. Prerequisite: PRPR 2910 or concurrent enrollment.

Trans-Femoral Prostheses
PRPR 2930   2 Credits
This course focuses on evaluating, measuring, and molding trans-femoral prosthetic devices. It includes recording patient information, fabrication techniques, and bench alignment as well as fitting and dynamic alignment of the device. Students cover the characteristics of trans-femoral amputation surgery, functional anatomy, normal human locomotion and biomechanics prior to patient contact in the lab setting. Prerequisite: PRPR 2915 or concurrent enrollment.

Trans-Femoral Suction Prostheses
PRPR 2935   3 Credits
This course introduces the suction socket which is the most common trans-femoral suspension used in prosthetic design. Students will evaluate, measure, and mold a patient. Students will fabricate, and statically align and dynamically align trans-femoral prostheses in a clinic setting. Prerequisite: PRPR 2930 or concurrent enrollment.

Knee and Hip Disarticulation Prostheses
PRPR 2940   1 Credit
This course concentrates on knee disarticulation, hip disarticulation and hemi-pelvectomy prostheses. It introduces diagnostic imagery practices and psychology of disability theory. Students explore the business aspects of the orthotics and prosthetics field including business practices, ethical philosophy, financial considerations, and employability skills.

Trans-Femoral Hydraulic Knee Prostheses
PRPR 2945   3 Credits
This course is focuses on fluid -controlled knee mechanisms for trans-femoral amputees.
7 Course Descriptions

Students evaluate, measure and record patient information and create molds for trans-femoral amputees. After selecting a fluid-controlled knee device from measurements, the prosthetic devices are statically aligned and then dynamically aligned to amputees for function and comfort.

**Long Trans-Radial Prosthesis**  
**PRPR 2960 3 Credits**  
This course involves evaluation, measuring, and recording patient information and making a mold for a long trans-radial prosthesis. Students will fabricate and fit 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, as well as identify components and material science for upper-limb fabrication.  
**Prerequisite:** PRPR 2945 or concurrent enrollment.

**Short Trans-Radial Prostheses**  
**PRPR 2965 3 Credits**  
This hands-on course provides training for the fabrication and fitting of the short trans-radial prosthesis. During this course students concentrate on patient evaluation, practice mold casting techniques, check socket fittings, and complete the fabrication and fitting for both short trans-radial and self-suspending trans-radial prostheses.  
**Prerequisite:** PRPR 2980 or concurrent enrollment.

**Externally Powered Prostheses**  
**PRPR 2970 2 Credits**  
This course introduces students to the theories and practical aspects of casting techniques, myotesting (muscle testing), fitting procedures and training for patients using externally powered prosthetic devices.  
**Prerequisite:** PRPR 2985 or concurrent enrollment.

**Trans-Humeral Prosthesis**  
**PRPR 2975 3 Credits**  
This course focuses on the functions and applications of a trans-humeral prosthesis. Topics include casting techniques, fabrication and assembly of prosthetic components, fitting check sockets, and the finished trans-humeral prosthesis to a patient model.  
**Prerequisite:** PRPR 2970 or concurrent enrollment.

**Prosthetic Practitioner Practicum**  
**PRPR 2990 7 Credits**  
This practicum provides students with opportunities to apply the theories and skills learned in the program in an approved clinical setting with actual patient contact. Practicum students work under the direct supervision of a Certified Prosthetist preceptor in an approved professional facility. In addition, students are observed periodically on site by a Century College program instructor who also confers with facility supervisors/preceptors.  
**Prerequisite:** Completion of all PRPR courses and consent of 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 works in an approved prosthetic facility or department. Students apply theory and skills learned in the Prosthetic Practitioner programs to actual patient contact under the direction of a certified prosthetist supervisor at the practicum site. The course tracks 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. Students may repeat this course up to a total of 12 credits.  
**Prerequisite:** Graduation from the Prosthetic Practitioner Program.

**Prosthetic Technology**  
**Introduction to Prosthetics**  
**PRTE 1020 3 Credits**  
This course introduces the role of the prosthetic technician and the safety practices and habits required by the profession. Topics include safety practices, and prosthetic bench tools and equipment as well as the materials and components used to craft prosthetic fabrications.

**Anatomy of Trans-Tibial Amputations**  
**PRTE 1070 3 Credits**  
This course covers anatomy of trans-tibial amputations, and trans-tibial prosthetic measurement charts. This course focuses on duplicating procedures for making a Patellar tendon-bearing (PTB) prosthesis. Students shape and laminate the prosthesis, as well as finish and assemble the PTB prostheses for delivery to a patient. This course covers anatomy of trans-tibial amputations, and trans-tibial prosthetic measurement charts.  
**Prerequisite:** PRTE 1080 or concurrent enrollment.

**Trans-Femoral Socket Fabrication**  
**PRTE 1080 4 Credits**  
This course concentrates on creating plaster of Paris models of trans-femoral residual limbs, as well as the lay-up and laminating of trans-femoral prosthetic sockets. Activities include placement of a trans-femoral socket in an extension block, static alignment of a trans-femoral socket on an adjustable leg, duplicate alignment of a trans-femoral prosthesis, and attachment of trans-femoral flexible leather belts and hip joint components.  
**Prerequisite:** PRTE 1070 or concurrent enrollment.

**Finishing Procedures for Patellar Tendon-Bearing (PTB) Prostheses**  
**PRTE 1050 3 Credits**  
This course covers shaping, laminating, and finishing of Patellar tendon-bearing (PTB) prostheses.  
**Prerequisite:** PRTE 1040 or concurrent enrollment.

**Fabrication of Patellar Tendon-Bearing (PTB) Joint and Lacer**  
**PRTE 1060 3 Credits**  
This course covers laminating a patellar tendon-bearing (PTB) socket utilizing vacuum techniques, statically aligning PTB prostheses and mounting joints. Students will also fabricate fork straps and joint covers.  
**Prerequisite:** PRTE 1050 or concurrent enrollment.

**Finishing Procedures for Trans-Femoral Prostheses**  
**PRTE 2000 3 Credits**  
This course prepares students for shaping and finish lamination procedures of trans-femoral prostheses and assembly of trans-femoral prostheses.  
**Prerequisite:** PRTE 1080 or concurrent enrollment.
Psychology

Introduction to the Social and Behavioral Sciences: ANTH, PSYC and SOC
PSYC 1000  3 Credits
This course serves as a broad introduction to three of the social and behavioral sciences: Anthropology, Psychology, and Sociology. The course provides an overview of the history, theories, research methods, and research publications of each discipline. The course is designed to help students to acquire the knowledge and skills that will enable them to succeed in the introductory courses in these three disciplines. Prerequisite: Assessment score placement in RDNG 0080 with a grade of “C” or higher or consent of the instructor. Restriction: May not be taken for credit if credit has been earned in ANTH 1000 or SOC 1000.

General Psychology
PSYC 1020  4 Credits
MnTC: Goal 05
Psychology is the science of behavior and mental processes. Scientific psychologists do research on human and animal behavior, and on mental activities such as cognition and intelligence. This course is a survey of the fundamental principles, research findings, and theories in psychology. This course does not train students in the practice or application of psychology, but introduces the core ideas and findings in the scientific study of behavior and the mind. Psychology is a very broad discipline that includes many topics including brain anatomy and function, learning, development, perception, memory, emotions, motivation, personality, social psychology, sleep and dreaming, and psychological disorders and their treatments.

Psychology of Adjustment
PSYC 1030  3 Credits
MnTC: Goal 05
This course is a survey of the psychological factors involved in human adjustment and healthy personal development, covering the main approaches of contemporary psychology: psychoanalytic, behavioral, humanistic, cognitive, and biological. This course includes discussion of motivation, theories of personality, emotions, stress, mental health, relationships, and psychological disorders and therapies.

Developmental Psychology
PSYC 1041  3 Credits
MnTC: Goal 05
The focus of this course is on human development from conception to death. The course includes research methodology, theoretical perspectives, and the physical, cognitive, and psychosocial changes occurring in human development. Emphasis will be placed on the application of research and theory to current issues. Prerequisite: Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of “C” or higher. Recommendation: PSYC 1020. For non-native English speakers, completion of ESOL 1035 with a grade of “C” or higher, or English language proficiency equivalent to ESOL 1035.

Brain, Mind, and Behavior I: Foundations
PSYC 2001  1 Credit
This course is a description and discussion of the brain’s influence on behaviors and mental processes. The focus is on how the brain and nervous system contribute to psychological functioning, both normal and pathological. This course presents a brief introduction to the field of cognitive neuroscience, the multidisciplinary study of how the brain affects cognition and mental states. Part 1 topics include the history and philosophy of brain research, how neurons and synapses work, fundamental brain anatomy and localization of function, the cerebral hemispheres and split-brain, brain development, and the role of genetics. Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 90 with grade of “C” or higher. Recommendation: PSYC 1020.

Brain, Mind, and Behavior II: Sex, Drugs, and Rock ‘n’ Roll
PSYC 2002  1 Credit
What is the biopsychology of desire? How does the brain regulate and influence experiences of motivation, emotion, reward, and pleasure? This course presents an introduction to the brain’s role in mental and behavioral processes that involve motivation, sex, drug addiction, music, and emotions. The focus is on how the brain and nervous system contribute to and influence psychological functioning, both normal and pathological, in ways that are related to cravings and desires, such as sex, motivation, music, and emotion. Prerequisite: Assessment score placement in RDNG 1000 or completion of RDNG 90 with grade of “C” or higher. Recommendation: PSYC 1020 or PSYC 2001.

Brain, Mind, and Behavior III: Sensation, Movement, and Language
PSYC 2003  1 Credit
How does the brain receive information, interpret it, and then respond? This course presents an introduction to the brain’s role in sensation (vision, hearing, and other senses), perception (creating meaning from sensory information), language (including language disorders such as aphasia), and body movement (including disorders of movement such as dystonia and Parkinson’s disease). The focus is on how the brain and nervous system sense the environment, perceive and interpret incoming sensory information, communicate with others using language, and move the muscles of the body. Prerequisite(s): Assessment score placement in RDNG 1000 or completion of RDNG 90 with grade of “C” or higher. Recommendation(s): PSYC 1020 or PSYC 2001.
Brain, Mind, and Behavior IV: Higher Mental Processes
PSYC 2004 1 Credits
This course is an introduction to the brain’s role in the higher mental and psychological functions that people experience. The focus is on how the brain and nervous system contribute to and influence complex cognitive processes, sleep, awareness, and psychological abnormalities such as schizophrenia, mood disorders, and Alzheimer’s disease. This course presents the most recent findings in the scientific study of the biopsychology of learning, memory, cognition, sleep, consciousness, and mental disorders. **Prerequisite:** Assessment score placement in RDNG 1000 or completion of RDNG 90 with grade of “C” or higher. **Recommendation:** PSYC 1020 or PSYC 2001.

Abnormal Psychology
PSYC 2021 3 Credits
MnTC: Goals 05 & 07
This course is an introduction to the diagnosis, classification, causes, and treatments of psychological disorders. This course covers the Diagnostic and Statistical Manual of Mental Disorders (DSM), the book universally used to diagnosis mental illnesses, as well as theories about disorders, descriptions and statistics of major mental illnesses, and medical and psychological therapies. Some of the disorders that will be studied in detail include schizophrenia, mood disorders, anxiety disorders, and developmental, cognitive and personality disorders. **Prerequisite:** PSYC 1020.

Forensic Psychology
PSYC 2031 3 Credits
Forensic Psychology seeks to provide to students a broad-based understanding of the role of psychology within the legal field. Students will learn about aspects of human behavior related to the legal process including eyewitness memory and testimony, competence and insanity, risk assessment, and criminal behavior. The emphasis will be on scientific and empirical applications of psychology to civil and criminal law. **Prerequisite:** PSYC 1020, RDNG 0090 with a grade of “C” or higher, or assessment score placement into RDNG 1000. **Recommendation:** ENGL 0990 with a grade of “C” or higher, or assessment score placement into ENGL 1021.

Child Development
PSYC 2043 3 Credits
MnTC: Goals 05 & 09
Child Development is a field within Developmental Psychology, concerned with the facts and principles that influence the health, well-being and future of the child. The course includes an in-depth study of the physical, cognitive, and psychosocial changes that occur from birth to adolescence. The course includes research methods, and theories of child development, as well as, an exploration of genetic and environmental factors that influence the child’s development. **Prerequisite:** Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** PSYC 1020.

Adolescent Development
PSYC 2044 3 Credits
MnTC: Goals 05 & 09
Adolescent Psychology is a field within Developmental Psychology, concerned with the psychological principles that apply to the study of adolescent development. The course includes an in-depth study of the physical, cognitive, and psychosocial changes that occur during the adolescent years. This course will familiarize students with the fundamental psychological concepts, research findings, and theories in adolescent psychology. It also may include the study of scientific psychological principles, related to the development of emotions, identity, gender, sexuality, ethical and moral development, families, peers, schools, achievement, culture, and adolescent problems. **Prerequisite:** Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** PSYC 1020.

Adulthood, Aging and Death
PSYC 2045 3 Credits
MnTC: Goals 05 & 09
Adulthood, Aging, and Death present an overview of the developmental tasks of adulthood, with particular reference to aging and death. It includes the study of the physical, cognitive, and psychosocial aspects of the aging process. Normal aspects of aging are contrasted with aging related to various diseases. Ethical, moral and other contemporary issues associated with adulthood, aging and death will be examined. **Prerequisite:** Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of “C” or higher. **Recommendation:** PSYC 1020.

Special Topics in Psychology
PSYC 2790 1 – 3 Credits
A course in which one of a variety of contemporary topics of interest would be selected as the focus for study. The specific topic will be announced in advance, and published at the time of registration. **Prerequisite:** PSYC 1020 or consent of instructor; assessment score placement in RDNG 1000 or above, or the completion of RDNG 0090 with a grade of “C” or higher; and assessment score placement in ENGL 1021, or completion of ENGL 0990 with a grade of “C” or higher.

Public Safety

Firefighter I
FRTA 1091 5 Credits
Firefighter I is an introduction to fire science. It is intended to provide the skills and knowledge necessary to take the Minnesota Firefighter I certification test and function in an entry level position on a fire department or service. The course will emphasize Self Contained Breathing Apparatus (SCBA) use and care, forcible entry, search and rescue in a structure, ladder use and care, fire hose and appliance use and care, fire streams, ventilation, fire prevention and public education, fire extinguishers, salvage and overhaul, fire control, safety, ropes and knots, and communications. **Prerequisite:** Medical clearance by a physician verifying that the student is fit to perform the sometimes physically demanding tasks of firefighter training and is approved for respirator use. **Restriction:** This course is limited to individuals affiliated with fire services that are able to procure fire gear to use in training. This includes complete turnout gear, helmet, and self contained breathing apparatus (SCBA) with a mask.

Firefighter II
FRTA 1092 2 Credits
Firefighter II is a continuation to Firefighter I, and along with EMS 1095 (Hazardous Materials Operations), is intended to provide the skills and knowledge necessary to take the Minnesota Firefighter II certification test and function in a more advanced capacity on a fire department or service. The course will emphasize Incident report writing, fire suppression-flammable liquids, fire suppression-flammable gases, fire ground command, evidence preservation, vehicle extrication, assisting the rescue team, pre-incident survey, equipment maintenance, fire hose testing, and fire hydrant testing. **Prerequisite:** Firefighter II (FRTA 1091). 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.

Hazardous Materials Operations
FRTA 1095 3 Credits
Hazardous Materials Operations is an introduction to hazardous materials intended to provide the skills and knowledge necessary to recognize, identify, and remain safe in 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 I certification.

Foundations of Public Safety
PSAF 1020 3 Credits
This survey course is an introduction to the multidisciplinary field of public safety as it applies to the disciplines of emergency medical services (EMS), the fire service, law enforcement, communications/dispatch, and emergency management. Students will not only study an overview of each discipline/occupation, but interact with peers from their own profession as well as others from across the public safety spectrum. Recommendation: Computer literacy and word processing skills.

Public Safety Technology
PSAF 1031 3 Credits
This course focuses on integrating new and emerging technology in managing the allocation and utilization of resources needed during large scale gatherings, special events, natural, human-made, and terrorist disasters. Prerequisite: PSAF 1020 or instructor consent. Recommendation: Computer literacy and word processing skills.

Principles of Public Safety Leadership
PSAF 1032 3 Credits
This course will examine decision-making models, team development techniques, and leadership skills necessary to contribute to the success of a public safety organization. This course will also assess how organizational behavior, laws, and culture influence the delivery of public safety. Prerequisite: PSAF 1031 or instructor consent. Recommendation: Computer literacy and word processing skills.

Community Service Principles
PSAF 1035 3 Credits
This course will explore the perceptions and expectations of governmental organizations, the media, and culturally diverse communities. The course provides a focus on customer service, public relations, crisis communications, recruitment and retention, and education as it relates to public safety. Recommendation: Computer literacy and word processing skills.

Technological Disasters
PSAF 1100 3 Credits
This course is designed to study various unintentional technological disasters, such as structural failures, hazardous materials releases, fire outbreaks, and transportation accidents. Students will develop case studies of various technological disasters and utilize critical thinking and analysis methods to determine the anatomy of the given disaster.

Independent Study
PSAF 1790 1 – 4 Credits
This course provides the opportunity for students to enhance their learning experiences or explore a specialty area beyond the scope of the basic Public Safety coursework through an independent study projects. Projects will be developed cooperatively between the students and the instructor with the approval of the dean in order to help the student pursue specific areas of interest relative to public safety. Projects may apply to the students discipline within public safety or may be interdisciplinary in scope. Prerequisite: Consent of instructor and dean. Completion of PSAF 1020 or equivalent with a grade of “B” or above. Recommendation: Computer literacy, word processing skills, and basic PowerPoint skills.

Incident Command Strategies
PSAF 2040 4 Credits
This course is a comprehensive and in-depth examination of the incident command system used to manage small to large scale natural, human-made and terrorist incidents using the guidelines set forth by the National Incident Management System (NIMS) per Homeland Security Presidential Directive-5. Basic through advanced principles of the incident command system and NIMS will be discussed, examined, and applied in simulations utilizing various media all revolving around a multidisciplinary approach. Recommendation: Computer literacy and word processing skills.

Project Management in Public Safety
PSAF 2045 3 Credits
This course is intended to prepare the student to manage projects of varying sizes and difficulty that they may encounter in the public safety discipline. This course will provide activities to simulate selecting or analyzing an organization for an issue, procedure, process, problem, or service that can be improved or developed. Then the student will be provided resources concerning how to design, develop, implement, evaluate, and make necessary improvements or modifications to the project. This course will also focus on presenting all the project stages and final project results in written, multimedia, and verbal formats. Recommendation: Computer literacy and word processing skills.

Public Safety Capstone
PSAF 2050 3 Credits
The Public Safety Capstone course is intended to provide the public safety student with the opportunity to research, analyze, and present a multidisciplinary approach to current issues or events within the public safety arena. Using a team approach, the student will demonstrate their skills in writing, critical thinking, and knowledge of public safety.

Radiologic Technology

Fundamentals of Radiography
RADT 1020 3 Credits
This course is an introduction to 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. Students will demonstrate theory and clinical applications in the laboratory setting. Prerequisite: Application and acceptance in the Radiologic Technology Program and concurrent enrollment in RADT 1031.

Anatomy and Positioning I
RADT 1031 5 Credits
The course is the first of two semester courses that pertain to anatomy and radiographic positioning of the body. Initially, the student is 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. The student will demonstrate theory and clinical applications in the laboratory setting. The student must be able to perform physical tasks to complete course requirements. Prerequisite: Concurrent enrollment in RADT 1020.

Anatomy and Positioning II
RADT 1032 3 Credits
This course 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. The student will demonstrate theory and clinical applications in the laboratory setting. The student must be able to perform physical tasks to complete course requirements.

Radiographic Exposure Factors
RADT 1040 3 Credits
The course is an introduction to the science of radiographic image production and explores the details of the principles of radiographic exposure techniques. Topics of discussion include film processing, intensifying screens, grids, contrast, density, control of scatter radiation, and the management of human body variables in image production. Emphasis is placed on methods to minimize radiation exposure to the patient and self. Image production and viewing using the advances of digital radiography and associated computer technology are included. In addition, the course introduces students to the computer network systems that store, transmit, and retrieve digital radiographic images. Students will apply classroom theory in the clinical setting.

Bone Densitometry I
RADT 1051 1 Credit
This course is designed to introduce the student to the basic principles of bone densitometry. The course includes discussion of metabolic bone disorders, modality history, patient care, equipment operation and physics with an emphasis on radiation protection. This is the first of a two part course sequence to assist participants with preparation for the national certification exam in bone densitometry. Prerequisite: Current standing as a radiologic student and/or a healthcare worker performing bone density exams. Restriction: Must be a radiologic technology student and/or employed in a healthcare facility and currently performing bone densitometry. Not intended to prepare student for employment.

Bone Densitometry II
RADT 1052 1 Credit
During this course the student will review advanced bone densitometry topics. Topics of discussion include bone composition physiology, patient education skills, state and national guidelines and position statements, radiation safety and scanning protocol. Two of the class sessions will be held at a local health care facility. Not intended to prepare student for employment. Prerequisite: Must be a radiologic technology student, a registered radiographer and/or a healthcare facility employee currently performing bone densitometry. Restriction: RADT 1051 or permission of instructor.

Clinical Radiography I
RADT 1781 6 Credits
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 with and perform basic radiographic procedures under the direction of a qualified practitioner at affiliated clinical sites. State regulations regarding safe operation of radiation-generating equipment will be followed and proper radiation safety practices will be adhered to. Students must be able to perform physical tasks to complete course requirements. Prerequisite: RADT 1020, RADT 1031 and concurrent enrollment in RADT 1032 and RADT 1040. MN Human Services background study with no restrictions.

Clinical Radiography II
RADT 1782 6 Credits
The course is designed to provide students with opportunities to apply basic theoretical principles of radiography and patient care to practical experience in the clinical setting. Students will assist with and perform radiographic procedures under the direction of a qualified practitioner at affiliated clinical sites. State regulations regarding safe operation of radiation-generating equipment will be followed and proper radiation safety practices will be adhered to. Students must be able to perform physical tasks to complete course requirements. Prerequisite: RADT 1032, RADT 1040, RADT 1781 and concurrent enrollment in RADT 2000.

Radiation Biology and Protection
RADT 2000 1 Credit
The course is an introduction to the science 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 and concurrent enrollment in RADT 1782.

Imaging Pathology
RADT 2010 1 Credit
The student will be introduced to various disease conditions of patients and the effect these have on the resulting image. The student will also be introduced to other types of imaging modalities including which modality is preferred for diagnosing specific pathologic disorders. Prerequisite: RADT 2020, RADT 2030, RADT 2783 and concurrent enrollment in RADT 2090, RADT 2100 and RADT 2784.

Introduction to Sectional Anatomy
RADT 2020 2 Credits
This is an introductory course designed to prepare students to identify anatomical structures on sectional images that are obtained in related imaging modalities. During the laboratory section of the course the student will have an opportunity to view computer-generated sectional images and identify specific anatomy without overlapping structures. Students of the course will be expected to complete a clinical rotation in computerized tomography. Prerequisite: RADT 1782, RADT 2000 and concurrent enrollment in RADT 2030 and RADT 2783.

Radiation Physics and Quality Control
RADT 2030 2 Credits
During this course the basics of x-ray circuitry, production of x-radiation and basic operation of energized x-ray and fluoroscopic units are reviewed. Additionally, the differences between digital and computerized imaging will be introduced. This course will place emphasis on quality control testing in the imaging department. Some basic quality control testing will be observed and analyzed by the students. Prerequisite: RADT 1782, RADT 2000 and concurrent enrollment in RADT 2020 and RADT 2783.

Radiography Seminar
RADT 2060 2 Credits
This course is designed allow students to apply all previously learned coursework to entry level radiography standards. This is the final academic course before graduation. Prerequisite: RADT
2010, RADT 2090, RADT 2100, RADT 2784 and concurrent enrollment in RADT 2785.

**Topics in Radiology**  
**RADT 2090**  1 Credit  
In this course, students will be expected to investigate and report on various legal, ethical and cultural diversity issues that impact the radiography field. Job preparation skills specific to the field of radiology are also discussed.  
*Prerequisite:* RADT 2020, RADT 2030, and RADT 2783 and concurrent enrollment in RADT 2010, RADT 2100 and 2784.

**Introduction to Mammography**  
**RADT 2095**  1 Credit  
This is an elective RADT course designed for second year RADT students interested in pursuing career opportunities in mammography. Students may choose to perform a clinical rotation in mammography during Clinical Radiography IV, which would fulfill the minimum MQSA federal requirements to perform mammography upon graduation.  
*Prerequisite:* RADT 1782 and concurrent enrollment in the Century College RADT Program or a registered radiologic technologist.

**Introduction to Computed Tomography**  
**RADT 2100**  1 Credit  
This required course includes the fundamentals of computed tomography (CT), 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 2784.

**Clinical Radiography III**  
**RADT 2783**  8 Credits  
This course is designed to provide the student with opportunities to master performance competencies and gain additional experience in all areas of diagnostic radiology. Emphasis is placed on fluoroscopic, surgical and trauma radiography. Students will be assigned in the special imaging modalities of computed tomography and angiography. Assigned rotations to an area children’s hospital provides 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. Students will assist with and perform radiographic procedures under the direction of a qualified practitioner at affiliated clinical sites. State regulations regarding safe operation of radiation-generating equipment will be followed and proper radiation safety practices will be adhered to. Students must be able to perform physical tasks to complete course requirements.  
*Prerequisite:* RADT 1782, RADT 2000 and concurrent enrollment in RADT 2020 and 2030. MN Human Services background study with no restrictions.

**Clinical Radiography IV**  
**RADT 2784**  8 Credits  
Students continue their clinical experiences and have an opportunity to rotate to another clinical facility. Students will perform 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. Students will assist with and perform radiographic procedures under the direction of a qualified practitioner at affiliated clinical sites. State regulations regarding safe operation of radiation-generating equipment will be followed and proper radiation safety practices will be adhered to. Students must be able to perform physical tasks to complete course requirements.  
*Prerequisite:* RADT 2020, RADT 2030, RADT 2783 and concurrent enrollment in RADT 2010, RADT 2090 and RADT 2100.

**Clinical Radiography V**  
**RADT 2785**  6 Credits  
The final clinical course provides students with an opportunity to integrate and apply all previously learned clinical and academic theories in a practical setting. Students will perform all radiographic examinations with limited supervision in various clinical situations. Students will assist with and perform radiographic procedures under the direction of a qualified practitioner at affiliated clinical sites. State regulations regarding safe operation of radiation-generating equipment will be followed and proper radiation safety practices will be adhered to. Students must be able to perform physical tasks to complete course requirements.  
*Prerequisite:* RADT 2020, RADT 2090, RADT 2100, RADT 2784 and concurrent enrollment in RADT 2060.

**Cross Sectional Anatomy I**  
**RADT 2800**  2 Credits  
This course is designed to introduce the student to the radiology related imaging modality of Computed Tomography (CT). Introduction of the basic CT unit and operational components will be reviewed. Emphasis will be placed on the cross sectional anatomy of the brain, skull, thorax, spine, abdomen and pelvis. Clinical indications relative to the appropriate CT exam will be discussed.

**Cross Sectional Anatomy II**  
**RADT 2804**  2 Credits  
This is an advanced cross sectional anatomy course designed to review images obtained in Computed Tomography. Topics of discussion will include musculo-skeletal imaging, post myelography, radiation therapy procedures, vascular structures, intervention procedures such as drainage, biopsies and aspiration.

**Patient Assessment in Computed Tomography**  
**RADT 2808**  2 Credits  
This course is designed to introduce the student to patient care and assessment of the CT patient. Items of discussion include methods of evaluating patients with various health conditions, collecting vital signs, drugs and routes of administration, infection control and emergency situations.  
*Recommendation:* CPR Certification but not required.

**Computed Tomography Physics and Instrumentation I**  
**RADT 2812**  2 Credits  
This course is designed to provide the student with an introductory presentation of the physical principles and instrumentation involved in computed tomography. The historical development of CT is reviewed. Physics topics include x-radiation, CT beam attenuation, linear attenuation coefficients, tissue characteristics and Hounsfield numbers application. The course will include a discussion of types of CT scanners, CT hardware, basic image formatting and software functions.

**Computed Tomography Physics and Instrumentation II**  
**RADT 2816**  2 Credits  
The second physics course will explore the processing of CT images from data acquisition. The technique for post processing, archiving and assessing patient factors related to imaging quality will be reviewed. Methods of improving image quality and reducing artifact production will be presented. The benefits of spiral, helical and multi-detectors are covered in the course.

**Computed Tomography Radiation Safety and Quality Control**  
**RADT 2820**  2 Credits  
The purpose of this course to review all possible methods of reducing patient exposure to the patient, personnel and the public. A discussion
of the radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are included. The second portion of the course will deal with establishing and implementing a quality management program in CT departments.

**Computed Tomography Pathology**
**RADT 2824 2 Credits**
This entire course is devoted to the study of common diseases/disorders that are best visualized by obtaining CT images. A discussion of supportive diagnostic exams is included. Case studies in CT will be used in the discussion of pathological findings. **Prerequisite:** RADT 2800, RADT 2804, or permission of the instructor.

**Computed Tomography Imaging and Application**
**RADT 2828 2 Credits**
During the course students will study the procedure protocols for computed tomography. The protocols include orientation and positioning, contrast media usage, scout imaging, selectable scan parameters, filming and archiving of the images. Students will have the opportunity to view numerous CT images and critique them for quality, anatomy and pathology.

**Reading**

**Preparation for College Reading**
**RDNG 0080 4 Credits**
This course offers preparation for reading college-level material. Topics include basic reading strategies, techniques, and practices to improve comprehension, increase vocabulary, and develop thoughtful responses to reading. The close relationship of reading, writing, and thinking will be emphasized. **Prerequisite:** Assessment score placement in RDNG 0080 and concurrent enrollment in STSC 1000.

**Introduction to College Reading**
**RDNG 0090  4 Credits**
This course focuses on techniques for reading and studying textbooks in various college courses. Topics include effective learning and critical reading strategies for social sciences, sciences, technology, and the humanities. **Prerequisite:** Assessment score placement in RDNG 0090 or completion of RDNG 0080 with a grade of “C” or higher.

**Reading American History**
**RDNG 0093 4 Credits**
This reading course focuses on the broad story of American History by studying the concept of freedom while developing textbook processing and college learning skills. Students will develop learning strategies as well as useful background knowledge for college-level American History as well as other social science and humanities courses. Reading American History 93 fulfills the Reading 90 requirement. **Prerequisite:** RDNG 0080 with a grade of “C” or higher, or appropriate assessment score.

**Critical Reading and Thinking for College**
**RDNG 1000 3 Credits**
Critical Reading and Thinking for College is a college level course in reading which emphasizes critical reading and thinking skills using focused questioning. This course primarily presents and applies strategies for critical analysis and evaluation of college-level texts. Students will develop strategies to adjust reading rate based on need and purpose to enhance more effective textbook study and to increase college level vocabulary. **Prerequisite:** Appropriate assessment score or completion of RDNG 0090 with a grade of “C” or higher.

**Sociology**

**Introduction to the Social and Behavioral Sciences: ANTH, PSYC and SOC**
**SOC 1000 3 Credits**
This course serves as a broad introduction to three of the social and behavioral sciences: Anthropology, Psychology, and Sociology. The course provides an overview of the history, theories, research methods, and research publications of each discipline. The course is designed to help students to acquire the knowledge and skills that will enable them to succeed in the introductory courses in these three disciplines. **Prerequisite:** Assessment score placement in RDNG 0090, or completion of RDNG 0080 with a grade of “C” or higher or consent of the instructor. **Restriction:** May not be taken for credit if credit has been earned in ANTH 1000 or PSYC 1000.

**Renewable Energy Systems**

**Solar Energy Basics**
**RENW 2020 3 Credits**
This course provides the student with an overview of the theory and practice foundational to the technologies of solar thermal and solar photovoltaic (PV) systems. Topics include current and potential methods of harnessing solar radiation as an energy source, solar thermal theory and application, and solar photovoltaic theory and application. **Prerequisite:** Assessment score placement in RDNG 0090 or completion of RDNG 0080 with a “C” or better. Assessment score placement in MATH 1015 or equivalent with a “C” or better.
Basic concepts include culture, socialization, groups, organizations, deviance, social institutions, change, and inequalities based on class, race, and gender. Students learn how sociological research is conducted using concepts, theories, and methods as well as the significance of a global perspective for understanding social behavior. Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. Recommendation: Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher.

**Sociology of the Family**
SOC 2031 3 Credits
MnTC: Goals 05 & 07
This course examines the family as a social institution, focusing on how family life both shapes and is shaped by larger social forces, including the economy and public policy. The diversity of family forms and experiences, and how these change over time, will be examined along the lines of gender, race, class, and sexual orientation. The course will also address the gendered nature of family roles and experience, i.e. the way that individuals’ actions may conform to, or challenge, dominant cultural expectations of women and men in families.

Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher.

**Sociology of Disability**
SOC 2053 3 Credits
MnTC: Goals 05 & 07
Disability activists reject society’s “pity for the handicapped,” demanding acceptance and the same opportunities nondisabled people take for granted to be out and about in the world. Starting with a brief history of disability in the United States, this course will examine how disability is socially constructed and forms an axis of inequality in society. Topics include disability culture and identity, disability policy, the intersection of disability and gender, portrayals of disability in the media, and disability rights movements in the US and abroad. Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. Recommendation: Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher. Prior completion of SOC 1020 with a grade of “C” or higher.

**Sociology of Gender and Work**
SOC 2061 3 Credits
MnTC: Goals 05 & 07
How does gender influence your occupational choices and opportunities? This course explores the changing relationship between gender and the institution of work. Topics include individual level issues of identity and relationships as well as structural issues of inequality and public policy. Prerequisite: Assessment score placement in ENGL 1021.

**Social Psychology**
SOC 2071 3 Credits
MnTC: Goals 05 & 07
Why do people behave as they do? How do society, social groups, and other people impact individuals’ choices, beliefs, and identities? This sociology course will attempt to answer these questions through the examination of key social psychological theories and concepts, including socialization, the self, symbolic communication, self-presentation, group cohesion and conformity, deviant behavior, and collective behavior and social movements. Prerequisite: Assessment score placement in RDNG 1000 or above, or completion of RDNG 0090 with a grade of “C” or higher. Recommendation: Assessment score placement in ENGL 1021, or completion of ENGL 0090 with a grade of “C” or higher; SOC 1020 with a grade of “C” or higher.

**Criminology and Criminal Behavior**
SOC 2087 3 Credits
MnTC: Goals 05 & 08
This course is designed to develop an understanding of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study crime theories, trends in criminal behavior, and methods of criminological investigation. Public policy implications and considerations from the local to national levels will be examined in the US and other countries. The global focus of this course will draw from cross-cultural, transnational, and international examples, such as the drug trade, human trafficking, or terrorism. Prerequisite: Assessment score placement in RDNG 1000 or above or completion of RDNG 0090 with a grade of “C” or higher. Recommendation: SOC 1020 or SOC 1080.

**Data Analysis for the Social Sciences**
SOC 2991 4 Credits
This course is one of two courses intended to prepare students to gather and analyze social and behavioral science data. It will introduce...
students to the methods of data analysis social scientists use to understand social relationships and interactions, social structure, and culture, with a particular focus on opinion polls and surveys. Students will be introduced to the Statistical Package for the Social Sciences (SPSS) software. Prerequisite: Completion of ENGL 1021 with a grade of “C” or higher; assessment score placement in MATH 1025 or above, or completion of MATH 0070 with a grade of “C” or higher; or consent of instructor.

Research Methods for the Social Sciences SOC 2993 4 Credits
This sociology course is one of two intended to prepare students to gather and analyze social and behavioral science data. It will introduce the methods social scientists use to gain knowledge about social relationships, settings, organizations, institutions, and the larger society. The course will cover the role of theory, forms of causal reasoning, modes of observation (surveys, experiments, field research, and unobtrusive research), units of analysis, operationalization, ethical questions in social research, and the analysis of narrative data. Prerequisite: Completion of ENGL 1021 with a grade of “C” or higher. Recommendation: Prior completion of SOC 2991 with a grade of “C” or higher. Prior completion of SOC 1020 or another social or behavioral science course with a grade of “C” or higher.

Solar Energy

Introduction to Solar Assessment SOLR 1020 3 Credits
This course introduces students to basics of solar energy and solar site assessment for solar photovoltaic and thermal systems. Students will measure the solar window with a Solar Pathfinder(TM) and estimate the effects of climate, system design, and vegetation growth (and removal) on energy production. Using industry-standard hardware, mounting options and equipment, students will propose system designs, model economic and environmental costs and benefits, and report their findings.

Solar Energy Construction Projects SOLR 1030 2 Credits
This course introduces students to basic construction skills and mounting methods used in solar air, water, and electric systems. Topics include how to safely and carefully work with roofing, how to plan and assemble racking, how solar modules and panels are mounted, and how the remaining solar components are incorporated. Recommendation: ECAD 1020.

Solar Thermal Installation Internship SOLR 1781 1 – 3 Credits
This course is designed to provide students with the opportunity to apply knowledge and skills learned in the Solar Program outside the classroom. Students will install solar thermal systems with a company or as part of a Century College project. This internship is designed for 1 to 3 credits, with an out-of-class commitment of 40 hours per credit. Students will create a professional presentation describing their internship to Century students and will gain other job-seeking skills. Prerequisite: SOLR 1020, SOLR 2030/2035.

Advanced Solar Thermal Concepts SOLR 2030 3 Credits
This course introduces students to the knowledge and skills needed to construct solar hot water and space heating systems. Topics include preconstruction preparation, assessing roofing and roof structure, hardware and mounting methods, tools, routing of pipe and sensor wire, layout and connection of equipment, connection of the system to domestic hot water and heating systems, operation and maintenance. Efficiency, calculations of output and flow rate, and various load types will also be covered. The course is designed to prepare students to build a model solar hot water system in SOLR 2035. Prerequisite: SOLR 1020 and SOLR 1030, concurrent enrollment in SOLR 2035 or consent of instructor.

Solar Thermal Lab SOLR 2035 2 Credits
In this course, students will build, test, and commission a working solar thermal system. Taken concurrently with SOLR 2030, students will practice safely working on roofs, mounting solar collectors, routing pipes, and connecting the collectors to heat exchangers and storage tanks. Students will also wire and mount control systems and monitor the performance of their solar system.

Spanish

Spanish for Healthcare Professionals I SPAN 1001 3 Credits
This is a basic practical Spanish course for health professionals. No previous Spanish is required. This course will place emphasis on oral communication skills to help health professionals who work with Spanish-speaking patients obtain basic information before an interpreter is available.

Spanish for Healthcare Professionals II SPAN 1002 3 Credits
This course is a continuation of SPAN 1001. Students will further develop their ability to understand and speak, and will work with a larger health-related vocabulary and language structures, which will allow them to give appropriate commands. Students will not be qualified interpreters upon completion of this course. Prerequisite: SPAN 1001.

Spanish for Public Safety Professionals I SPAN 1005 3 Credits
Basic practical Spanish and Latino culture for law enforcement and other public safety professionals. No previous Spanish required. This course 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. Continuation of Spanish Language and Latino culture for Public Safety Professionals I. Prerequisite: SPAN 1005.

Beginning Spanish I SPAN 1011 5 Credits
MnTC: Goal 08
This course is an introduction to the Spanish language as well as a survey of Spanish-speaking civilizations and cultures. It stresses basic grammar, correct self-expression, aural comprehension, and reading. Students are required to listen to the text audio program and practice their conversation skills in the language laboratory for two hours each week.

Beginning Spanish II SPAN 1012 5 Credits
MnTC: Goal 08
This course is a continuation of SPAN 1011. It stresses continued development of speaking, listening comprehension, writing, and reading. Students will analyze and compare patterns of
behavior and increase their ability to understand the perspectives of the people in the Spanish-speaking world. Students are required to listen to the text audio program and practice their conversation skills in the language laboratory for two hours each week. **Prerequisite:** SPAN 1011 or equivalent. **Restriction:** If students have completed four years of high school Spanish, consent of instructor is required.

**Independent Study**

**SPAN 1790** 1 – 3 Credits
An opportunity for an in-depth study of a particular topic. **Prerequisite:** Consent of instructor and dean.

**Intermediate Spanish I**

**SPAN 2021** 5 Credits
* MnTC: Goal 08
This course will begin with a comprehensive review of concepts covered in first-year college Spanish. It entails further development of oral proficiency, reading comprehension and composition, cultural knowledge and critical thinking. Students will study a variety of texts related to the arts, literature, and cultural and social issues. Two hours per week in the language laboratory (or one in the language lab and one in Service Learning) are required. **Prerequisite:** SPAN 1011 or equivalent. **Recommendation:** Contact instructor or Spanish department if unsure of level.

**Intermediate Spanish II**

**SPAN 2022** 5 Credits
* MnTC: Goal 08
This course is a continuation of Span 2021: Intermediate Spanish I, and involves further development of oral proficiency, reading comprehension and composition, cultural knowledge and critical thinking. Students will study a variety of texts related to the arts, literature, and cultural and social issues. Two hours per week in the language laboratory (or one in the language lab and one in Service Learning) are required. **Prerequisite:** SPAN 2021 or equivalent. **Recommendation:** Contact instructor of Spanish department if unsure of level.

**Special Topics**

**SPAN 2790** 1 – 3 Credits
Topics of special interest which may vary. **Prerequisite:** Consent of instructor and dean.

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**Student Success**

**New Student Seminar**

**STSC 1000** 2 Credits
This course helps students understand the demands of college life and develop the skills needed to meet those demands. Students will explore strategies that contribute to success in college and to becoming a lifelong learner. These strategies include identifying learning styles, managing motivation, setting goals, managing time, and applying study skills. In addition, students will explore college policies, resources, and technologies. **Prerequisite:** Assessment score placement in RDNG 0080 or above.

**Beyond Google: Research Skills and Information Literacy**

**STSC 1001** 2 Credits
Information literacy is the ability to find, retrieve, analyze, and use information effectively. This course provides instruction in the use of online library catalogs, print and electronic reference sources, and the Internet, and as well as providing a review of basic computer skills. Terminology and evaluation techniques relating to information retrieval and use are also covered.

**Habits of Mind**

**STSC 1003** 2 Credits
In this course, students will study the components of critical thinking and effective questioning used in college courses. Students will be guided in utilizing these components to analyze and problem solve. Students will be given opportunities to explore and develop attributes essential for academic success: developing curiosity, accepting and utilizing constructive criticism to enhance performance, and coping with frustrating and ambiguous learning tasks. In the process of developing these habits of mind, students will improve their oral and written skills, and learn to evaluate the relative credibility of source information. **Prerequisite:** Assessment score placement in RDNG 0090 or above, or completion of RDNG 0080 with a grade of “C” or higher.

**The Effective Learner**

**STSC 1006** 2 Credits
This course is designed to promote academic success for students through the application of effective study strategies based on an understanding of underlying theoretical models. Course topics include organization, time management, concentration and memory improvement, listening and note taking, textbook processing, content specific reading, vocabulary development, test-taking, test anxiety management, library research, and learning styles. **Prerequisite:** Assessment score placement into RDNG 0090 or above or completion of RDNG 0080 with a grade of “C” or higher.

**Vocabulary Improvement**

**STSC 1010** 1 Credit
Learning new words leads to greater confidence when approaching new learning situations. The ability to analyze words is useful in school and in life. This course is designed to help students improve vocabulary both by learning college-level words and by developing strategies for learning words independently. **Prerequisite:** Assessment score placement in RDNG 0090 or above or completion of RDNG 0080 with a grade of “C” or higher.

**How to Learn Online**

**STSC 1020** 2 Credits
This course emphasizes the learning styles and approaches to learning most likely to lead to success in online learning situations. Students will learn how to use and practice with online learning technology. Students will have the opportunity to investigate their preferences for learning and how those preferences interact with the demands of online learning. Students will also explore the time management and thinking skills needed to be successful in online learning situations. Finally, students will apply what they have learned to online learning tasks.

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**Theatre**

**Practicum in Stage Performance**

**THTR 1011** 1 Credit
This course provides students an opportunity to gain credit for creating and performing a role or roles on stage at Century. Students may take this course up to four times and receive academic credit. **Prerequisite:** Permission of instructor, gained through audition and/or assignment of a role (or roles) on the Century stage. **Recommendation:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher.

**Practicum in Stage Technology**

**THTR 1012** 1 Credit
In this course students will work in one or more areas of theatre production to gain knowledge,
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skills, and experience in areas such as lighting, sound, costuming, scenery, properties, stage management, house management, or other areas of stage production. By arrangement, students may work in a variety of areas such as scene shop, costume shop, light booth, or auditorium. Students must be able to perform physical tasks to complete course requirements. Students may take this course up to four times and receive academic credit. **Prerequisite:** Permission of instructor prior to accepting an assignment. **Recommendation:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher.

**Introduction to Theatre**
THTR 1020 3 Credits
MnTC: Goals 06 & 08
This course introduces the student to the art and craft of theatre. An overview of many aspects of theatre including: design, acting, directing, backstage work, history and plays will be provided. Students also view certain theatrical works using cultural, social and political lenses. A study of the process by which the play moves from printed page to stage is included. This course serves students who are interested in pursuing performing arts, and those who would just like to know more about this unique field. Students may explore practical aspects of theatre by working backstage or in the theatre shops. **Prerequisite:** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher.

**Beginning Acting**
THTR 1031 3 Credits
MnTC: Goal 06
This course teaches students the basics of acting. In addition to training and developing 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 scenes. Students use vocal and physical warm ups, read plays, apply acting vocabulary and concepts, write performance plans, work with physical and imaginative exercises, analyze play texts, and attend and evaluate the acting in a live theatre production. The course works with students at all levels to increase the student’s abilities in the performing arts.

**Acting for the Camera**
THTR 1033 3 Credits
MnTC: Goal 06
This course is for students who want to learn about acting in video, film, television and other recorded media. Students will perform in front of a camera and review their work to improve “on-camera” acting skills. Students will also be introduced to methods of auditioning, script and character analysis for recorded auditions, acting as communication, and acting styles in film and video. Students will also analyze films and videos and create a sample storyboard for a short scene. Students who enjoy making their own movies may have a special interest in the content of this course. **Prerequisite(s):** Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher.

**Theatre Production and Design**
THTR 1041 4 Credits
MnTC: Goal 06
In this course, students explore how plays “come to life” on stage through scenery, costumes, lighting and sound. Students explore basic theory and practice of production, tools and building methods, design principles, traditions of theatre design, and creating designs which enhance the meaning of plays in performance. Problem-solving in designing and running shows helps students experience “real world” issues in technical theatre. Students have opportunities to gain skills and insight in many technical and backstage areas through hands on experience with Century Theatre productions.

**Creative Dramatics**
THTR 1051 3 Credits
MnTC: Goal 06
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.

**World of Drama**
THTR 1081 3 Credits
MnTC: Goals 06 & 07
Play texts open up exciting, fictional worlds for the reader, and contain clues to the actual historical and cultural worlds from which they emerged. In this course, a variety of important plays will be read, studied, discussed, written about, and read aloud. The structure and language of plays will be carefully explored. Historical, cultural, and political contexts of plays will be examined and evaluated. Through reading plays, participating in discussions, listening to lectures, engaging in research, and thinking and responding creatively, students can begin to unlock the world of dramatic art. **Prerequisite:** Assessment score placement in RDNG 0090 or above or completion of RDNG 0080 with a grade of “C” or higher.

**Independent Study**
THTR 1790 1 – 3 Credits
In this variable credit, elective course, students will have the opportunity to research and design their own project. Students are expected to explore areas of Theatre Arts which go beyond the content of current Century Theatre Arts courses. In consultation with their instructor, students will create a project plan which includes research, learning, creation and timeline objectives, to satisfy the credit hours required within a one semester time frame. Students will be held accountable for completion of the work. **Prerequisite:** Consent of Instructor and Dean. **Recommendation:** THTR 1020.

**Intermediate Acting**
THTR 2031 3 Credits
This course expands and deepens the work of the student actor. Physical and vocal exercises continue to expand the student actor’s technique. Contemporary and classical plays are explored and used for performing. Singer/actors also have the option to work on a musical theatre piece. Students study at least one stage dialect while preparing scenes and monologues. Audition techniques are also taught as part of the course. **Prerequisite:** THTR 1031 or consent of instructor. **Recommendation:** THTR 1020.

**Fundamentals of Directing**
THTR 2061 3 Credits
This course introduces the beginning director to the basic tools of the director’s craft. Students will learn the basics of interpretation, blocking, movement, composition, communication, and terminology of stage direction. The needs of students interested in theatre, acting, television, film, video production, or elementary and secondary education are served by this course.

**Script Analysis**
THTR 2081 2 Credits
This course invites students to learn how plays are transformed from written text into live theatre performance. Students will examine how a play moves, looks, sounds, and feels onstage. Through the perspectives of directing, acting, and designing, plays are explored and envisioned to create unique and stage-worthy interpretations. Students read, respond to, examine, and write about plays. Students collaborate as artistic teams to create
interpretations and share them with the class. **Prerequisite:** THTR 1020 or consent of instructor. Assessment score placement in RDNG 1000, or completion of RDNG 0090 with a grade of “C” or higher.

### Theatre Internship
**THTR 2780 1 - 3 Credits**
Students gain real-world experience within the dynamic environment of professional performing arts production. Students create an internship plan with a faculty member and site supervisor. Interns apply their knowledge, skills, and experience in the fast-paced world of professional production. In addition, they gain new knowledge, experience, and contacts through working at the internship site. Students are expected to document their experience. Students may repeat the course for a total of three credits. **Prerequisite:** Consent of instructor.

### Translating and Interpreting

#### Orientation to Interpreting
**TRIN 1000 1 Credit**
This course introduces students to basic concepts in legal, medical, and educational interpreting. Students will practice basic interpreting skills, review interpreter codes of ethics and standards of practice. Completing a basic self-assessment will help students evaluate their preparation for undertaking a course of study in interpreting. Students will role play various ethical situations and analyze a tape of their interpreting.

#### Introduction to Translation and Related Skills
**TRIN 1021 3 Credits**
This course prepares students for further training in both translation and interpreting. It focuses on issues of accuracy and naturalness. Students will practice translating texts from one language to another and they will evaluate the quality of translations based on their ability to preserve meaning, while being natural and understandable to readers. **Prerequisite:** TRIN 1000 or consent of instructor. Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of “C” or higher. Assessment score placement in ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher.

#### Standards of Practice and Skills of Interpreting
**TRIN 1031 3 Credits**
In this course students will compare and contrast interpreting codes of ethics in the legal, medical, and educational fields. Students are introduced to the professional standards of practice, and role play and practice techniques to help them implement the standards of practice. Students also begin practicing and developing cognitive capacities required for consecutive and simultaneous interpreting. **Prerequisite:** TRIN 1021 or concurrent enrollment. Assessment score placement in RDNG 1000 or 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 better.

#### Beginning Skills of Interpreting
**TRIN 1041 4 Credits**
In this course, students will conduct error analysis of their interpreting and refine their understanding of units of meaning. Activities to develop cognitive capacities for both the consecutive and simultaneous modes will form the core of this course. Topics include memory enhancing activities, shadowing and dual-tasking, as well as memory aids such as note-taking, visualization, and chunking. Students will also continue to discuss ethically challenging situations and the role of the interpreter. **Prerequisite:** TRIN 1021, TRIN 1031, and consent of instructor. Students must have a language proficiency level equivalent to the American College Teachers of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI) advanced-high or higher rating in both English and the second language or consent of instructor. **Recommendation:** Native Spanish speaker.

#### Somali Writing for Native Speakers
**TRIN 1075 3 Credits**
This course is for native speakers of Somali who did not receive their primary literacy education in Somali language schools. The course reviews formal writing conventions and linguistic structures of Somali which influence the formal Somali writing system. **Prerequisite:** Students must have a language proficiency level equivalent to the American College Teachers of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI) advanced-high or higher rating in both English and the second language or consent of instructor. **Recommendation:** Native Somali speaker.

#### Occupational Specialty
**Glossary Development**
**TRIN 2020 1 Credit**
This course introduces strategies for interpreting terms and concepts which do not exist in the target language. The course explores different methods of researching unfamiliar terminology and various options for dealing with this interpreting challenge. Coursework includes research techniques and principles for interpreting unfamiliar terminology in an ethical and responsible manner. Students will research and build a glossary for a specialized interpreting encounter. **Prerequisite:** TRIN 1031 and consent of instructor.

#### Intermediate Skills of Interpreting
**TRIN 2022 4 Credits**
In this course students will begin practicing simultaneous interpreting. The course refines skills in consecutive interpreting and definitions of accuracy. Ethical situations and the Standards of Practice for the field will be explored through role plays and discussions. Principles of sight translation will also be introduced. **Prerequisite:** TRIN 1041 and consent of instructor.

#### Advanced Skills of Interpreting
**TRIN 2023 4 Credits**
This course is designed to help students prepare for certification skills tests and professional practice. Simultaneous
interpreting will be practiced for up to 20 minutes at 140 words per minute. Error analyses will identify areas for growth in consecutive interpreting and sight translation. Students will analyze ethical practices through role plays and discussion. Prerequisite: TRIN 2020, TRIN 2022, and consent of instructor.

Role of the Interpreter in Education
TRIN 2035  1 Credit
This course focuses on the role of the interpreter in education. It covers topics such as the role of the interpreter in diagnostic testing, interpreting for young children, and ethical conflicts and challenges to the role of the interpreter that are unique to educational settings. Students will also explore the role of the interpreter for paraprofessionals and cultural liaisons who are employed with dual-roles. Prerequisite: TRIN 2023 or concurrent enrollment.

Role of the Interpreter in Medicine
TRIN 2036  1 Credit
This course focuses on the role of the interpreter in medical settings and covers topics such as the role of the interpreter when working as a member of a medical team. Students will practice transparently role-shifting and explore the boundaries and challenges of people working in dual-role positions. This course will discuss and role-play situations which impact the role of the interpreter in medical settings. Prerequisite: TRIN 2023 or concurrent enrollment.

Over-the-phone Interpretation
TRIN 2065  1 Credit
Interpreting over the phone without visual cues is often difficult. This course discusses issues in over-the-phone interpreting and reviews policies and best practices for over-the-phone interpreting. Prerequisite: TRIN 2022 and consent of instructor.

Automated Language Translation Software Programs
TRIN 2069  3 Credits
This course explores various automated translation software packages which are available. Students will explore one or more programs in depth using translations they have previously done. Prerequisite: TRIN 1021 or consent of instructor, and five or more translations and source texts.

Internship in Translation and Interpreting
TRIN 2780  1 – 3 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: TRIN 2023 or concurrent enrollment, and consent of instructor.

Role of the Interpreter in Education
TRIN 2035  1 Credit
This course focuses on the role of the interpreter in education. It covers topics such as the role of the interpreter in diagnostic testing, interpreting for young children, and ethical conflicts and challenges to the role of the interpreter that are unique to educational settings. Students will also explore the role of the interpreter for paraprofessionals and cultural liaisons who are employed with dual-roles. Prerequisite: TRIN 2023 or concurrent enrollment.

Visual Communications Technologies

Principles of Digital Communications I
VCT 1012  3 Credits
This first semester course provides the student with an introduction to the technical and conceptual principles of the visual communications industry and how those principles are applied in its various fields. Creating projects by combining digital mediums such as graphics, sound, animation, video, photography, text and interactivity establishes a strong foundation for classes in the future. Students will develop and present these projects in a variety of digital formats using an assortment of industry standard applications. Exploration of the various career paths within the VCT Industry will also be covered.

Design Basics
VCT 1013  4 Credits
All visual communicators (multimedia experts, videographers, photographers, graphic designers) need to know the fundamentals of design to be effective problem solvers for their clients. Students with good design and typographic skills are needed in industry to communicate efficiently and effectively. In this class, beginning students will learn the formal elements, principles of design, and build typography skills to create visual communication messages.

Project Planning
VCT 1015  3 Credits
This course will explore the conceptual skills involved in project planning for media production. Students will focus on the creative and technical aspects of project management including; project charters, team dynamics, project plan, plan implementation, storyboarding, budgeting, and pre-production planning as well as how to close out a project. The course content will apply to all areas within Visual Communications Technologies. Prerequisite: VCT 1012.

Concept Drawing and Storyboarding
VCT 1017  3 Credits
This course introduces students to the unique concepts and drawing techniques used by 2D & 3D animators, graphic designers, Web designers, and videographers. Hands-on projects emphasize drawing to develop ideas and to create storyboards, thumbnails, and roughs. Communicating the client’s message and the digital implementation of concept drawings in applications such as 3ds max, Adobe Flash, Final Cut Pro, and Adobe InDesign will be discussed.

Digital Imaging
VCT 1018  3 Credits
In this course students will use a design process to create portfolio quality imagery using Adobe Photoshop and Adobe Illustrator for the creation and manipulation of both raster and vector images. Topics will include: file formats, resolution, illustration and color systems. Recommendation: VCT 1013.

Principles of Digital Communications II
VCT 1019  3 Credits
This second semester course continues the exploration of the career, technical, and conceptual principles of the visual communications industry that were established in the VCT 1012 course. Intermediate projects will be created using more intricate applications, while expanding upon the concepts and techniques explored in VCT 1012. Students will develop and present these projects in a variety of digital formats using an assortment of industry standard applications. Further exploration of the various career paths within the VCT Industry will also be covered as students begin to develop their professional identities. Prerequisite: VCT 1012.

Flash Interactive Media I
VCT 1021  3 Credits
In this hands-on, project-oriented course, students will explore the concepts and practical applications of the multiple digital mediums of animation, digital graphics, digital audio, digital video and interactivity, authored with Adobe Flash. This course covers the fundamentals of interactive media with Adobe Flash including image creation, animation with motion tweening, special effects, and basic interactivity with ActionScript. Prerequisite: VCT 1013, VCT 1018 (or concurrent enrollment), or consent of instructor.

Web Page Design with XHTML
VCT 1023  3 Credits
In this hands-on, project-oriented course, students will design and create multiple page Web sites with text, graphics, multimedia elements, and interactivity. This course covers the use of XHTML (Extensible Hypertext Markup Language), CSS (Cascading Style Sheets), the optimization of graphics, and the application of
multimedia elements to produce efficient, interactive Web sites. Through the application of the principles and elements of design, students will design Web sites to communicate a client’s message. Prerequisite: VCT 1013 (or concurrent enrollment) or consent of instructor.

Web Page Design with DXHTML
VCT 1027  3 Credits
In this advanced hands-on, project-oriented course, students will design and create multiple-page Dynamic Web sites with text, graphics, multimedia elements, and advanced interactivity. This course covers the use of DXHTML (Dynamic Extensible Hypertext Markup Language), CSS (Cascading Style Sheets), the optimization of graphics, and the application of multimedia elements to produce highly interactive Web sites. JavaScript programming will also be covered as it applies to interactivity, animation and Dynamic layers with Cascading Style Sheets. Through the application of the principles and elements of design, students will design Web sites to communicate a client’s message. Prerequisite: VCT 1023 and VCT 1018 (or concurrent enrollment) or consent of instructor.

Video I
VCT 1030  3 Credits
This foundational course will cover the operation and use of video cameras, microphones, monitors, and video recorders, along with techniques of lighting and sound recording through lectures, demonstration, and hands-on experiences. Students will plan and shoot short video productions. Note: Some course assignments require students to move, lift, and carry video equipment.

Digital Audio
VCT 1031  3 Credits
This course introduces students to the basic tools and techniques of sound pickup, amplification, recording, editing, distribution (including Podcasting), and output as they apply to production. Digital audio equipment and software as well as traditional audio equipment will be covered.

Digital Editing I
VCT 1035  3 Credits
This course covers basic video editing techniques. Topics include digital non-linear editing, motion graphics, and color correction, as well as off-line/on-line editing, edit decision lists, traditional editing equipment, and distribution (including Podcasting). This course is intended to prepare students for the Apple Authorized Final Cut Pro Certification exam.

Traditional Photography
VCT 1040  2 Credits
This course is a study of the development of photography and the milestones in the area of film usage. Students will operate a 35mm film camera, process film, mix photographic chemistry, operate an enlarger and make black and white prints. Traditional dodging and burning along with print finishing will be covered. A study of the major photographers and photo techniques will be discussed. Students are expected to furnish their own 35mm film camera.

Digital Photography I
VCT 1041  3 Credits
This course gives students a firm foundation in digital photography and the techniques necessary to achieve high quality photographic images. Corrections will be done by computer using Adobe Photoshop software. Note: Students are expected to furnish their own manual exposure 35mm digital camera, memory cards, printing paper, and other miscellaneous supplies.

Digital Photography II
VCT 1042  3 Credits
This course covers the correct methods when using electronic flash along with mixing ambient light with electronic flash. Adobe Photoshop and advanced printing techniques will be included. Emphasis will be on the development of a personal photographic style through class assignments and projects. Note: Students are expected to furnish their own manual exposure 35mm digital camera, electronic flash unit, memory cards, printing paper, and other miscellaneous supplies. Prerequisite: VCT 1041.

Forensic Photography
VCT 1047  3 Credits
This course introduces imaging techniques and skills used in the documentation and presentation of forensic evidence to students in the investigative science field as well as other students who have an interest in forensic imaging. Students will learn how to photograph evidence at crime scenes and in a crime lab environment. Other topics include the digital enhancement of images, the preparation of courtroom presentations and an overview of advanced methods such as 3D crime scene re-creation, alternate light sources and chemical enhancements.

Typography
VCT 1060  3 Credits
This course in typography is a hands-on introduction to the world of letterforms. It begins with a historical look at early writing systems and moves to the contemporary computer-generated type and fonts we know today. Exercises and learning activities will help students learn the important concepts and skills of using and creating meaningful type which communicates a message efficiently and effectively. Prerequisite: VCT 1012 or concurrent enrollment.

Electronic Publishing I
VCT 1061  3 Credits
This course introduces page layout and assembly using Adobe InDesign software. A formal creative design process will be used to create portfolio quality projects in a simulated real-world environment. Emphasis will be placed on the formal elements and principles of design and the relationship between form and content. Students will be required to draw, plan, execute, and present their design ideas.

Imaging and Printing Methods
VCT 1063  3 Credits
This course includes the history of printing, the development of desktop publishing, printing methods, and digital printing, along with a review of traditional and digital pre-press methods. Assignments will include graphic arts industry tours and subsequent field reports. Students will be introduced to printing equipment as well as bindery equipment. Four required field trips are scheduled throughout the semester. These may extend past the normal ending time of class due to travel time.

Flash Interactive Media II
VCT 2021  3 Credits
In this advanced hands-on, project-oriented course, students will explore the concepts and practical applications of Flash interactivity with ActionScript. The multiple mediums of animation, digital graphics, digital audio, and digital video, authored with Adobe Flash, will also be creatively applied. The emphasis of this course is on the creation of highly interactive multimedia applications. The concepts of programming will be implemented using Flash’s native scripting language ActionScript to create various forms of interactivity. Through the application of the principles and elements of design, students will design highly interactive media applications, to communicate a client’s message. Prerequisite: VCT 1021 or consent of instructor.

3D Animation I
VCT 2025  3 Credits
In this hands-on, project-oriented course, students will design and create 3D animation projects using the industry-standard 3ds Max application. The concepts of 3D design and
animation will be covered including 3D object creation, modeling, lighting, texture creation and application, as well as 3D animation of objects and cameras. **Prerequisite:** VCT 1018 or consent of instructor.

**3D Animation II**  
**VCT 2026**  
3 Credits  
In this hands-on, project-oriented course, students will design and create advanced 3D animation projects emphasizing character modeling and animation. Using the industry-standard 3ds max application, projects will involve the use of advanced 3D modeling and character animation techniques, compound objects, subdivision surface modeling, the creation and application of textures, advanced camera and lighting techniques, and the application of advanced particle systems and space warps. **Prerequisite:** VCT 2025.

**Portfolio Development - Interactive Media**  
**VCT 2029**  
1 Credit  
In this hands-on, project-oriented course, students improve their digital interactive portfolio created in the Flash Interactive Media II class. This goal will be achieved by assembling/creating content from advanced courses. The portfolio will then be prepared for delivery on both the Internet and CD/DVD-ROM. Presentation techniques, identifying portfolio-worthy content, and resume suggestions will be stressed. **Prerequisite:** VCT 1027, VCT 2021, VCT 2026 (or concurrent enrollment) or consent of instructor.

**Video II**  
**VCT 2030**  
3 Credits  
This advanced course covers the principles of multi-camera production primarily in a studio setting. This course will continue teaching students production techniques, lighting, camera operations, waveform/vectorscope monitors, audio, switching, and editing. Students will plan and produce a live production as their final group project. Note: Some course assignments require students to move, lift, and carry video equipment. **Prerequisite:** VCT 1030 or instructor consent.

**Video Production I**  
**VCT 2031**  
3 Credits  
This course applies previously learned pre-production, production, and post-production techniques to real-world projects. Digital editing processes will be integrated with camera, lighting, and audio operation. Students are guided through the process of planning, shooting, and editing video productions. **Note:** Some course assignments require students to move, lift, and carry video equipment. **Prerequisite:** VCT 1035.

**Video Production II**  
**VCT 2032**  
3 Credits  
This course applies previously learned pre-production, production, and post-production techniques to advanced video projects. Advanced digital editing processes will be integrated with camera, lighting, and audio operation. Students will plan, shoot, and edit several video productions. **Note:** Some course assignments require students to move, lift, and carry video equipment. **Prerequisite:** VCT 2031 or consent of instructor.

**Motion Graphics for Video**  
**VCT 2033**  
3 Credits  
This course delves into Adobe After Effects and Apple Motion, the primary software packages used by video motion graphics professionals. These applications incorporate current visual effect techniques with Final Cut Pro editing software. Topics include chroma key, animation, compositing, particle systems, and motion tracking. **Prerequisite:** VCT 1035 or instructor consent.

**Digital Editing II**  
**VCT 2035**  
3 Credits  
This course covers advanced video editing techniques, aesthetics, and storytelling using digital editing software and equipment. Topics include editing for various genres, advanced color correction, sound design, advanced motion graphics, DVD authoring, and distribution (including Podcasting). **Prerequisite:** VCT 1035.

**Portfolio Development - Video**  
**VCT 2037**  
1 Credit  
In this course, students will design their own video “demo reel”, resume, and support material in consultation with the instructor. The work produced should be of such quality and interest that students can use this as the major part of their portfolio. **Prerequisite:** VCT 2035 or consent of instructor.

**Digital Studio Photography**  
**VCT 2040**  
3 Credits  
This course is an introduction to studio photography, including remote sync, computer digital capture, backgrounds, and lighting techniques. Discussion and projects include portraiture and still life photography using a 35mm digital SLR camera. Note: Students are expected to furnish their own manual exposure 35mm digital camera, memory cards, printing paper, and other miscellaneous supplies. **Prerequisite:** VCT 1041.

**View Camera**  
**VCT 2042**  
3 Credits  
In this course students will operate a large-format studio view camera (4 x 5). Topics include the basic view camera movements, lenses, exposure calculations, sheet film loading, and sheet film processing. In addition, scanning the processed sheet film, creating a digital file, and manipulating that image in Adobe Photoshop will be covered. View cameras will be furnished.

**Professional Photography Using Adobe Photoshop**  
**VCT 2044**  
3 Credits  
This course is designed to introduce students to the technology and use of digital cameras and their interaction with computers. Students will download digital images from their camera to a computer and color correct and manipulate that image. In addition, students will practice techniques used by the professional photographer with the use of Adobe Photoshop software.

**Advanced Digital Studio and Adobe Photoshop**  
**VCT 2045**  
3 Credits  
This advanced digital photography course is intended to identify the principles of color temperature and its effect on color digital exposures. Using this knowledge along with filtration and balance, students will shoot color images, download images to a computer, and manipulate those images using Adobe Photoshop software. In addition, students will perform advanced studio techniques. VCT 1018, VCT 1042, VCT 2040.

**Portfolio Development - Photography**  
**VCT 2046**  
1 Credit  
In this course students will prepare a portfolio highlighting their photography skills. Traditional and electronic portfolios will be emphasized. **Prerequisite:** Consent of instructor.

**Electronic Publishing II**  
**VCT 2061**  
3 Credits  
This course is a continuation of the concepts and skills learned in Electronic Publishing I. Students will hone their abilities to articulate their clients’ needs through continued written statements, research, thumbnail drawings, and computer comps. Students continue to learn more advanced features of InDesign by developing sophisticated portfolio-level projects for a variety of clients.

**Electronic Publishing III**  
**VCT 2062**  
3 Credits  
This course is last in a sequence of design
courses in the Graphic Design specialty area. Its primary purpose is to give students an opportunity to use the concepts and skills they have learned by developing and creating a real-life project from concept to print. This client-based project will be a focal point for their portfolios. Additionally, students will develop and create mockups for several package design concepts. **Prerequisite:** VCT 2061.

**Digital Color Management**  
**VCT 2063**  
3 Credits  
This course begins with an in-depth study of color as a product of viewer, object, and light source. It moves into the practical application of color management and how software can help make your prints look like your monitor screen. Creating scanner, monitor, and printer profiles and testing those profiles is a major component of this course. Additional activities such as creating color proofs, examining output devices, creating color separations, dot gain, color viewing variables and color gamuts will be examined. **Prerequisite:** VCT 1018.

**Print Production**  
**VCT 2064**  
3 Credits  
This advanced course in print production reveals the challenges and limitations of desktop publishing and the subsequent printing process. Instruction will focus on how students can plan and design projects that print efficiently and with the least amount of trouble. The course will also cover how to prepare, troubleshoot, and repair document files for specific printing conditions.

**Color Correction Techniques**  
**VCT 2065**  
3 Credits  
This course begins with an overview of the scanning techniques necessary to get the best digital original possible. In addition, students will study digital image color correction and the step-by-step process for creating professional quality output. Students will work on projects using a variety of techniques including evaluation, tone targeting to a specific output device, color cast removal, retouching, sharpening, and proofing. **Prerequisite:** VCT 1018.

**Portfolio Development - Graphic Design**  
**VCT 2066**  
1 Credit  
Preparing a professional graphic design portfolio is an important step in landing that first job. In this class, students can learn important skills in presentation, editing, studio work, writing, and developing their personal brand. Creating and presenting an actual portfolio is the goal of this course. **Prerequisite:** VCT 2062 or concurrent enrollment.

**Portfolio Development - Marketing Communications**  
**VCT 2076**  
1 Credit  
Preparing a portfolio in marketing communications offers students an opportunity to gather, assess, modify, and assemble work into a cohesive arrangement. Presentation techniques, editing, and resume suggestions will be included in this course. Developing a professional portfolio is the goal of this course. **Prerequisite:** Consent of instructor.

**Advanced Modeling for 3D Animation**  
**VCT 2084**  
3 Credits  
In this advanced modeling course, students will use complex subdivision surface modeling techniques to create highly developed 3D character and environment models for animation. Human anatomy for artists, as it applies to 3D modeling, will be covered to develop an understanding of character form. Using industry-standard Autodesk applications such as 3ds Max and Mudbox, projects will involve conceptualizing, designing, and modeling a character and its environment. **Prerequisite:** VCT 2026 or consent of instructor.

**Advanced Texturing for 3D Animation**  
**VCT 2085**  
3 Credits  
In this advanced texturing course, students will use intricate UVW mapping techniques, as well as specific digital imaging skills to create detailed textures to be applied to 3D characters and environments prepared for animation. Advanced lighting techniques intended to enhance textures in a 3D scene will also be covered. Using industry-standard applications such as Adobe Photoshop and Autodesk’s 3ds Max and Mudbox, projects will involve researching, mapping, creating, and applying textures to characters and environments. **Prerequisite:** VCT 2026 or consent of instructor.

**Advanced 3D Animation Project**  
**VCT 2087**  
3 Credits  
In this advanced 3D Animation Project course, students will use complex rigging, motion-capture data, and freeform animation techniques to animate 3D characters. Advanced special effects using particle systems and space warps for environmental effects will also be covered. Using industry-standard applications such as Autodesk’s 3ds Max, Mudbox and Motionbuilder, students will design, create, and produce a character and environment, and utilize advanced animation techniques to create a high-quality 3D animation portfolio project. **Prerequisite:** VCT 2084 and VCT 2085 or consent of instructor.

**Welding**

**Introduction to Oxyacetylene Welding**  
**WLDG 1001**  
2 Credits  
In this course, students will identify personal safety rules, demonstrate 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. Students must be able to perform physical tasks to complete course requirements.

**Advanced Oxyacetylene Welding I**  
**WLDG 1002**  
2 Credits  
This course focuses on developing gas welding skills necessary for welding in the horizontal and vertical down positions. Students will perform beads, butt, lap, corner, and tee welds on sheet metal using the oxyacetylene welding process. Students must be able to perform physical tasks to complete course requirements. **Prerequisite:** WLDG 1001 or consent of instructor.
Advanced Oxyacetylene Welding II  
WLDG 1005  2 Credits  
This course focuses on developing gas welding skills necessary for welding in the vertical up and overhead positions. Students will perform beads, butt, lap, corner, and tee welds on sheet metal using the oxyacetylene welding process. Students must be able to perform physical tasks to complete course requirements. Prerequisite: WLDG 1001 or consent of instructor.

Introduction to Gas Tungsten Arc Welding  
WLDG 1007  3 Credits  
This course will focus on gas tungsten arc welding (GTAW) while developing skills with sheet metal, aluminum, and stainless steel in the flat position. Additional topics will include personal safety rules and shop equipment procedures. Students must be able to perform physical tasks to complete course requirements.

Introduction to Metal Inert Gas Welding  
WLDG 1011  1 Credit  
In this course, students 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. Students must be able to perform physical tasks to complete course requirements.

Advanced Metal Inert Gas Welding I  
WLDG 1012  2 Credits  
This course requires students to identify personal safety rules and to focus on developing welding skills in the horizontal and vertical up position on sheet and plate metal using the metal inert gas (MIG) process. Students must be able to perform physical tasks to complete course requirements. Prerequisite: WLDG 1011 or consent of instructor.

Advanced Metal Inert Gas Welding II  
WLDG 1015  2 Credits  
In this course, students will identify shop, machine, and personal safety rules. In addition, this course will focus on developing welding skills in the vertical down and overhead position with the MIG welding process. Students must be able to perform physical tasks in order to complete course requirements. Prerequisite: WLDG 1011 or consent of instructor.

Flux Cored Arc Welding  
WLDG 1019  3 Credits  
This course is designed for students to develop welding skills using flux cored arc welding. Topics include shop, machine, and personal safety rules. Course emphasis is on the flat, vertical, horizontal, and overhead positions with the flux cored arc welding process. Students must be able to perform physical tasks in order to complete course requirements.

Introduction to Arc Welding  
WLDG 1021  1 Credit  
This course covers shielded metal arc safety and basic shielded metal arc procedures. Students will weld various joints in the flat position with 6013 and 6011 rod using the arc welding process. Students must be able to perform physical tasks in order to complete course requirements. Prerequisite: WLDG 1021 or consent of instructor.

Advanced Arc Welding I  
WLDG 1022  2 Credits  
This course focuses on developing welding skills in the horizontal and vertical up positions with 6011 and 6013 rods using the arc welding process. Students must be able to perform physical tasks in order to complete course requirements. Prerequisite: WLDG 1021 or consent of instructor.

Advanced Arc Welding II  
WLDG 1025  2 Credits  
This course focuses on developing welding skills in the vertical down and overhead positions with 6011 and 6013 rods using the arc welding process. Students must be able to perform physical tasks in order to complete course requirements. Prerequisite: WLDG 1021 or consent of instructor.

Women and Gender Studies  

Foundations of Women's Studies  
WGST 1061  3 Credits  
MnTC: Goals 05 & 09  
Foundations of Women's Studies is an interdisciplinary course in which we examine the diversity of women's experiences throughout history and across cultures, races, ethnic groups and religions. The course introduces the theories and methodologies of the field of Women's Studies with a focus on factors such as gender, sexuality, sexual orientation, age, and life course. This course is required for the Women and Gender Studies Certificate. Prerequisite: Completion of at least three courses toward the WGST Certificate and consent of instructor. ENGL 1021 with a grade of “C” or higher.

Introduction to GLBT Studies  
WGST 1071  3 Credits  
MnTC: Goals 05 & 07  
This course familiarizes students with the debates and history surrounding sexual orientation, identity, and experience, particularly recent court decisions on the GLBT (gay, lesbian, bisexual, and transgender) community. Students will learn the factors that frame social, cultural, and political discourses on GLBT topics and develop a deeper understanding of how the GLBT community is portrayed in the popular media. Students of all genders and sexual orientations are welcome. Prerequisite: Completion of ENGL 1021 with a grade of “C” or higher.

Women in Global Perspective  
WGST 2061  3 Credits  
MnTC: Goals 05 & 08  
The major focus of this course is contemporary women’s activism in the world. The course takes a global perspective, looking for interconnections between different regions and cultures, and combining a comparative investigation of specific issues with a case study approach. Students will use current theories of Globalization and Development to analyze cross-cultural social, economic, and political aspects of women’s lives and the multiple ways diverse groups of women take action to improve their condition. Prerequisite: Completion of ENGL 1021 with a grade of “C” or higher.

Special Topics in Women and Gender Studies  
Certificate Capstone  
WGST 2099  1 Credit  
This course will give students an opportunity to reflect on and synthesize the material completed for the Women and Gender Studies Certificate. Students will complete a portfolio demonstrating their proficiency in the common learning outcomes recommended by the National Women’s Studies Association for the field of Women and Gender Studies. Prerequisite: Completion of at least three courses toward the WGST Certificate and consent of instructor. ENGL 1021 with a grade of “C” or higher.

WGST 2790  1 – 3 Credits  
Topics of special interest which may vary.
Chapter 8

Continuing Education & Customized Training

Mission

Learning that works; personal, professional and workforce development.

Vision

To become nationally recognized for quality, innovative and responsive programming that transforms lives, develops the workforce and serves the community.

Century College’s Continuing Education and Customized Training division (CECT) is the largest in the Minnesota State Colleges and Universities system, serving more than 12,000 individuals annually. We serve 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
• Interactive TV

CECT at a Glance

<table>
<thead>
<tr>
<th>Individuals Enrolled</th>
<th>9,800+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Classes</td>
<td>1,600</td>
</tr>
<tr>
<td>Number of Instructors</td>
<td>300</td>
</tr>
<tr>
<td>Corporate Clients</td>
<td>117</td>
</tr>
<tr>
<td>Number of Staff</td>
<td>30</td>
</tr>
<tr>
<td>Annual Budget</td>
<td>$3.5 million</td>
</tr>
<tr>
<td>Delivery Options</td>
<td>Classroom, worksite, distance learning/online</td>
</tr>
</tbody>
</table>

Customized Services to Business and Industry

Customized/Contract Training Services

Anytime, anywhere training, both credit and noncredit, to upgrades skills, improve productivity, and provide professional development. Current corporate clients include: 3M, The National Kitchen and Bath Association, HealthEast, Hypro Corporation, Metro Transit, MedGraphics and Medtronic. Clients have given Century a 99 percent satisfaction rating.

eMagine eLearning

Problem solving through design, development and production of custom multimedia elearning solutions. We provide experienced and professional services for:

• Instructional design
• Script development
• Graphic design
• Multiple delivery media (Internet, DVD, CD)

eLearning project management
Integration with your LMS or ours

Professional Affiliations

• North Central Association
• Learning Resources Network (LERN)
• American Society for Quality (MnASQ), Minnesota branch
• 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
Media Production Services, a Service of eMagine eLearning
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
• Digital audio and video recording
• Language translation
• Scriptwriting
• Shooting in-studio or on-location
• Narration services
• Digital editing and media compressions
• Captioning
• Duplication

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. Your message can be produced for multiple deliveries (internet, DVD and CD).

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.

Customer Service
Open enrollment and/or contract training provide opportunities to strengthen skills in serving customers. Specific modules can focus on telephone skills, call center activities, internal and external service providers, and handling difficult people and situations.

Professional Continuing Education
Choose from a wide variety of noncredit 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. Enrolled students earn continuing education units (CEU’s) in recognition of their participation.

One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Nationally recognized, the CEU provides a standardized measure for accumulating, recording, and credentialing work completed through continuing education programs. Earned CEUs are recorded on a transcript. Certificates of attendance are awarded upon completion of the classes/ workshops.

Professional development is available for:
• Nurses and allied health workers
• Nursing assistants/home health aides
• Law enforcement personnel
• Corrections officers
• Private detectives
• Building contractors
• Public sector employees
• Child protection workers
• Psychologists/counselors/school counselors
• Chemical dependency specialists
• Social workers/human service workers
• Emergency medical personnel
• Dental professionals
• Office professionals
• Quality professionals
• Payroll professionals
• Human resources managers
• Kitchen and bath designers and builders

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
• National Kitchen and Bath Association

Career Training Opportunities

Career Exploration and Planning Workshops
These popular workshops are offered several times each year to provide individual assistance to adults seeking job enhancement or career change. The workshops include the completion and interpretation of the Myers-Briggs Type Indicator and the Strong Interest Inventory. Participants learn to conduct occupational interviews and obtain hard-to-get information about advancement. They also learn to identify their top motivators, their most satisfying job skills, and the action steps needed to attain their career goals.

Certificate Programs
Certificate programs provide a way for current practitioners to earn advanced credentials.
• The Human Resources Management Certificate Program offers curriculum
• Electricity
• Electronics
• Home inspection
• Machining
• Plant maintenance
• Plumbing
• Refrigeration/HVAC
• Renewable energy (“green”)
• Sheet metal working
• Welding

Health Careers
Century provides entry-level career training for nursing assistants, home health care
workforce, trained medication aides, and health unit coordinators. Training is also offered for phlebotomy technicians, emergency department technicians, medical coding and medical billing specialists.

**Commercial Driver's License (CDL)**
Century College offers Commercial Truck Driver Training in preparation for the Class A and Class B license exams. Upon successful completion, students have the opportunity to take the skills portion of the respective exam. Century also offers individual/small group instruction to continue to build driving skills which can benefit experienced drivers.

**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.

**PrimeTime /+50 Program – Learning for Life**
PrimeTime/+50 Century is geared to provide high-quality programs, activities and volunteer opportunities to enable life-long learners to be intellectually, physically, and socially enriched. There are courses to help develop or expand hobbies, learn new skills, or examine future direction. Examples include the arts, languages, photography, technology, and sailing.

**Online Learning**
For many people, online learning is a good way to make time for learning, whether for professional development or personal enrichment. The number of people who choose to go online rather than attend a classroom increases each year, and convenience is far and away the deciding factor. You can learn at your own pace, on your own schedule, from your own location.

We provide a variety of online learning opportunities for you:
- Entry-level healthcare careers
- Workplace safety courses
- Homeland defense, cold case investigation and intro to forensic photography
- Instructor-led six-week courses offered in partnership with online learning pioneer Ed2Go (formerly Gatlin Education Services)
- Instructor-led career track courses offered in partnership with Ed2Go
- Customized eTraining for your organization, provided by eMagine eLearning

**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.
Chapter 9

College Administration & Faculty

College Administration

Ron Anderson
President
B.A. St. Olaf College
M.A. University of Minnesota
Ph.D. University of Minnesota

Michael Bruner
Vice President of Student Services/
Campus Facilities
B.A. Texas Tech University
M.A. Sul Ross State University
Ed.D. Texas A & M University

Jeralyn Jargo
Vice President of Continuing Education
and Customized Training
B.S. College of St. Catherine
M.Ed. University of Minnesota

Patrick Opatz
Vice President of Finance and
Administration
B.A. St. Mary’s University of
Minnesota
M.A. University of Minnesota
Ph.D. University of Minnesota

John Rohleder
Associate Vice President of Information
Technology/Administrative Services
B.A. University of St. Thomas
M.Ed University of Minnesota

Kathleen Bell
Academic Dean
A.D. Anoka-Ramsey Community College
B.A. University of Minnesota
M.S. University of Minnesota

Susan Ehlers
Academic Dean
A.B. University of Missouri-Columbia
M.A.T. University of Missouri-St. Louis
Ph.D. St. Louis University

James Gross
Academic Dean
B.S.I.E Purdue University
M.S Purdue University
Ph.D University of Illinois

Brenda Lyseng
Academic Dean
B.S. Concordia College
M.S. University of Minnesota

Pakou Vang
Academic Dean
B.A. University of Minnesota
B.A.S. University of Minnesota
M.A. University of Wisconsin

Kristin Hageman
Dean of Student Life
B.A. University of St. Thomas
M.A. University of St. Thomas
License: Technical College Counselor

Andrea Rystrom
Dean of Student Support Services
A.A. Golden Valley Lutheran College
B.A. St. Cloud State University
M.S. St. Cloud State University

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

Velvet Walker
Dean of Continuing Education/
Customized Training
B.A. University of Iowa

Nick Maras
Executive Director, Foundation
B.S. Arizona State University
M.Ed. University of Minnesota
Ed.D. University of South Dakota
Certificate: Harvard University
Nancy Livingston  
Director of Community Relations  
B.A. University of Minnesota

Donald Long  
Director of Resource Development  
B.S. Grand Canyon College  
M.S.Ed. University of Kentucky

Betty Mayer  
Director of Human Resources  
A.A.S. Lakewood Community College  
B.A. Metropolitan State University  
M.Ed. University of Minnesota

Bonnie Meyers  
Director of Finance  
B.A. Augsburg College

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Faculty

Adie, John  
Criminal Justice  
B.S. Kent State University  
M.E.D. Kent State University  
Ed.S. Kent State University

Al-Ghalith, Asad  
English  
A.B. University of Missouri  
M.A. University of Missouri  
Ph.D. Virginia University

Aladebjebi, Israel  
Computer Forensics  
A.S. Ogun State Polytechnic  
Post Graduate Diploma: The Polytechnic Ibadan  
Certificate: Microsoft

Anderl, John  
Communication  
B.A. Bethel University  
M.A. Bethel University

Anderson, Linda (Sandra)  
Interior Design  
B.S. University of Minnesota  
License: Home Furnishing Sales/  
Merchandising/ Management  
License: Interior Design

Andresen, Luke  
Information and Telecommunications  
A.A.S. St. Cloud Technical College  
B.S. Bemidji State University

Aspelund, Allan  
Accounting  
B.S. St. Cloud State University  
M.Ed. University of Minnesota  
License: Accounting  
License: Administrative Services

Aspnes, Mary  
Reading/Study Skills/Humanities  
B.A. St. Olaf College  
M.A. University of Wisconsin-Madison  
M.A. College of St. Thomas

Auld, Carol  
Radiologic Technology  
B.S. Cardinal Stritch University  
M.A. Cardinal Stritch University  
Diploma: Radiologic Technology

Ballata, Phyllis  
English  
B.S. Gustavus Adolphus College  
M.A. South Dakota State University

Baltikauskas, Ida  
Philosophy  
B.A. Fort Wright College  
M.A. University of Minnesota  
Ph.D. University of Minnesota

Baughman-Terry, Linda  
Counseling  
B.A. Western Michigan University  
M.A. University of St. Thomas  
M.S. University of Wisconsin

Bellis, Karen  
Radiologic Technology  
B.A. Metropolitan State University  
License: Radiologic Technology

Bilkadi, Dagny  
Reading/Study Skills/ESL  
B.A. Stanford University  
M.A. University of Minnesota

Birkeland, Darlene  
Dental Assisting  
Certified Dental Assistant  
License: Dental Assisting

Blackburn, David  
Chemistry  
B.A. Carleton College  
Ph.D. University of Minnesota

Blesi, Michelle  
Medical Assisting  
A.A. Anoka Ramsey Community College  
B.A. Metropolitan State University  
M.A. Metropolitan State University  
Diploma: Medical Institute of Minnesota  
CMA (AAMA)  
License: Medical Assisting/Office  
Component

Borden, Susan  
English  
B.A. University of Iowa  
M.A./W University of Iowa  
Ph.D. University of Minnesota

Bordenave, Melissa  
Nursing  
B.S.N. College of St. Benedict  
M.S.N. University of Phoenix

Borman, Melissa  
Art  
B.A. University of Nebraska  
M.F.A. San Francisco Art Institute

Borrett, David  
EMS/Paramedic  
B.A. Metropolitan State University  
License: Paramedic  
Nationally Registered Emergency Medical  
Technician-Paramedic

Bowden, Robin  
History  
B.A. Kent State University  
M.A. Kent State University  
Ph.D. Kent State University

Bratager Fernandez, Mary  
English  
B.A. Bemidji State University  
M.S. Bemidji State University

Brennan, Jean-Marie  
Counseling  
B.S. Idaho State University  
M.A. Idaho State University

Breugemann, Gary  
History  
B.S. University of Wisconsin  
M.A. University of Wisconsin
9 College Administration & Faculty

Buker, Mary
Cosmetology
License: Cosmetology

Burns, Cullen Bailey
English
B.A. Western Michigan University
M.A. Western Michigan University
MFA Western Michigan University

Cadwell, Jill
English
B.A. St. Cloud State University
M.A. St. Cloud State University

Campbell, Rebecca
Mathematics
B.A. Mankato State University
M.S. St. Cloud State University

Canavan, Amelia
Mathematics
B.S. Metro State College
B.A. Metro State College
M.S. University of Washington

Carter, Erin
Biology
B.S. Minnesota State University-Mankato
M.A. Minnesota State University-Mankato

Caulkins, Chris
EMT/Paramedic
A.A. Inver Hills Community College
A.A.S. Century College
B.S. American College of Pre-hospital Medicine
M.P.H. American Military University
Certificate University of Minnesota
Certified Paramedic
Certified Firefighter
Certified Emergency Manager (MN)

Cedarleaf, Joy
Biology
B.S. Brigham Young University
M.S. Brigham Young University

Chaffee, Kari
Counselor
B.S. Bemidji State University
M.S. University of Nebraska

Chall, Thomas
Automotive Service Technology
B.S. University of Wisconsin-Stout
License: Auto Mechanics – Postsecondary
License: Auto Mechanics – Secondary

Charest, Richard
Facility Systems Technology
B.A. Metropolitan State University
M.Ed. University of Minnesota
License: Heating, Air Conditioning & Refrigeration
License: Construction Electrician
License: Building Utilities Mechanic
License: Electric Maintenance & Repair

Chung, Carl
Philosophy
A.B. Occidental College
Ph.D. University of Minnesota

Clemens, Linda
English
B.A. Hamline University
M.A. University of Minnesota

Coffey, Andrea
Education
B.S. Appalachian State University
M.A. East Tennessee State University
Ed.D. East Tennessee State University

Coleman, Todd
Physics
B.A. Wittenberg University
Ph.D. University of Wisconsin

Colonna, Carrie
Dental Assisting
Diploma: Northeast Metro Technical College
A.A.S. Century College
B.A. Metropolitan State University
M.S. Bemidji State University
Certified: Dental Assistant
Licensed: Dental Assistant
Restorative Functions
Registered: Dental Hygienist

Cook, Carolyn
Health/Physical Education
B.S. Minnesota State University
M.E.D. Hardin-Simmons University

Costa, Thomas
Cosmetology
License: Cosmetology
A.A. Century College

Counce, Steve
Auto Body Technology
Diploma: Indiana Technical College
Diploma: Ivy Technical College
License: Automotive Body Mechanic

Crenna, Catherine
Reading/Study Skills
B.A. University of Minnesota - Morris
M.A. University of St. Thomas

Crittenden, Alexandra
Reading/Study Skills
B.A. University of Minnesota
Ph.D. University of Minnesota

Crowley, Leonard
Biology
M.S. Ohio State University
M.D. University of Vermont
A.B. Occidental College
Ph.D. University of Minnesota

Cullen, Roberta
Speech, Theater
B.S. Northwestern University
M.A. University of Minnesota
Ph.D. University of Minnesota

Cross, Julie
English
B.A. Augsburg College
M.A. Utah State University

Cullen, Roberta
Speech, Theater
B.S. Northwestern University
M.A. University of Minnesota
Ph.D. University of Minnesota

Daniels, Julie
English
A.B.D. University of Minnesota
B.A. College of Saint Catherine
M.A. Pennsylvania State University

Davis, Jermaine
Speech-Communication
B.A. Elmhurst College
M.A. University of Wisconsin

Dean, Bette
English as a Second Language
B.A. Bethel College
M.A. University of Minnesota

Doh, Emmanuel
English
B.A. University of Ibadan, Nigeria
M.A. University of Ibadan, Nigeria
Ph.D. University of Ibadan, Nigeria

Dolance, Susannah
Sociology
B.A. Texas Tech University
M.A. University of Michigan
Ph.D. University of Michigan

Donahue, Kelly
English
B.A. Augsburg College
M.A. Utah State University

Donohue, Amy
Communication
B.S. Illinois State University
M.S. Illinois State University
Dombush, Martha

*English as a Second Language*

**B.A.** Wheaton College

**M.A.** University of Minnesota

Downs, Brian

*Computer Science*

**B.A.** Millikin University

**M.S.** University of Illinois

**M.S.** University of Rhode Island

DuBose, Rose Marie

*Reading/Student Success*

**B.A.** University of Wisconsin-Stout

**M.A.** Hamline University

Dykes, Paul

*Biology*

**B.S.** Kansas State University of Agriculture

**M.S.** University of Minnesota

Elder, Elizabeth

*English as a Second Language*

**B.A.** University of Wisconsin/River Falls

**M.A.** Colorado State University

Engelen-Eigles, Deborah

*Sociology*

**B.A.** Wesleyan University

**M.A.** Virginia Polytechnic Institute & State University

**Ph.D.** University of Minnesota

Epps, Donald

*Political Science*

**B.A.** Valparaiso University

**M.A.** Washington State University

**A.B.D.** Washington State University

Fabro, Kathy

*Nursing*

**B.A.** College of St. Catherine

**M.A.** Bethel University

Fane, Randall

*Visual Communications Technologies*

**License:** Media Production

**License:** Television Production

Fink, Todd

*Solar Energy Technology*

**B.S.** University of Minnesota

**B.S.** University of Wisconsin-Madison

Finlayson, Janet

*Counseling*

**B.S.** Moorhead State University

**B.A.** Moorhead State University

**M.Ed.** North Dakota State University

Fleury-Evans, Diane

*Radiologic Technology*

**B.S.** University of Health/Sciences, Chicago

**M.A.** The Ohio State University

Floy, Anne

*Trio Student Support Services*

**B.A.** Marycrest College

**M.A.** Truman State University

**License:** College Counselor, LMSW

**Licensed Master Social Worker**

Gaffney, Kimberly

*English*

**B.A.** University of Illinois at Urbana-Champaign

**M.P.H.** University of Minnesota

**M.A.** University of St. Thomas

Gaffney, Michael

*Computer Science*

**B.A.** University of Minnesota

**M.A.** University of Wisconsin

Gates, Kathy

*Health/Physical Education*

**B.S.** University of Minnesota

**M.A.** College of St. Thomas

Gerriets, Carl

*English*

**B.S.** Emporia State University

**M.A.** University of Louisville

Gfrerer, Cheryl

*English*

**B.A.** Lakewood Community College

**B.A.** University of Minnesota

**M.A.** University of Minnesota

Gingerich, John

*Mathematics*

**Diploma** Hennepin Technical College

**Diploma** St. Paul College

**B.S.** Winona State University

**M.S.** University of Wisconsin

Gits, Peter

*Mathematics*

**B.A.** St. John’s University

**M.A.** University of Minnesota

Goerisch, Lynda

*Emergency Medical Services*

**A.S.** Mankato State University

**B.A.** Metropolitan State University

**M.A.** Concordia University

**License:** Emergency Medical Technician

**License:** Paramedic

**Nationally Registered Paramedic**

Gordon, Rita

*Dental Assisting*

**B.S.** University of Minnesota

**Certified:** Dental Assistant

**Licensed:** Dental Assistant

**Registered:** Dental Assistant

**Restorative Functions**

Graham, Eric

*Music*

**B.A.** University of Alaska

**M.M.** John Hopkins University

**M.A.** St. Mary’s University

Grant, Xochitl

*English as a Second Language*

**B.A.** University of Kansas

**M.M.** St. Mary’s University

**M.A.** University of Minnesota

Grebner, Timothy

*Engineering/Computer Science*

**B.S.** University of Iowa

**M.S.** University of Minnesota

Gregg, Scott

*Reading/Study Skills*

**B.A.** University of Minnesota

**B.A.A.** University of Minnesota

**M.A.** University of Minnesota

Gregory, Antone

*Chemistry*

**B.S.** University of Virginia

**M.E.** University of Virginia

**License:** Professional Engineer

Gryczman, Anna

*Nursing*

**A.D.N.** Inver Hills Community College

**B.S.N.** Metropolitan State University

**M.S.N.** University of Minnesota

**D.N.P.** Metropolitan State University

**Certificate:** Public Health Nursing

**Certificate:** Advanced Holistic Nursing

**Certificate:** Certified Nurse Educator

Gu, Xue Min

*Physics/Engineering*

**B.S.** East China Normal University

**M.S.** University of Minnesota

**Ph.D.** University of Minnesota

Goerisch, Lynda

*Emergency Medical Services*

**A.S.** Mankato State University

**B.A.** Metropolitan State University

**M.A.** Concordia University

**License:** Emergency Medical Technician

**License:** Paramedic

**Nationally Registered Paramedic**

Guenthner, Scott

*English*

**B.A.** Nebraska Wesleyan University

**M.S.** Northern Arizona University
9 College Administration & Faculty

Gwizdala, Joyce
Mathematics
B.A. College of St. Catherine
M.A. Central Michigan University

Haddox, Edward
Orthotics and Prosthetics
A.A. University of Minnesota
B.S. University of Minnesota
M.Ed. University of Minnesota
License: Prosthetics Technician
License: Orthotics Technician
License: Orthotics Practitioner

Hannen, Mary
Science/Biology
B.S. University of Wisconsin
Ph.D. University of Minnesota

Harmon, Eric
English
B.A. Fisk University
M.A. Vanderbilt University

Hathaway, Robert
English
B.A. Concordia Senior College
M.A. Mankato State College

Hauer, Justin
Counseling
M.S. University of Wisconsin

Hayne, JoAnn
Nursing
A.S. Anoka Ramsey Community College
B.S. University of Minnesota
M.S.N. University of Minnesota

Heim, Mary
Business Management
A.A. Lakewood Community College
B.A. Winona State University
M.B.A. Mankato State University

Heim, Michael
Business Management
A.A. Lakewood Community College
B.A. Winona State University
M.B.A. Mankato State University

Hentges, Elizabeth
Mathematics
B.A. College of St. Benedict
M.S. Michigan State University

Hildebrandt, Jill
Communication
B.S. Minnesota State University
M.A. Minnesota State University
Ph.D. Southern Illinois University

Hill, Brenda
Counseling
B.S. North Carolina A&T State University
M.S. Mankato State University
License: Technical College Counselor

Hinrichs, Bruce
Psychology
B.A. University of Minnesota
M.A. University of Minnesota

Hipp, Susan
Reading/Study Skills
B.S. University of Minnesota
M.S. University of Wisconsin-LaCrosse

Hunt, Stewart
Mathematics
B.S. Bemidji State University
M.S. Florida State University
M.S. Purdue University

Hurd, Patricia
Cosmetology
Diploma: Lake Area Vo-Tech
Diploma: 916 Vo-Tech
License: Cosmetology

Jacobson, Carol
English
B.S. Bemidji State University
M.A. University of North Dakota

Jahnke, Jeffrey
Engineering CAD Technology
A.A.S. Milwaukee Area Technical College
License: Mechanical Drafting

Jakubic, Jennifer
English as a Second Language
B.A. Gustavus Adolphus College
M.A. University of Minnesota

Jenson, Brian
Mathematics
B.S. University of North Dakota
M.S. University of North Dakota

Jentzsch, Teresa
Chemistry
B.S. University of Wisconsin-Eau Claire
Ph.D. University of Minnesota

Jersak, Michele
Counseling
A.A. North Hennepin Community College
B.A. University of Minnesota
M.A. University of Minnesota

Jersak, Robert
Communication
B.A. Hamline University
M.A. Minnesota State University-Mankato

Johnston, Neil
Art
B.F.A. College of Visual Arts
M.F.A. Minneapolis College of Art & Design

Jorgenson, Linda
Dental Hygiene
B.S. University of Wisconsin
G.D.H. University of Minnesota
License: Dental Hygiene

Keenan, Kerry
Nursing
A.A.D. Century College
L.P.N. Anoka-Hennepin Technical College
R.N./A.S.D. Anoka Ramsey Community College
B.S.N. College of St. Catherine
M.A. Bethel University

Keller, David
Microcomputer Support Technology
B.S. Minnesota State University-Mankato

Kennedy, Barbara
Spanish
B.A. Macalester College
M.A. University of Minnesota

Kerschner, Dennis
Heating/Air Conditioning Technology
License: Heating, Air Conditioning & Refrigeration

Kessen, Ann
Biology
B.A. University of Dayton
Ph.D. University of Minnesota

Klemz, Aaron
Speech Communication
B.S. Southern Illinois University
M.S. Southern Illinois University

Klingworth, Robert
Physics
B.A. Gustavus Adolphus College
Ph.D. New Mexico State University
Libson, Carol  
Office Technology  
B.S.  |  Bemidji State University  
M.S.  |  Mankato State University  
License:  |  Administrative Support

Littleton, Laura  
Radiologic Technology  
Diploma:  |  Radiologic Technology  
B.A.  |  Metropolitan State University

Loomis, Kim  
Chemistry  
B.A.  |  University of Denver  
M.S.  |  Colorado State University

Lyons, David  
Geography  
B.S.  |  College of St. Teresa  
M.Ed.  |  University of Maryland

Machlica, Karen  
Counseling  
B.S.  |  College of St. Teresa  
M.A.  |  University of Wisconsin

Macklin, Dennis  
Psychology  
B.A.  |  University of Wisconsin  
M.S.  |  University of Nebraska  
Ed.D.  |  University of Minnesota

Madisen, Randi  
Library  
B.A.  |  Carleton College  
M.I.L.S.  |  University of Michigan

Maeckelbergh, Kenneth  
Art  
B.S.  |  University of Minnesota  
M.A.  |  California State University

Makstenieks, Scott  
Communication  
B.A.  |  Illinois State University  
M.A.  |  Illinois State University

Mason, Angela  
Medical Assisting  
Diploma:  |  Century College  
A.A.  |  Century College

Matel, Kathleen  
Reading/Study Skills/English as a Second Language  
B.S.  |  College of St. Teresa  
M.S.  |  University of Wisconsin-River Falls

Knapton, Mel  
Horticulture  
B.S.  |  University of Minnesota  
License:  |  Horticulture  
License:  |  Landscaping

Koch, Jody  
Reading/Study Skills  
B.S.  |  University of Wisconsin – Eau Claire  
M.S.  |  University of Wisconsin – River Falls

Koehn, Janice  
Cosmetology  
Diploma:  |  916 Vo-Tech  
License:  |  Cosmetology

Kotasek, Richard  
Chemical Dependency  
B.A.  |  University of St. Thomas  
M.A.  |  University of St. Thomas

Kothera, John  
Visual Communications Technology  
B.A.  |  Cleveland State University  
M.F.A.  |  Tyler School of Art  
License:  |  Graphic Arts

Kotila, Dwight  
Physical Education  
A.A.  |  Willmar Community College  
B.S.  |  St. Cloud State University  
M.S.  |  St. Cloud State University

Krohn, Margaret  
Interior Design  
B.S.  |  Mankato State University  
Certificate:  |  Architectural Drafting Technician  
Certified:  |  Association of Interior Design  
Certified:  |  Kitchen Designer  
Certified:  |  National Council for Interior Design Qualification  
License:  |  Interior Design

Kruszka, Edward  
Mathematics  
B.A.  |  Saint Xavier College  
M.S.  |  Northeastern Illinois University

Kuczenski, Jessica  
Engineering  
M.S.  |  University of Notre Dame  
Ph.D.  |  University of Notre Dame

Kuenzi, Fred  
Facility Systems Technology  
Degree:  |  Occupational Professional, 916 Vocational Technical Institute  
License:  |  Heating, Air Conditioning & Refrigeration

Kuny, Tracy  
Dental Hygiene  
A.S.  |  Normandale Community College  
B.S.  |  College of St. Catherine

Kupfer, Julie  
Dental Assisting  
Certified:  |  Dental Assistant  
Licensed:  |  Dental Assistant

Kuss, Richard  
English  
B.A.  |  University of Wisconsin  
M.A.T.  |  University of Wisconsin

Langevin, Cheryl  
Librarian  
B.A.  |  University of Minnesota  
M.S.  |  Mankato State University  
License:  |  Instructional Resources/Media Specialist

Lanning, Elizabeth  
Psychology  
B.A.  |  Bowling Green State University  
M.E.D.  |  Bowling Green State University

Le, Thanh  
Economics  
B.S.  |  University of Minnesota  
Ph.D.  |  University of Minnesota

LeBeau, Michelle  
Biology  
B.A.  |  University of Minnesota  
Ph.D.  |  University of Minnesota

Lesmeister, Anita  
Mathematics  
B.S.  |  University of North Dakota  
M.S.  |  University of North Dakota

Letang, Delia  
Mathematics  
B.S.  |  University of the West Indies, Barbados  
M.Phil.  |  University of the West Indies, Barbados  
M.S.  |  University of Minnesota  
Ph.D.  |  University of Minnesota

Lewis, Brian  
English  
B.A.  |  Wayne State University  
M.A.  |  Wayne State University  
Ph.D.  |  Michigan State University

Kuny, Tracy  
Dental Hygiene  
A.S.  |  Normandale Community College  
B.S.  |  College of St. Catherine

Kupfer, Julie  
Dental Assisting  
Certified:  |  Dental Assistant  
Licensed:  |  Dental Assistant

Kuss, Richard  
English  
B.A.  |  University of Wisconsin  
M.A.T.  |  University of Wisconsin

Langevin, Cheryl  
Librarian  
B.A.  |  University of Minnesota  
M.S.  |  Mankato State University  
License:  |  Instructional Resources/Media Specialist

Lanning, Elizabeth  
Psychology  
B.A.  |  Bowling Green State University  
M.E.D.  |  Bowling Green State University

Le, Thanh  
Economics  
B.S.  |  University of Minnesota  
Ph.D.  |  University of Minnesota

LeBeau, Michelle  
Biology  
B.A.  |  University of Minnesota  
Ph.D.  |  University of Minnesota

Lesmeister, Anita  
Mathematics  
B.S.  |  University of North Dakota  
M.S.  |  University of North Dakota

Letang, Delia  
Mathematics  
B.S.  |  University of the West Indies, Barbados  
M.Phil.  |  University of the West Indies, Barbados  
M.S.  |  University of Minnesota  
Ph.D.  |  University of Minnesota

Lewis, Brian  
English  
B.A.  |  Wayne State University  
M.A.  |  Wayne State University  
Ph.D.  |  Michigan State University
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<td>Linguistics, Translation, and Interpreting</td>
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<td>Diploma.</td>
<td>Prosthetics</td>
<td>Northeast Metro Technical College</td>
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<td>Music</td>
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<td>Oldre, Bonnie</td>
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<td>Olson, Amanda</td>
<td>B.A.</td>
<td>Communication</td>
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<td>Olson, Bob</td>
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<td>Automotive Service Technology</td>
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<td>Pearson, Pam</td>
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<td>Pfeiffer, Joann</td>
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Purcell, Carol
Mathematics
B.A. St. Louis University
M.A. Catholic University

Ramsey, Steven
Business Management
B.S. University of Minnesota-Duluth
J.D. William Mitchell College of Law

Randall, Carol
German/Spanish
B.A. St. Olaf College
M.A.T. University of St. Thomas

Ratnasamy, Julia
Mathematics
B.E. University of Madras
M.S. University of Madras
M.Ed. Annamalai University
M.A. University of Madras
B.S. University of Madras

Reedich, Kurt
Mathematics
B.S. University of Wisconsin
M.S. University of Wisconsin

Roach, Paul
Anthropology
B.S. California Polytechnic State University
M.S. University of Oregon

Robey, Jennifer
Reading/Study Skills
B.A. University of Nebraska
Ph.D. University of Minnesota
Certificate: Advanced Literacy

Rosik, Greg
Mathematics
B.S. University of Wisconsin
M.S. Marquette University

Roy, Judith
History
B.A. University of Colorado
M.A. University of Colorado

Ruggles, Gary
Visual Communications Technology
B.F.A. Lamar University
M.A. California State University
License: Commercial Art
License: Media Production

Rynders, Beth
Dental Assisting
B.S. University of Minnesota
M.Ed. University of Minnesota
Certified: Industrial Relations
Certified: Expanded Functions in Dental Assisting Program
Certificate: Dental Assistant
Licensed: Dental Assistant
Restorative Functions Dental Assistant

Saks, Dawn
Art
B.F.A. Colorado State University
M.F.A. University of Illinois

Saylor, Katherine
English
B.A. South Dakota State University
M.A. South Dakota State University

Schmitzer, Kimberly
EMS/Paramedics
A.S. Inver Hills Community College
A.A.S. Century College
B.A. Bethel College
M.A. Bethel University
License: Paramedic
Certified

Schouveller, Kimberly
Nursing
A.S. Inver Hills Community College
M.S.N. Walden University

Schultz, Frank
Counseling
B.S. University of Minnesota
M.Ed. University of Minnesota
M.Ed. University of Wisconsin
License: Quality Control Technician

Shannon, Maureen
Human Services
B.A. Hamline University
M.S. St. Mary’s University

Simenson, Scott
Information & Telecommunication
B.S. University of Wisconsin

Simons, Angela
Mathematics
B.A. Macalester College
M.Ed. University of Minnesota

Sklaney, Lawrence
English
B.A. Bucknell University
M.A. University of Illinois
A.B.D. University of Illinois

Skogstrom-Rodriquez, Sarah
Interior Design
B.A. University of Wisconsin

Smeltzer, Mark
Speech-Communication
B.A. University of Washington
M.A. University of Washington
Ph.D. University of Minnesota

Smith, Garrett
English as a Second Language
B.A. University of St Thomas
M.A. University of Minnesota

Solem, Charles
Visual Communications Technologies
Diploma: Northeast Metro Technical College
License: Photographic Finishing

Stack, Constance
Health
B.A. Metropolitan State University
M.S. Minnesota State University/Mankato

Steck, Patricia
Philosophy
B.G.S.U. University of Nebraska
M.A. University of Nebraska

Steffen, Nancy
Nursing (RN)
A.D.N. Northeast Iowa Community College
B.S.N. Upper Iowa University
M.S.N. Drake University

Stolberg, Steven
Prosthetics
A.S. Lakewood Community College
B.S. University of Minnesota
Certified: Prosthetics
Certified: Prosthetics Practitioner
License: Prosthetics Technician
Prosthetics Practitioner

Stoltzman, Muriel
English as a Second Language
B.S. Stout State University
M.A. Hamline University

Thinesen, Pamela
Biology
B.S. St. Cloud State University
M.S. Portland State University
Certificate: Secondary Teaching
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Chapter 10

Minnesota State Colleges & Universities

MnSCU

Anyone interested in inquiring about the courses and services provided by Minnesota’s state colleges and universities (MnSCU) should contact the college and direct inquiries to the Office of Admissions.

Alexandria Technical & Community College
alextech.edu

Anoka-Ramsey Community College
anokaramsey.edu

Anoka Technical College
anokatech.edu

Bemidji State University
bemidjistate.edu

Central Lakes College
clcmn.edu

Century College
century.edu

Dakota County Technical College
dctc.edu

Fond du Lac Tribal & Community College
fdltcc.edu

Hennepin Technical College
hennepintech.edu

Inver Hills Community College
inverhills.edu

Lake Superior College
lsc.edu

Metropolitan State University
metrostate.edu

Minneapolis Community & Technical College
minneapolis.edu

Minnesota State College – Southeast Technical
southeastmn.edu

Minnesota State Community & Technical College
minnesota.edu

Minnesota State University, Mankato
mnsu.edu
Minnesota State University Moorhead
go.mnstate.edu

Minnesota West Community & Technical College
mnwest.edu

Normandale Community College
normandale.edu

North Hennepin Community College
nhcc.edu

NE-Hibbing Community College
hibbing.edu

NE-Itasca Community College
itascacc.edu

NE-Mesabi Range Community & Technical College
mesabirange.edu

NE-Rainy River Community College
rrcc.mnscu.edu

NE-Vermilion Community College
vcc.edu

Northland Community & Technical College
northlandcollege.edu

Northwest Technical College
ntcmn.edu

Pine Technical College
pinetech.edu

Ridgewater College
ridgewater.edu

Riverland Community College
riverland.edu

Rochester Community & Technical College
rtc.edu

St. Cloud State University
stcloudstate.edu

St. Cloud Technical & Community College
sctcc.edu

Saint Paul College
saintpaul.edu

South Central College
southcentral.edu

Southwest Minnesota State University
smsu.edu

Winona State University
winona.edu

651.779.3300 211
Introduction

The Student Handbook has been developed to give students an overview of various activities, rules, regulations, and policies that have direct impact on them at Century. Further information concerning any of these areas may be obtained from the Dean of Student Life, located on west campus, or by calling 651.773.1780.

Student Life Program

The Student Life 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 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 Life Program provides many avenues for student growth, the decision to participate is based on personal desire.

Student Activities Program

Student Club Center
The Student Club Center, room 1210 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, at the beginning or end of the day? Located in room 1205 west campus, the Game Room is a great place to unwind and enjoy recreational game activities. Table tennis and televisions are available for students’ enjoyment. Tournaments in various activities are also conducted each semester. The Game Room is also a great place to relax, enjoy a cup of coffee, watch television, meet old friends, and make new friends.

Student Clubs and Organizations

How to Get Involved
There are over 25 clubs and organizations for students to participate in at Century College. There are special interest clubs (i.e. Alpha Omega, Q & S club), cultural organizations (i.e. Asian Student Association or Arabic Club) and program specific groups (i.e. Dental Assisting Club or Math Club). For a complete list of clubs please consult our web site at century.edu/currentstudents/studentlife/.

Are you looking to start a new club or get involved in one of the current clubs or organizations at Century? Please contact the Associate Director of Student Life and Leadership Development at 651.747.4015 or the Student Senate Office at 651.779.3317.
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 PHOTO IDs

Students will need a Century Photo I.D. to use the Library, Fitness Center, to check out game room and recreation equipment, and to use the Mathematics, English or Reading labs. The first photo I.D. card is free. Lost or replacement cards are $5.00 (payable at the Business Office).

To obtain a Century College Photo I.D. you will need a copy of your current course schedule along with a driver’s license or other government-issued photo I.D. This service is located at the Records Office, room 2220 west campus.

STUDENT PUBLICATIONS

The Wood Duck Weekly is a student publication that promotes student activities and events on campus as well as special announcements important to the Century community. For more information call 651.748.4015.

The All-Student Email is sent weekly to inform students of activities for the week, services that are available and information of importance. For further information call 651.748.2608.

The Century Times is a student run newspaper that is published twice a semester. It is distributed throughout campus with information relevant to the Century community. For more information call 651.779.3314.

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 executive board. 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)

THE CONNECTION

Located in room 1205 west campus, The Connection is a great place to get involved in the many happenings at Century College. The Connection provides discount ticket prices, food, bus passes, a local fax machine and much more. It can also connect you to the many student groups and their events on campus including the Planning Activities Committee which sponsors events such as Wood Duck Days, Blizzard Blast and the Fright Walk. Contact The Connection at 651.779.3358, by email at Connection Century.edu or on our efolio web site at centuryconnection.project.mnscu.edu.

The Connection is also the home of the outdoor recreation equipment. There is seasonal equipment that is available for check out including but not limited to in-line skates and protective equipment, snowshoes, fishing poles and equipment, cross-country skis, backpacks and tents.

Intercollegiate Athletics

Century College is a member of the Minnesota College Conference (MCC) and the National Junior College Athletic Association (NJCAA). Century College offers intercollegiate men’s and women’s soccer and baseball and softball. For more information call 651.779.3325.

Intramural/Recreation Programs

Fitness Center

Located in Room 1605 on the West Campus, the Fitness Center provides a full complement of weight training and aerobic machines for use by current Century students and staff. Watch for on-going fitness workshops (room W1790, 747.4054).

Intramural Sports

Open to all students interested in a variety of team and individual sports. Activities include soccer, badminton, volleyball, basketball, softball, and golf to name just a few. The Intramural Sports Program provides a diverse spectrum of recreational activities for Century students and staff. For more information call 651.779.3358.

Gymnasium

The gymnasium is available for a variety of activities (i.e. basketball, volleyball, and badminton).

Outdoor Volleyball, Basketball Courts, and Golf Practice Green

The courts and golf green are available for all to use. They are located behind West Campus. Balls are available through The Connection.

Wood Duck Walking Trail

Enjoy a beautiful walk through nature on this paved trail located behind West Campus.

Locker Rooms

Locker room facilities, located near the gymnasium (men on first floor, women on third floor) are available for those participating in intramural, recreation, and fitness activities. Students must provide their own towel and lock. Locks must be removed daily.

Recreation Programs

Intramural Sports

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Archery

The campus archery range is available for students and staff. For more information call 651.779.3300.

Outdoor Recreation

Open to all students and staff. The Outdoor Recreation Program offers a variety of activities and events throughout the year. For more information call 651.779.3300.

Outdoor Sports

Open to all students and staff. The Outdoor Sports Program offers a variety of activities and events throughout the year. For more information call 651.779.3300.

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opportunity to view and appreciate the work of professional and student artists in a gallery setting. For more information call the Public Relations Office 651.779.3933.

Performing Arts
All students are welcome to participate in the Performing Arts program. Students have the choice of earning credit for participation or joining without credit.

• Century College Choir –
  A choral ensemble open to students without singing experience as an activity or for academic credit. One concert per semester. Jocelyn Kalajian, room 1092, West Campus, 651.779.3212.

• Century Chamber Orchestra –
  A chamber-size orchestra open to students with previous orchestral experience as an activity or for academic credit. Study and performance of standard orchestra literature. Elliot Wilcox, room 2048, West Campus, 651.779.3214.

• Theatre Productions –
  Students may participate in college theatrical productions using their talents in acting, stagecraft, stage makeup and/or scenery design. Roberta Cullen, room 1107, West Campus, 651.779.3201.

• Century Concert Band –
  The study and performance of instrumental literature. No audition. Open to students as an activity or for academic credit. Charles Preis, room 2046, West Campus, 651.779.3213.

• Century Jazz Ensemble –
  The study and performance of high level jazz arrangements with an emphasis on improvisation. Audition required. Open to students as an activity or for academic credit or through Continuing Education. Larry Neumann, room 2043, West Campus, 651.747.4033.

• Shakespeare and Company –
  Provides students and community residents the opportunity to view and appreciate summer repertory theatre at Century’s outdoor theatre complex. Participation is noncredit, by audition only. shakespeareandcompany.org

Collegewide Events

Student Activities Fair
Early each semester Student Life 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 Days
Wood Duck Days, a school-wide event, is held each spring on the West Campus in May. This day is filled with music, good food, prizes, and activities. Century’s various clubs work together to sponsor the event.

Orientation
Orientation provides new students with an opportunity to get acquainted with Century College. To help facilitate a successful transition to college life, Century offers a two-part orientation process that includes a 90 minute Advising and Registration Session and Welcome Day, which last approximately 3 hours. Students will have an opportunity to meet with a counselor for help with course selection, receive assistance with Century technology, attend workshops, and take a tour of the campus. After attending orientation, student will feel prepared to begin their first semester at Century.

College Policies
These policies and statements are not an irrevocable contract, and the College reserves the right to change any policy without notice.

Compliance, Safety and Security Report
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community and is also submitted to the Department of Education. The goal of the Clery Act is to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

Century College is committed to the well being of our campus community including students, employees, and visitors. The college has taken numerous steps to maintain a safe learning environment for all. The college also encourages students, faculty, staff and visitors to take appropriate steps to insure their own personal safety. We encourage all to report suspicious individuals, activities, or hazardous conditions immediately.

The Compliance, Safety and Security Report is available in the Counseling Center, room 2410 west campus, Human Resources, room 1395 east campus, by calling 651.779.3929 and at century.edu/employees/publicsafety/default.aspx

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 Compliance, Safety and Security Report for specific information on the state and federal laws regarding drugs and alcohol on a college campus.

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 Compliance, Safety and Security Report lists health risks associated with abuse of alcohol and drugs; and if anyone needs assistance with a drug or alcohol problem, a list of services is available.

**Tobacco-Free Policy**

Century College is a tobacco-free campus. Smoking, tobacco use, and tobacco sales (including the use or sale of smokeless tobacco products) are prohibited on college owned, operated, or leased property including college vehicles. This policy applies to all persons on college property. Noncompliance is punishable by fine and/or disciplinary action.

Exception: Tobacco use inside privately owned vehicles while on campus property is permitted.

**HARASSMENT AND DISCRIMINATION**

For policy and process information, please access the Student Concern Process through the Century Direct Portal System or call the Dean of Student Life at 651.773.1780.

**Harassment Officer:**

Kristin Hageman

651.773.1780

West Campus

Century College and the Minnesota State Colleges and Universities system is committed to a policy of nondiscrimination in employment and education opportunity.

No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/ harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Century College and the Minnesota State Colleges and Universities will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Century College and the Minnesota State Colleges and Universities system, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

A copy of this policy is available in the Counseling Center, in the Compliance, Safety and Security Report and online at mnsu.edu/board/policy/1b01.html.

**STUDENT CONDUCT/ ACADEMIC HONESTY**

For policy and process information, please access the Student Concern Process through the myCentury Student Portal or call the Dean of Student Life at 651.773.1780.

**Student Conduct**

Each student at Century College has the right to an education, and it is the responsibility of the College to provide an environment that promotes learning. Any action by a student that interferes with the education of any other student or interferes with the operations of the college in carrying out its responsibility to provide an education will be considered a violation of this code. Disciplinary action will be handled in an expeditious manner while providing due process. The provisions of this policy do not affect the rights of persons in authority to take any immediate and temporary actions necessary to retain the classroom, campus or program atmosphere, and to uphold established policies, regulations, and laws.

Violations, the informal and formal processes, the appeals process, and sanctions are described in the Student Conduct Policy available in the Counseling Center, West Campus. Also, for more information, see the Dean of Student Life, West Campus, 651.773.1780.

**Academic Honesty**

The primary academic mission of Century College is the exploration and dissemination of knowledge. Academic honesty and integrity are integral to the academic process. Academic dishonesty is a serious offense which undermines the educational process and the learning experience for the entire College community.

It is expected that Century College students will understand and adhere to the concept of academic integrity and to the standards of conduct prescribed by the College’s Academic Honesty Policy. It is expected that each student will assume responsibility for his/her work and that materials submitted in fulfillment of course, program, and college academic requirements must represent the student’s own efforts. Any act of academic dishonesty attempted by a student at Century College would be subject to appropriate disciplinary action.
Student Complaint/Grievance Policy

For policy and process information, please access the Student Concern Process through the myCentury Student Portal or call the Dean of Student Life at 651.773.1780.

Student Complaint Process
(Unfair Treatment by College Employee)
Students may file a complaint concerning alleged improper, unfair, arbitrary, or discriminatory treatment and discuss it with the appropriate employee or with the employee’s supervisor. They may use an informal situation resolution form or follow the grievance process below.

Student Grievance Process
(Policy Violation)
To initiate a grievance (formal written claim), students may carry an official grievance through three steps, if necessary:
1. to the employee being grieved.
2. to the appropriate supervisor to whom that employee reports.
3. to the College president. This is the final step in the appeal process.

However, if the violation involves a MnSCU policy, students may carry the grievance to the MnSCU chancellor, and this decision is final and binding.

Copies of the grievance policy and forms are available in the Counseling Center, room 2410, West Campus. For more information contact the Dean of Student Life, 651.773.1780.

Student Data Privacy

Century College, in compliance with the Federal Education Rights and Privacy Act (FERPA), affords students certain rights with respect to their educational records. Students can inspect and view their records within 45 days of the day the college registrar (Records Office) receives a written request for access. Students may ask the College to amend a record by writing to the registrar and clearly identifying what part of the record is inaccurate and why it is inaccurate. Certain educational records will not be released to other persons without permission from the students with the exception of disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, support staff position (including law enforcement unit personnel); students serving on official College committees or assisting another school official in performing his or her tasks assisting qualified officials; a person or company with whom the college has contracted, such as an attorney, auditor, or collection agent; a person serving on the MnSCU Board of Trustees, or the Century Foundation. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The following information has been designated as “directory information” and, as such, is available to the general public: students’ names, most recent previous school attended, dates of attendance, major field of study, degrees, certificates and awards received, birth dates, full- or part-time status, Dean’s list, and photographs. 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
8. Dean’s List
9. Photographs (student I.D. photos are excluded)
10. Participation in clubs, activities, programs and sports

Private Student Information

Private student information is not accessible to the public. It is accessible to the subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject.
1. Address/e-mail address
2. Background information, including behavior, performance, traits
3. College and high school records
   a) courses taken
   b) credits attempted
   c) credits earned
   d) grades earned
   e) high school rank
4. Counseling records unless they contain information classified or confidential
5. Disciplinary record
6. Evaluations
7. Financial aid records
8. Medical information
9. Recommendations
10. Social security number
11. Telephone number
12. Test scores

Confidential Information

This data is not accessible to the public or to the subject of the data. It is accessible only to individuals or agencies authorized by law to gain access.
1. Financial records and statements of a students’ parents (however, these are
accessibility 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 who shall release and receive the information
   d) Information written in plain language
   e) Specifications of the nature of the data
   f) Specifications of the purposes for which information may be used
3. Accrediting organizations in order to carry out their accrediting functions.
4. Appropriate health authorities, but only to the extent necessary to administer immunization programs.
5. Appropriate person or persons on the basis of a valid court order, or lawfully issued subpoena—but only after calling the court’s attention, through proper channels, to the statutory provisions, rules, or regulations which restrict the disclosure of such information.
6. Appropriate persons in connection with student’s application for, or receipt of, financial aid.
7. Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the students or other persons.
8. School and system office officials who have a legitimate educational interest. School official is defined as any person employed by the college in an administrative, supervisory, academic or research, support staff position (including law enforcement unit personnel); students serving on official College committees or assisting another school official in performing his or her tasks assisting qualified officials; a person or company with whom the college has contracted, such as an attorney, auditor, or collection agent; a person serving on the MnSCU Board of Trustees, or the Century Foundation. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
9. Federal or state authorities in connection with the audit and evaluation of federally supported educational programs.
10. Officials or to other schools, upon request of the students. See notice below.
11. Organizations conducting studies for or on behalf of Century College for the purpose of the following:
   a) Administering student aid programs
   b) Developing, validating, or administering predictive tests
   c) Improving instruction.
   (These studies must be conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, with the information to be destroyed when no longer needed for its purpose.)
12. State and local officials, as may be required by state statute existing prior to November 19, 1974.

Notice: If you seek or intend to enroll in another educational institution, your education records will be provided as requested by that institution. If applicable, while concurrently enrolled in or receiving services from more than one educational institution, your education records will be available to officials of those institutions as appropriate. Disclosures of your records under other circumstances may require your prior written consent.

You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate, incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the Registrar at the college or university that supplied the records.

**Students Rights Regarding Personal Information**
Students asked to supply private or confidential data concerning themselves shall be informed of the following rights:
1. Any known consequences arising from supplying or refusing to supply private or confidential data.
2. The identity of other persons or entities authorized by state or federal law to receive the data.
3. The purpose and intended use of the data.
4. To be informed as to what is classified as directory information and, on request, have it treated as private data.
5. To receive copies of private or public data (on self), the agency may charge a fee, which covers the actual costs involved for providing copies.
6. To review all private or public data (on self) without any charge.
7. Whether one may refuse or is legally required to supply the requested data.
8. Whether the College maintains any data on him or her and the classification of that data—this includes confidential data. (Students must be told upon request of this information.)
9. Students may, in writing, contest the accuracy or completeness of public or private data; the College shall within thirty days either correct the data found to be in error or notify the students that the College believes the data to be correct. If data is found to be incorrect, the College shall attempt to notify the past recipients. The students may appeal an adverse determination of the College through the provisions of the administrative procedures act, relating to contested cases.
10. The permission or consent required of, and rights accorded to parents by statute or law, shall only be required for and accorded to the students.
11. Students will be notified annually of their rights under FERPA; the Notification of Rights will be published in the registration guide.
Century College diplomas are 31 - 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 nondesignated 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, AFA, 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 prerequisites and 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 based 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 courses and grades.

**Transfer Programs** - programs with courses leading to an Associate in Arts, Associate in Fine Arts, or Associate in Science degree which are generally accepted in transfer to bachelor degree granting colleges and universities.

**Tuition** - an amount of money charged to students for each course.

**Withdrawal** - discontinuing a course after the drop/add period but before the withdrawal deadline. A withdrawal is recorded on the transcript as a W. Withdrawals do not influence GPA, but do negatively impact academic progress.

**Work Study** - a program created in 1964. The federal government and the college provide funds for part-time employment on campus. Part- or full-time students in need of financial assistance may apply in the Financial Aid office.
Chapter 12

Transfer Guide

The following information and guidelines are intended to provide the student with the ability to manage their own transfer process.

Responsibilities

**Students** are responsible for collecting the necessary information that enables satisfactory transfer. This responsibility includes providing necessary supporting course information for review for transfer, such as a syllabus, course description, or reading list and becoming familiar with the requirements of the student’s intended degree. The Minnesota Transfer Curriculum (MnTC), credits and credit hours. Definitions and resources contained in this section of the catalog will help to inform a student in the process of transfer.

**Schools** are responsible for providing the necessary information and resources to allow a student to plan transfer. This includes a clear outline of their MnTC requirements and information on the intended use of various degrees, certificates and diplomas. The school will also make available to a student a designated transfer specialist with expert knowledge in the process of transfer.

Definitions

**Transfer specialists** are designated staff persons at both the sending institution and the receiving institution. To best understand the transfer process, students planning to transfer should contact the transfer specialist at their current school and at the school to which they plan to transfer. Transfer specialists for Minnesota schools may be found at mntransfer.org under “Transfer Resources.”

**MnSCU** is the acronym for the Minnesota State Colleges and Universities. MnSCU includes Minnesota’s state supported universities, community colleges, technical colleges and the consolidated community and technical colleges.

**U of M** is the University of Minnesota. Their five campuses are separate from MnSCU and are in Minneapolis, St. Paul, Crookston, Duluth and Morris.

**Private** colleges and universities are the other category of schools within Minnesota. Private colleges are not state funded.

**Minnesota Transfer Curriculum (MnTC)** 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, 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.
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Official transcripts are transcripts sent by the registrar of previously attended schools directly to the Admissions Office of the school to which a student plans to transfer. Most schools require official transcripts be received from all previously attended schools prior to a decision being made on the application.

Sending institution is the school that is sending transcripts to another school – transfer out.

Receiving institution is the school that is receiving transcripts from another school(s) – transfer in.

Original document refers to the transcript prepared by each institution a student has attended. Most colleges and universities will request original documents from EACH school previously attended and use those documents to determine if courses transfer.

Accreditation “Accreditation is a system for recognizing education institutions and professional programs affiliated with those institutions for a level of performance, integrity, and quality that entitles them to the confidence of the education community and the public they serve.”

Accreditation is the process by which students are assured of the school’s and/or program’s quality.

Regional Accreditation is the institutional review held by schools in MnSCU, U of M system and by most private colleges and universities in Minnesota. This level of accreditation allows for the relative ease of transfer of general education and other equivalent and comparable coursework. Accreditation can be a confusing issue and students should check with their transfer specialist if they have questions on accreditation. Also, at MnTransfer.org there are “Tips for Transfer” and “Frequently Asked Questions” sections that may further answer this question.

Additional Sources of Credit

The following are additional ways that a student may have accumulated college or university level credits. The transfer specialist, at the school from which a student plans to earn their final degree, would be able to answer questions on how credits from these sources will transfer. Many schools would have this information on the transfer portion of their website.

Experiential education is an attempt to translate an individual’s life and work experiences into college level credit. All schools do not recognize experiential education credits or limit the number that may be used in a degree.

College Level Examination Program (CLEP) 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.

Advanced Placement (AP) 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.

International Baccalaureate (IB) 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.

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

Degree Audit Reporting System (DARS) indicates course completed at Century College along with transfer courses and which courses fulfill specific degree or program requirements.

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 resources about transfer planning.

Transfer specialists for Minnesota schools and selected Wisconsin schools may be found at MnTransfer.org under “Transfer Resources.”

uSelect is a nationwide web-based course transfer system that offers information about course descriptions and equivalencies and academic program planning and requirements available at uselectmn.org.